

Continuum of Care Board Meeting

Date: June 7, 2017

Time: 9:30 AM

Location: Arkansas Support Network (Springdale)

Board Members Present: Cheryl Sharman, John Gallagher, John Cloyed, Harvey McCone, Cari Bogulski, Billy Rader, Teresa Mills, Debbie Martin, Karen Slater, Joy Shirley, Nancy Kahanak, Greg Chambers, Layza Lopez-Love, Angela Belford

Board Members Absent: Raymon Carson, Tim Ensley

Other Guests: Greg Gibson (Central United Methodist Church), Mike Bradbury (CUMC), Trisha Tapp (Benton County Drug Court), Michelle Barrett (Benton County Drug Court), Leola Lindsey (retired RN), Lynne Seymour (JEMI)

Call to Order: 9:30 AM – Welcome by Angela Belford, Bylaws read (2.1) by Angela Belford, introduction

Minutes of 3/29/2017 Board Meeting Approved

- **(1) Motion to approve 3/29/2017 board meeting minutes**
 - Karen Slater moves
 - John Gallagher seconds
 - All said “aye”
 - Motion passes

Resignation of CoC Board Chair

- **(2) Motion to accept the resignation of the CoC board chair Raymon Carson**
 - Teresa Mills moves
 - John Gallagher seconds
 - All said “aye”
 - Motion passes

Discussion on how best to move forward

- Whoever is elected will have to be reelected in September by general meeting
- Billy Rader suggests Angela Belford for Chair
 - **(3) Motion to open discussion of chair position**
 - Billy Rader moves for discussion
 - John Gallagher seconds
 - Floor is open for discussion
- Teresa Mills also suggests we consider the vice chair position
- Teresa Mills suggests any nominee leave the room so there can be an open discussion
- Angela Belford feels she can do the job and do it well

- Angela Belford leaves the room.
 - Closed discussion in executive session
 - **(4) Motion passes for Angela Belford to serve as chair**
- John Gallagher leaves the room.
 - Closed discussion in executive session
 - **(5) Motion passes for John Gallagher to serve as vice chair**

Committee Reports

Treasurer's Report (Budget and Resource Committee Report)

- Beginning balance: \$28,260.50
 - Credits
 - \$100.00: Membership Dues Paid (May 2017)
 - \$5.00: Amazon Smile payments (May 2017)
 - \$1.73: Interest (April 2017)
 - \$1.65: Interest (May 2017)
 - Debits
 - \$10,000: Check to Community and Family Institute for the Point in Time (PIT) count
- Balance as of today: \$18,368.88
- Cari Bogulski would like to switch banks for the account
 - From Bank of Fayetteville to Arvest
 - In order to switch banks, minutes with the motion to approve must be signed by the secretary
- Cari Bogulski would also like to move to have designated board positions who are signers on the account
 - Specifically chair, vice chair, and treasurer
- **(6) Motion to move CoC bank account to Arvest bank, move funds, but leave open the Bank of Fayetteville account for now**
 - Billy Rader moves
 - Greg Chambers seconds
 - All say "aye"
 - Motion passes
- **(7) Motion to approve chair, vice chair, and treasurer as positions who will be signers on the CoC bank account**
 - Billy Rader moves
 - Layza Lopez-Love seconds
 - All say "aye"
 - Motion passes

MOU Approval

- Teresa Mills asks who is authorized to sign MOU
 - Answer: Anyone contributing and receiving data can sign the MOUT

- June 28th CoC general meeting
 - Training on Hark platform
 - Discussion of where we are going to store data (Hark or HMIS)
- Second MOU will need to be signed in September
- Billy Rader wanted MOU up front
- Teresa Mills is concerned about opting out of HMIS for Hark
- State of Arkansas must use an HMIS system, and they are not all the same
 - However, every CoC is allowed to use a data recording system as long as they approve it and pay for it
- Hark at the Center for Collaborative Care has said they are willing to become HMIS certified
 - But we can't switch today
- Whoever uses Hark will have to be recertified once a year for HIPAA compliance
- Debbie Martin says if we do switch to Hark, we will make sure we are not penalized
 - Hark would allow us to connect more agencies for little or no cost
- **(8) Motion to accept the MOU**
 - Nancy moves
 - John Gallagher seconds
 - All say "aye"
 - Motion passes

