



**MDHI Board Meeting Minutes  
June 8, 2017**

**Board members attending:** Leanne D. Wheeler, Melanie Lewis Dickerson, Artie Lehl, Bob Munroe, Brian Smith, Lu Horner, Erin Mewhinney, Eugene Medina, Pat Hall, Shelley McKittrick, Brenton Hutson

**Board meeting attendees via phone:** Andrew Alsip, Bennie Milliner, Debra Eakin, Claire Clurman, Shehila-Rae Stephens

**MDHI staff:** Will Connelly, Rebecca Mayer, Joe Baker, Justin Russell, Ian Fletcher, Oanh Vo, Jared Kebbell, Gary Sanford

**Guests attending:** Timothy Pemberton, Dr. Jamie Rife, Lori Rosendahl, Stevi Gray, Joshua Hunt, Mandy May

**Welcome and Introductions:**

Leanne Wheeler welcomed the five guests, all potential board members.

Leanne presented the consent agenda with a request for any questions. Leanne entertained a motion to accept the June consent agenda. Brian Smith motioned to approve and Shelley McKittrick seconded. The motion carried unanimously.

**HMIS Vendor Transition:**

Gary Sanford shared a handout for the timeline regarding the statewide vendor transition. All vendor RFPs have been received by the evaluation committee. The HMIS Vendor Review Committee is recommending 4 of the initial applicants to progress to phase 2 of the vendor evaluation process.

Board members and stakeholders will be included in the phase 2 of the evaluation, demonstrations, webinars, etc. There's a large discrepancy between the costs between vendor solutions, so those factors will need to be evaluated. Over 50 participants statewide have attended webinars and meetings regarding the process for creating a statewide governance of a new HMIS system.

Erin Mewhinney attended the webinar and still has questions about proportional representation for the statewide governance. Brian Smith and Brenton Hutson both agreed that proportional representation for the governance is of key importance. Gary shared that other states have models for representation of statewide governance that could be considered in the new governance model. Will Connelly and Leanne Wheeler asked if the guests or board members had additional questions.

Leanne asked Gary about the process for the final recommendation and if there is not consensus (statewide or otherwise) how the decision would be reached. Bennie Milliner (on the phone) asked where the recommendation will come from. Gary responded that the HMIS Vendor Review Committee will make the final recommendation. Each of the evaluation surveys and data will need to be compiled with full reference information, etc.

Bennie asked if the board will approve the slate of recommendations or the final recommendation. Gary answered that only the final recommendation is planned to be voted on. Brenton Hutson asked which vendors have been selected. Gary responded that the procurement process is very sensitive and that notification of the finalists should be sent to all applicants before making a public announcement. Bennie stated that he would prefer more transparency.

Shelley McKittrick stated that the board may want to hear about the finalists before the next board meeting. Brian Smith shared his concern that the representation for the HMIS Vendor Review Committee is not necessarily proportional to the size of the representative CoCs. Gary shared that out of the 4 vendors, 3 were unanimously selected and 1 received 6/7 votes from the committee. After a question about the vote count, Gary and Mandy May confirmed the vote count for finalist vendors.

Bob Munroe asked how the current HMIS vendor (Adsystem) made it to the final selection of 4 vendors. Gary asked Mandy to discuss the evaluation process. Mandy shared that the vendors selected all followed the rules of the application process, and met the minimum requirements set in the RFP. The current HMIS vendor ranked 4<sup>th</sup> for requirements and each vendor received 3 reference checks which all passed.

Gary shared that Adsystem is proposing a version 6 in the RFP which would address many of the preexisting issues. Bob Munroe asked why the current vendor was moved forward given current issues and concerns.

Brenton asked whether Adsystem was scored based on their current version or the yet to be released version. Brenton shared his concerns about our community's issues with the current vendor. He made a motion to indicate that the MDHI would not consider Adsystem for future approval, thereby cutting down the vendors in the review process.

Gary shared that there are voting members of the HMIS Vendor Review Committee on the MDHI board and that they acted on behalf of the MDHI board during the vote to approve the vendor finalists.

Pat Hall asked if there is any new management within the new vendor, Adsystem. Gary responded that there is no new management for the vendor.

Brian Smith asked about the HMIS governance committee, membership, seats, conflict of interest policies, etc. Brian stated that he is not clear about the membership and structure of the HMIS governance group. Gary shared that the HMIS governance decisions are still yet to be made and that the hard work regarding governance and vendor selection is still to come.

Melanie stated that she would not vote for the current vendor. Brenton asked if there is anything else he needs to know before making a motion to prevent any acceptance of Adsystem. Leanne responded that the community has already spoken on the lack of acceptance.

Gary stated that his work with this process will be completed at the end of June. He says there is a risk in telling a vendor that has scored well that they have been voted out of the procurement process and there is risk in MDHI making unilateral decisions regarding the process.

Brenton made the motion to remove Adsystem as a vendor finalist.

Pat Hall made the comment that MDHI has to act fairly in the review process. Brian Smith asked if there could be a vote on the slate of vendors for each of the continuums.

Brenton asked how the applicant scored compared to the other vendors. Mandy indicated that Adsystem scored 2<sup>nd</sup> overall. Brian Smith stated his concern that we should require representative proportionality of the HMIS governance committee.

Shelley stated that she is concerned about trying to vote on this motion without a deeper understanding.

