



MDHI Board Meeting Minutes - October 12, 2017

Role	Board Member	Present	Absent
President	Melanie Lewis Dickerson	X	
Vice President	Brenton Hutson	X	
Secretary	Shelley McKittrick	X	
Treasurer	Bob Munroe		X (Excused)
Board Member	Andrew Alsip	X (Phone)	
Board Member	Benjamin Ryan	X	
Board Member	Brian Ngo-Smith		X (Excused)
Board Member	Claire Clurman	X	
Board Member	Daphne McCabe		X (Excused)
Board Member	Erik Soliván	X	
Board Member	Jamie Rife	X	
Board Member	Lori Rosendahl		X (Excused)
Board Member	Lu Horner	X	
Board Member	Maryjane Carr	X (Phone)	
Board Member	Patricia Hall		X (Excused)
Board Member	Shehila-Rae Stephens	X	
Board Member	Stevi Gray	X (Phone)	
Board Member	Erin Mewhinney	X (Phone)	

Guests attending: Chris Pitcher – ICF International, Marcy Thompson – ICF International, Kimberley Sherwood – Third Sector Group, Reggie Vegliante – Social Venture Partners

Staff attending: Will Connelly, Rebecca Mayer, Joe Baker, Justin Russell, Ian Fletcher, Diane Howald

Administrative:

Welcome and Introductions – Melanie Lewis Dickerson

The public meeting convened following the private executive session. Melanie Lewis Dickerson asked guests, board, and staff to give brief introductions. Melanie welcomed the guests from ICF International, Social Venture Partners Denver, and Kimberley Sherwood from Third Sector Group who is coaching the board.

Mission Moment - Melanie Lewis Dickerson

Melanie asked for items to share at the beginning of each meeting. Melanie congratulated MDHI staff and Will Connelly for submitting the NOFA in September.

Consent Agenda Discussion – Melanie Lewis Dickerson

Melanie expressed the board’s desire to discuss financials in-depth on a regular basis and shared that each quarter the board will pull the financials out of the consent agenda and have a deeper discussion.

CoC Dashboard – Will Connelly

Will shared that the dashboard report was not shared because Joe’s account was locked out of the reporting tools due to the Adsystem upgrade this month. Melanie shared that we may also pull this report out of the consent agenda once per quarter.

Committee Updates

Melanie shared that there is a desire for more robust reporting from the committees in future meetings as a result of the board retreat.

Consent Agenda Motion

Brenton Hutson motioned to approve, Shelley McKittrick seconded. The motion carried unanimously.

Board Matters:

Draft Mission/Vision Statement

Melanie entertained a motion to approve the draft mission statement. Shelley McKittrick motioned, Claire Clurman seconded. Erik Soliván abstained. The motion carried unanimously.

Melanie entertained a motion to approve the draft vision statement. Jamie Rife motioned, Lu Horner seconded. The motion carried unanimously.

HMIS Governance

Brenton Hutson commented about the HMIS workplan. He shared that the most recent workplan has addressed his concerns about monitoring and accountability. Chris Pitcher shared that this is a good starting process but a further monitoring process would be useful.

Brenton motioned to approve the most recent version of the HMIS workplan. Erik Soliván seconded. The motion carried unanimously.

Brenton motioned to authorize the staff to enter the contract for the new HMIS vendor once funding is secured or as soon as we can start, Shelley McKittrick seconded. The motion carried unanimously.

Brenton shared that we have not RFP'd out the HMIS lead agency contract in several years. Brenton motioned to authorize staff to produce a proposal for a RFP by January and to publish the RFP by March. Ben Ryan seconded.

Will Connelly shared that the HMIS Lead Agency staff agrees that an RFP process and evaluation would be beneficial. Chris Pitcher from ICF International said this could be challenging during a HMIS vendor transition and that we should steer away from a Lead Agency transition during the NOFA process.

Shelley McKittrick shared that she has not had a good experience with the current lead agency. Chris Pitcher shared that ICF International has a vehicle to deliver this RFP worldwide. Brenton asked Chris if publishing a RFP in March makes sense.

