



Minutes

Committee: HUD COC and ESG Committee

Date: 4/3/2019

Duration: 9:00 – 11:00

Meeting Place: ECHO
300 E. Highland Mall Blvd

Attendance:

- = Present
- TC = Attended via Dial in
- A = Absent

CoC and ESG Members							
P	Stephanie Green	P	Erin Whelan	P	Kali Gossett	P	Rick Rivera
A	Christa Noland	A	Caitlin Bond	P	Dylan Shubitz	P	Christina Montes
A	Erin Goodison	A	Greg McCormack	A	Kate Bennett	A	Naomi Tejero
A	Hosie Washington	P	Kathy Ridings	P	Mamadou Balde	A	Melinda Cantu
P	Natasha Shoemaker	P	Delia DeLeon	A	Jennifer Mishler	P	Jason Phillips
P	August Weems	A	Trey Nichols	A	Rachel Connors	A	Laura Poskochil
A	Miranda Spiro	P	Allison Jackson	P	Jim Currier	P	Sylvia Garrett
P	Elvira Lathrop	P	Netanya Jamieson				
ECHO Staff							
P	Kate Moore	P	Laura Evanoff	P	Tim Long	P	Melissa Wheeler
A	Sharyn Malatok	P	Axton Nichols	A	Whitney Bright	A	Richard Dodson

AGENDA		DISCUSSION	ACTION ITEMS
I. Welcome & Feb 2019 Minutes	E. Whelan & K Gossett	Review and Approve March 2019 Minutes <ul style="list-style-type: none"> • Approved with no revisions 	Approved with no revisions
II. CoC Business	E. Whelan, K Gossett, & K Moore	Membership Council Recap <ul style="list-style-type: none"> • Approved Action Items: NOFA related polices <ul style="list-style-type: none"> ○ Review, Rating & Ranking Policy/IRT ○ Reallocation Policy/Deobligation ○ Funding Priorities <ul style="list-style-type: none"> ▪ Renewals will be ranked higher than new project applications ▪ 65% comes from score card, 35% comes from IRT review of Local Application ▪ Size of IRT membership was reduced to 5 and added two standing positions (Austin Homeless Advisory Committee Member and representative from St David’s Foundation). ▪ CommunityForce will be used again for local applications • Funding Priorities feedback <ul style="list-style-type: none"> ○ Funding Priority Policy is used for CoC NOFA which is mandated by HUD but can also incorporate community funding outside of CoC-funds for a more comprehensive policy. 	N/A

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		<ul style="list-style-type: none"> ○ MC seeking feedback on funding priorities from workgroups ○ Committee participated in funding priority exercise <ul style="list-style-type: none"> ▪ Members imagined they have \$1 million to spend and decided which types of projects they would prefer to fund (RRH, PSH, ES, TH, Outreach, Diversion/Prevention, SOAR, LOS) ● System Performance Measures <ul style="list-style-type: none"> ○ Austin/Travis County is finalizing SPM report to HUD and scores are showing increases in homelessness, length of time homeless. Scores are not showing improvements for system flow. ○ System performance measures will impact score on for CoC Collaborative Application. ○ Two series on Youtube: explain the System Performance Measures <ul style="list-style-type: none"> ▪ THN: https://www.youtube.com/watch?v=O_apFoLp_Qc&list=TLGGcz4twSwJDYmWmzA0MjAxOQ ▪ HUD Exchange: https://www.youtube.com/playlist?list=PL0tjMV3tuOvFcrsqLFXqpshBS0_VBcNg 	
III. NOFA Timeline & Planning	K Moore & L Evanoff	NOFA <ul style="list-style-type: none"> ● Considering not having a Bidder’s Conference for Renewal funds but will for New and Bonus funds. Instead, will focus on orientation materials. ● ECHO wanting to collect more information from renewals. IRT Member Applications <ul style="list-style-type: none"> ● Kate Moore has been reaching out for representatives to confirm participation from each standing seat. ● L Evanoff to coordinate with AHAC recruitment 	Kate Moore will email survey to CoC Renewal Projects to collect preliminary information before the competition starts.
IV. CoC Performance Scorecards	L Evanoff & T Long	COC Performance Scorecards <ul style="list-style-type: none"> ● 2019 Q1 Scorecard: Due date April 30th <ul style="list-style-type: none"> ○ Q1 Scorecard will be used for the NOFA Competition. ○ Request from L Evanoff to closely review data before submission and to provide detailed notes (screenshots, specific calculation numbers) if suggesting any reporting revisions. ● Scorecard revisions <ul style="list-style-type: none"> ○ Tim Long is expected to take over Scorecard process in the future, but currently is still under L Evanoff. ○ ECHO staff have been unable to review feedback from February meeting due to capacity issues and focusing on upcoming NOFA preparation. 	ECHO staff (T Long and L Evanoff) to meet to review suggestions from February meeting and hold discussion on scorecard for next meeting in May.