Brenton motions that the board vote to not consider Adsystem as a potential vendor for the HMIS review process. Bennie Milliner seconded the motion.

Erin stated that we consider the deeper relationship between the CoCs before voting on this motion. Andrew Alsip also stated his concern about supporting this motion during a sensitive procurement process.

The motion was voted on:

Yeas – Leanne Wheeler, Brenton Hutson, Bennie Milliner.

Nays – Andrew Alsip, Debra Eakin, Claire Clurman, Shehila-Rae Stephens, Melanie Lewis Dickerson, Artie Lehl, Bob Munroe, Brian Smith, Lu Horner, Erin Mewhinney, Eugene Medina, Pat Hall, Shelley McKittrick.

No abstentions. The motion failed to carry.

Gary shared that the process needed to be addressed prior to the board meeting. The voices on the committee representing the board need to represent the Denver metro and that is not his role in the process. Artie stated that having run the NOFA committee, that the process still needs to be honored and done transparently. Artie stated that if this process is not done transparently, that this could draw legal action.

Melanie Lewis-Dickerson asked about the community references for the selected vendors. Gary stated that those were shared with the board previously and he would send the document again. Leanne shared that her attendance on the committee might not make sense when her board term is ended and that other representation might need to be identified.

Erin asked about the board membership on the HMIS Gov. Committee. Leanne responded that she is the only board president from the CoCs, but board members from the others are in attendance.

Leanne noted that there are many different perspectives about how this work should be done. Leanne will reach out to the other boards to discuss the issues regarding Adsystem. Gary wishes the best of luck before he leaves the meeting.

Will shared his thoughts about the vote and how the board can best address conflict. He is grateful that the board is engaged in healthy conflict.

### **FY18 Budget:**

Will Connelly shared about the growing team and agency budget, as well as the need to increase work around assessing system performance at the funder level and working to implement best practices in the region. Will shared his vision to include funders in the regional work and leveraging resources to improve best practices.

He shared the key initiatives – working to improve OneHome/Coordinated Entry, and taking a hard look at existing programs and strategies. For systems level change, the work needs to be driven by funders and funder strategy.

FY18 budget highlights include 3% cost of living increases for five staff, a new retirement plan, \$4k towards training, a communications budget, and IT line items. Wishlist items include an additional \$50k needed for data analysis and report writing, HMIS start-up costs, and \$30-60k for a housing wrangler FTE. Work to build a reserve fund will add \$10k/year for a reserve fund starter pool.

Will walked the board through some of the key changes. Bob shared about the budget process – this budget is a simple summary budget, starting with contract matching to each grant deliverable. He shared the new funder line items. Erin asked about the increase in rent, and Will spoke about the move to the larger office suite.

Leanne entertained a motion to approve the FY18 budget. Artie Lehl moved to approve the budget, Bob Munroe seconded. The motion carried unanimously.

**New Board Members:**

Leanne gave another introduction to potential new board members in attendance: Dr. Jamie Rife, Lori Rosendahl, Joshua Hunt, Stevi Gray, Timothy Pemberton; and asked each of them to state their interest in joining the board. Leanne entertained a motion to approve the entire slate of seven potential board members, which also included Eric Solivan and Benjamin Ryan.

Brian Smith motioned to approve the slate, Melanie Lewis-Dickerson seconded. The motion carried unanimously.

**New Officers:**

Leanne presented the potential officer slate as follows: Melanie Lewis-Dickerson as President, Brenton Hutson as Vice President, Bob Munroe as Treasurer, and Shelley McKittrick as Secretary. Erin Mewhinney motioned to accept the slate as presented, Lu Horner seconded. The motion carried unanimously.

**NOFA Ranking Tool:**

Will shared about the current NOFA process, walked through the ranking process and how the scoring is determined by HUD. He talked about the NOFA committee structure and the new ranking tools. Rather than attempting to give subjective scoring based on narratives, the scoring would be done through system performance based on data. Joe Baker pulled the PSH data to determine the scoring of the new ranking tool.

Shelley asked about the programs not being included in the new scoring tool. Will responded that the housing retention data is not complete, so it will add to the challenges for the new scoring. Shelley asked about death in a housing program as a negative factor. Will responded that HUD has not listed death as a negative program outcome.

Will shared that this ranking tool will be shared with the semiannual stakeholder meeting but the board will need to vote before the next NOFA opens. Michelle Lapidow from the VA has offered to chair the NOFA Committee.

**Mission/Vision Statement:**

Will shared the proposed mission and vision statement to the board to review before the next board meeting.

**Leadership Council:**

Will to email board the timeline and overview of the structure before the next board meeting.

**Open comments:**

Leanne discussed the process for managing the HMIS Lead Agency and whether MDHI would consider RFP'ing or bringing it in-house. Will responded that those conversations have not been started yet either through the governance committee or in the board.

Brenton is concerned that the board members leaving have historical context about the RFP process for the HMIS lead agency. Artie asked when the CCH contract for lead agency – Joe responded that it will end in September. Brenton asked whether we could make steps towards RFP'ing the HMIS Lead Agency in a future board meeting.

**Community updates:**

Shelley shared that the Kings Inn motel on Colfax has been purchased by a new landlord, and another 100 people will likely be homeless in a month due to the change. Aurora is looking for immediate help to find units and get these people housed.

***Meeting Adjourned - Next meeting: Thursday, July 13, 2017***