Minutes

Committee: HUD COC and ESG Committee

Duration: 9:00 – 11:00

Date: 11/13/2019

Meeting Place: ECHO
300 E. Highland Mall Blvd

Attendance:

P = Present

TC = Attended via Dial in

A = Absent

CoC and ESG Members							
P	Kali Holyfield	P	Erin Whelan		Sylvia Garrett	P	Rick Rivera
A	Christa Noland	A	Caitlin Bond	P	Dylan Shubitz	P	Christina Montes
A	Erin Goodison	A	Greg McCormack	P	Kate Bennett	A	Naomi Tejero
	Hosie Washington	A	Kathy Ridings	A	Mamadou Balde	P	Melinda Cantu
P	Natasha Shoemaker	P	Delia DeLeon	P	Robyn Schoer	P	Jason Phillips
A	Neil Hackett	P	Chris Meigs		Rachel Connors		Netanya Jamieson
A	Miranda Spiro		Allison Jackson		Jim Currier		Michelle Myles
P	Sam Verde		Darcy Rendon	A	Quen Jones		

ECHO Staff							
P	Kate Moore	P	Laura Evanoff	P	Tim Long	P	Melissa Wheeler
	Norman Harris	P	Axton Nichols	P	Whitney Bright		Richard Dodson

AGENDA		DISCUSSION	ACTION ITEMS
I. Welcome & October 2019 Minutes	K Holyfield / E Whelan	**Review and Approve October 2019 Minutes** • Approved with no revisions	Minutes approved with no revisions

II. CoC Business	K Holyfield / E Whelan/ K Moore	**Membership Council**
		• Erin W. provided MC updates from previous meeting. Currently discussing potential changes to the governance structure of Membership Council (the CoC Board).
		    <u>MC Business Summary:</u>
		      o Current and former ECHO board members were present at MC meeting to provide their perspective
		      o Considering changes to governance structure due to challenges.
		          ▪ Discussed the disconnection between the Lead Agency's nonprofit board's work and the lead agency's work with convening the CoC Governing Body (Membership Council).
		          ▪ Discussed changes to the IRT process. Challenges with ranking new funding opportunities.
		      o Sub-committee was approved by MC to provide recommendations to MC.	

AGENDA		DISCUSSION	ACTION
		o Subcommittee convened before Dec MC and provided proposal of next steps in planning process surrounding governance improvements and future changes. ▪ Includes members from HACA, Lifeworks, Chair and Co-Chair of MC, Integral Care, multiple MC members with lived experience, City of Austin, ECHO ED, 3 members of ECHO board ▪ Suggestion to create a board with 13 members that combines the CoC Board with ECHO's non-profit board ▪ Concerns about the process moving too quickly ▪ Suggestion for representatives from Membership Council to attend ECHO Board meeting to act as a liaison while changes to board structures are being discussed o Current timeline ▪ December MC meeting: must approve temporary amendment to Governance Charter to allow current MC members to remain in their positions beyond the end of year community stakeholder meeting (when a new board is usually voted in) and slate for new seats would continue on a month to month basis during governance conversations (March or April 2020). ▪ Future goal to have new changes to CoC Board structure completed and voted on in March 2020 o The CoC Performance Scorecard Appeal Policy was never presented to Membership Council. ECHO staff added the policy to the agenda but was requested by MC Chairs to remove from agenda due to future changes in the Performance Scorecard. ▪ Discussed how current NOFA process (IRT review) limits appeals during the NOFA and the Scorecard Appeal Policy would provide a structure of appealing before the IRT Committee review.	CoC and ESG Committee Chairs to continue to advocate for Scorecard Appeal Policy in the future.
III. CoC Lead Agency Updates	K Moore	**FY19 NOFA Feedback Survey Results** • Reviewed the NOFA Feedback Survey Results Summary. <u>Comments on ranking criteria</u> o Suggestion: Reduce the weight of scorecards or change scorecards to reflect variations in target populations ▪ R Rivera: Some RRH programs may be at a disadvantage because they are encouraged to take high-acuity clients that may actually be better suited for PSH.	