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		<ul style="list-style-type: none"> ▪ Transition of Scorecard responsibility is expected to occur for either Q3 (October) or Q4 of 2019 (January) ○ T Long reports wanting to delay revisions until there is capacity to implement not only measure changes but changes to procedure and process of collecting scorecards. Possible changes include: <ul style="list-style-type: none"> ▪ ECHO running reports instead of programs running own reports and ECHO would send out individualized dashboard reports <ul style="list-style-type: none"> • Recommendation made that project staff continue to run own reports because it makes them look at data and they understand what is happening in the programs and can see errors in reporting. ○ Group expressed concerns about delaying revisions and are wanting to maintain momentum from previous conversations. <ul style="list-style-type: none"> ▪ New scorecards will be presented next month ▪ Possible option is to have new scorecards evaluated and tweaked over the next 3 months ▪ Suggestion that projects are able to use both scorecards if implementing Q3. ○ Committee members expressed concerns about being able to trust all the data and reports pulled from HMIS and reports consistently having errors and not working. Most of the time spend on scorecards is making sure that the reports are accurate before submitting final scorecard materials. 	
V. Internal Wellness Check	K Whelan & K Gosset	Termination & Discharge <ul style="list-style-type: none"> • Suggestion to create community-wide best practice standards on termination and discharge procedures and tailor to different housing intervention types <ul style="list-style-type: none"> ○ Create a “due diligence” checklist that would need to be completed before terminations ○ PSH and RRH will look different. ○ Should tie in BOLO process. • Important to document all communications and attempted communications with clients when terminating and discharging from program • Programs should make sure their internal terminations and discharge policies meet the minimum standards set by HUD 	Connect with PSH Workgroup – create a checklist of what due diligence is for termination procedures.
VI. Sub-Workgroup Updates	A Nichols M Wheeler	PIT Count Workgroup <ul style="list-style-type: none"> • Upcoming Volunteer Appreciation Event will be sent out. 	F/U with ECHO staff and PIT Workgroup with suggestion to have “lay people” review materials before releasing.

AGENDA	DISCUSSION	ACTION
	<ul style="list-style-type: none"> • CoC & ESG committee suggested that any PIT Count results presentation/press release should be tested on focus group of “lay people” for comprehension prior to presenting to the general public. <ul style="list-style-type: none"> ○ Request feedback from IRT members ○ Request feedback from Religious Coalition on Ending Homelessness <p>HMIS Workgroup</p> <ul style="list-style-type: none"> • HIC/PIT reports due by end of April • Currently editing LSAR report, due end of April • System Performance Measures due end of May <ul style="list-style-type: none"> ○ HMIS Department sent email to Admins to correct HoH data quality. • New trainings around Housing Move-in Dates and ROIs to be posted soon • PKI certificates must be renewed every 3 years (for HMIS access) and are currently renewing certificates with all HMIS agencies. HMIS has been meeting with HMIS Admins to complete updates. Expect to be complete by end of May 	<p>ECHO to send out PIT Volunteer Appreciation event details.</p>
<p>VII. Other Business</p>	<p>K Moore</p> <p>R Rivera</p> <p>L Evanoff</p> <p>TDHCA ESG Discussions</p> <ul style="list-style-type: none"> • No updates <p>Income & Employment WG Update</p> <ul style="list-style-type: none"> • Review of Income & Employment pilot program is ongoing. • ECHO is coordinating with Workforce Solutions who will host an orientation of employment services and tour of facility for homeless service providers. <p>VAWA Housing Protections Update</p> <ul style="list-style-type: none"> • VAWA policies and forms sent out to CoC members <ul style="list-style-type: none"> ○ Reach out to L Evanoff or Erin Goodison with questions on how to incorporate VAWA policies into programs’ internal policies • Next Workgroup meeting on 4/8/19. Meeting will focus on External Transfer Process and how to prioritize for the next available unit through Coordinated Entry system. 	<p>N/A</p>
<p>VIII. Wrap Up/Next Steps</p>	<p>E. Whelan & K Gossett</p> <ul style="list-style-type: none"> • Concern that CoC and ESG Committee meeting is not able to plan appropriately due to being scheduled the same week as Membership Council. Suggestion to move CoC & ESG Committee meeting to either the second Wednesday of the month or 4th Wednesday of the month. 	<p>L Evanoff will send out a survey to collect feedback on changing meeting.</p>

Next Meeting: TBD 9:00AM – 11:00AM; ECHO Training Room, 300 E. Highland Mall Blvd