Chris Pitcher shared that March could be good timing but the NOFA process and deadline are unknown. Melanie shared that timelines are never known and asked if we can change contracts during the middle of a year. Marcy Thompson from ICF shared that HUD cannot fund a legal entity not listed on the NOFA application. Chris shared that this process can be turned around relatively quickly with HUD, just not during the NOFA.

Jamie Rife asked how many RFPs we should expect and how long the review process should take. Chris shared that 5-10 RFPs should take 30-60 days to review with a dedicated team.

Brenton motioned to authorize MDHI staff to put together a RFP proposal for the board to review in January 2018 and plan to publish the RFP by March 2018. Ben Ryan seconded. The motion carried unanimously.

Deep Dives:

ICF Technical Assistance Update

Marcy Thompson provided updates about the current work with MDHI. She shared that she formerly worked for HUD and that ICF is all hands on-deck to support the Colorado statewide implementation of HMIS. They are working in the region to create written standards for Rapid Rehousing and create a CoC standard. ICF is working to

review policies and procedures for OneHome (coordinated entry) to ensure HUD compliance. Chris is working to implement ESG. He shared that we are a HUD priority community for special HUD resources and TA. He discussed the new ESG RFP process and bidders conference, as well as staffing and program structure. Marcy shared that as a priority community (Metro Denver), MDHI has greater flexibility in TA resources. She said we should be strategic in our use of HUD provided TA in the region. He shared that ICF is ready to be more in-front as a TA provider and more assertive in their Denver regional engagement.

Will shared that the ICF team has been very responsive and very helpful. Marcy shared that she is excited to work with our community. Melanie shared that until she worked nationally, she didn't know that communities could request extra help from their TA provider – free and provided by HUD.

Wrap up, Open Forum, and Dates to Remember

Melanie shared that the upcoming list of follow up items and strategic planning session. Claire Clurman shared that Boulder has a regional collaborative plan out for public comment. Kimberley shared that Pike's Peak does as well. Melanie shared the dates to remember for the board. She asked that we have 100% participation from the board for the Point in Time count. She also shared that the board is planning a holiday social in December.

Meeting Evaluation

Kimberley Sherwood shared that the board should get into the field and get unfiltered stakeholder feedback. She shared that the PIT count can help board understand the needs in the community on the front lines. She asked the board what are the issue being discussed today. Shelley shared the following topics: mission/vision, ED evaluation, HMIS vendors, ICF International. Kimberley asked how the board would rate the issues discussed from trivial to significant. Claire and Brenton shared that these issues were all significant. She asked about the board packet materials: how would they rank the packet from useless to vital. Jamie shared that it was vital and the page numbers helped. Claire shared that the finance committee should ask for dashboard tools vs. balance statements. Ben Ryan shared that a track changes would be helpful when modifying the bylaws. Kimberley asked where we fell on the operations to strategy spectrum. Ben shared that it felt very equal between the two. Lu shared that it was very strategic. She asked what we could do differently to improve the meeting today. Will shared that he would like to have more executive sessions. Brenton, Shelley, and Ben agreed that a private session helped work through the issues. Kimberley shared that it would be helpful if there was greater board participation in meetings regarding statewide decisions. These discussions will balance operations and strategy going forward. She encouraged board members to reach out to their peers to keep the board attendance up.

Melanie asked if the time devoted to each section felt right: Administrative, Board Matters, and Deep Dive; and whether the board likes the structure of the new agenda. Kimberley shared that after 3 months, it would be helpful to review. Ben Ryan shared that we should finalize officer roles and executive evaluation next week. Brenton shared that he would like a funding update regarding HMIS. Melanie shared that she would like recommendations for board members for the next onboarding. Kimberley shared that the mission/vision onboarding for public forum should be decided soon. Brenton shared that the governance committee is looking into finalizing the changes to the charter before the next stakeholder meeting. Ben shared that the board needs to address the OneHome contractual issue during the corrective action plan with a vendor and whether it should be reported to HUD.

Shelley shared that she appreciates the WAIT acronym from the board retreat (why am I talking) and uses it often in her work.

Ian Fletcher shared that we will need to approve the new OneHome P&P by December to meet the HUD deadline.

Meeting Adjourned