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	- Would be helpful to understand more about the CE referral process and how that may be impacting project types differently. Does not currently feel balanced enough to measure against PSH projects that have a strong system infostructure, yet they are serving same populations across projects. - It felt unfair for new projects (with no scorecards) to be ranked higher than renewal projects with performance data. - Comments on Funding Priorities - Should be informed by meaningful funding priorities identified through data. - CoC funded agencies should not be involved in discussing the policies or procedures used when setting funding priorities. This results in "priorities" that don't actually prioritize anything - Comment: Expressed concerns with CoC finding a balance between setting more meaningful funding priorities and having an opportunity for all CoC voices to be heard. - Suggestion: Find ways to measure and evaluate if and what they have done to improve the performance as a project and performance of the CoC as a whole ECHO Feedback on Process Improvement: - Questions on whether survey responses were affected by the amount of feedback/assistance the NOFA team was able to provide to different programs - Suggestion: identify point person for project staff to contact specifically during the NOFA competition for assistance with application and/or throughout the competition. There was confusion on who was the final authority on NOFA-related questions. - K Moore: Two of the largest time commitments during the NOFA process came from YHDP and DV requirements. HUD guidance around fitting YHDP programs into CoC Interim rule came late and was not very clear. There were also many requirements around DV programs that took up a lot of time to ensure compliance. - K Moore: Our community's homeless response system is somewhat hampered because only CoC programs are evaluated during this funding renewal process. If other programs (from other funding streams) were evaluated based on the same/similar scorecard, we could more effectively build up the whole system and identify gaps (which can inform funding priorities)	

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	T Long	**Takeaways:** • Create better ways to collect input from diverse stakeholder groups and get more feedback across the community (e.g., funding priorities – not just people who attend ECHO committees and workgroups). • During the NOFA Competition, create a clear outline of who to contact at ECHO and for what. • Would be helpful to know how to use e-snaps in advance – create a 101 training **CoC Performance Scorecard Updates** • ECHO Research and Evaluation department currently conducting interviews to hire 2 new staff that will be working on scorecard updates ◦ Expect to have more to discuss around scorecards in December 2020 • For 2019 Q4 the existing scorecard will be used • Discussed Timeline for Scorecard Revisions and Adoption Proposed Timeline: • December 2: Committee chairs to notify MC of upcoming revisions to CoC Performance Scorecard • January: Present updates (side by side) for Quarter 4 data • April – Quarter 1 (used for CoC NOFA Competition)	

IV. **City of Austin ESG**	N Ponczek Shoemaker	• Finishing up CAPER end of year report
		• Recent monitoring visit found that more trainings are needed to get in compliance
		    ◦ Habitability Inspection training
		    ◦ Housing Location training
		    ◦ Some of these trainings don't currently exist, so City is looking into putting together trainings to cover those topics
		• City would like more programs (ESG and otherwise) to use HMIS to record system performance measures in addition to just universal data elements.
		    ◦ Discussed implementing a shared Performance Scorecard that uses standardized reports in HMIS to compare programs across system and funders.	

V. **Interim Rule Wellness Check-up**	L Evanoff	**Grant Amendment Request Policy**
		• L Evanoff presented draft of Amendment Request Policy -
		    ◦ New policy would introduce standardized forms, one for programs to request minor changes to grant amendments and another form to request significant (permanent) changes
		    ◦ Suggestion:
		        ▪ Provide a template for programs to use for Letters of Support
			L Evanoff to send calendar invite to remind of deadline for policy feedback.
			Provide feedback by Nov 22nd.

AGENDA		DISCUSSION	ACTION
		▪ Update language to include more details about what a permanent change is. • Feedback is due to L Evanoff by Nov 22nd • Draft policy will be sent to HUD field office for feedback, then approved by MC	
VI. Workgroup Updates	M Wheeler A Nichols L Evanoff	**HMIS Workgroup** • HMIS Ethics Refresher Training materials are active on the ECHO website. 　　o All HMIS users must complete training by December 15th • During last WG meeting, HMIS team proposed creating a new Media Policy due to recent events. HMIS WG discussed policy proposal. Discussion led to decision of not implementing new policy – the HMIS P&P has clear guidelines on what is appropriate and not appropriate. Not further action needed. • Creating new protocols around data entry for Street Outreach programs (and exits from those programs) to try to improve data quality **PIT Count Workgroup** • Announcement of General Volunteer recruitment will go out next week (Nov 18) 　　o Provider agencies should encourage their employees to sign up for the count • Training material will be posted online • Next WG meeting Nov 21st from 1-2:30pm **VAWA Housing Protections** • Created final draft of external transfer form. Will be posted on the ECHO website under CoC Policies 　　o Case managers will download the form from ECHO website and fill it out with their client. Client can choose how much information to provide	Ensure that staff complete Ethics training by Dec. 15th. HMIS Department to draft Outreach data entry protocol, present to CoC Department before presenting to Membership Council.
VII. Other Business	Erin Whelan	**TDHCA ESG Discussions** • No updates	
VIII. Wrap Up/Next Steps	K Holyfield	**NA**	

Next Meeting: <mark>**Wednesday, December 11th** 9:00AM – 11:00AM; ECHO Training Room, 300 E. Highland Mall Blvd</mark>