Coordinated Entry Committee Report

- Meetings
 - Met 5/15/2017 for planning, 5/31/2017 for pilot planning, and 6/1/2017 for the actual coordinated entry pilot
 - Future meeting
 - Wednesday 6/14/2017 to discuss refining policies and procedures and next steps for assessment
- Policies and Procedures
 - Adapted from Utah Balance of State Continuum of Care
 - In the spirit of "don't start with a blank sheet of paper"
 - Drafted by Coordinated Entry Committee Chair Debbie Martin
 - Edited by Cari Bogulski
 - Integrating information from HUD CoC Program Consolidated Application Scoring Criteria Summary
 - e.g., "CoC has a coordinated assessment system that covers entire area, is accessible to those least likely to access it, and assistance is prioritized in a standard manner."
 - As well as the HUD webinar on Coordinated Assessment Systems (3/22/17)
 - And the HUD Notice CPD-17-01
 - Next steps: CE Committee Edits by June 14, 2017
 - Once there is a third draft, it will be sent to the board


- Pilot Report
 - June 1, 2017: Pilot Coordinated Entry Assessments @ Central United Methodist Church lunch
 - 4 interviewers, 9 assessments conducted over the course of ~1 hour
 - Average of 23 minutes per assessment (ranging between 12 minutes and 30 minutes), scoring (0-17)
 - 5 scored in the range of Permanent Supportive Housing (8+)
 - 4 scored in the range for Rapid Re-Housing (4-7)
 - 0 scored in the range for No Housing Intervention (0-3)
 - VI-SPDAT should only take 7 minutes, but took an average of 23 minutes
 - Debbie Martin says the reason it takes so long is that people want to tell their story
 - We now have a By-Name List
 - Next steps: Refine process. Examine assessment. Discuss and plan for Phase 2.
 - Cheryl Sharman expresses concern that the Vi-Spdats can be traumatizing if we ask Yes/No questions without a trained individual giving the assessment because vulnerable populations may want to share their story
 - Maybe more people need to do the assessment in Phase 2
 - Billy Rader asks how much training will be done for Coordinated Entry
 - Debbie Martin says that annual training is part of the Coordinated Entry policies and procedures

Recommendations for Board Retreat (Proposed Date: Monday, June 12, 2017)

- John Gallagher says that on the poll for the board retreat, this Monday seemed to be the best date
 - He asks if there are any concerns about it happening so soon
- Idea behind board retreat
 - 6-8 hour time frame
 - Get to know one another
 - Facilitated by an outside facilitator
 - Probably 9:00 AM to 4:00 PM
 - Working on a location
 - People prefer Fayetteville
 - Most of our CoC funds are unrestricted
 - We could spend funds on food and a facilitator
 - Ron Maines is a potential consultant
 - Nancy Kahanak asks if he will allow time for us to get to know one another and not just strategize
 - John Gallagher says we will make sure there is time to socialize
 - But we also need to decide what direction to move the CoC
 - Cheryl Sharman feels the board retreat should be mandatory for all board members

- There should probably be one retreat just for getting-to-know-you and then another for planning
- John Cloyed feels we should go ahead and take advantage of this time on Monday
- In September, there will be a community-wide stakeholders meeting
 - Possibly another board retreat at that time
- John Gallagher informally polls for a show of hands who is in favor of this upcoming board retreat
 - Almost all are in favor
- Billy Rader estimates approximately \$300-\$400 for food
- Next board meeting – need to decide when it needs to be two signatures on bank business
- **(9) Motion to approve Ron Maines to facilitate board retreat and for up to \$400 can be purchased and reimbursed for food for the board retreat**
 - John Gallagher moves
 - Billy Rader seconds
 - All say “aye”
 - Motion passes
- John Gallagher says we also need to add to by-laws a media plan
- **(10) Motion to adjourn meeting at 11:20 AM**
 - John Gallagher moves
 - John Cloyed seconds
 - All say “aye”
 - Motion passes

Next General Meeting is on June 28th at the Schmieding Center at 9:00 AM.

Signed: 
Greg Chambers, Secretary