



MDHI Board Meeting Minutes – January 11, 2017

Role	Board Member	Present	Absent
President	Melanie Lewis Dickerson	X	
Vice President	Brenton Hutson	X	
Secretary	Shelley McKittrick	X	
Treasurer	Bob Munroe	X	
Board Member	Andrew Alsip	X	
Board Member	Benjamin Ryan	X	
Board Member	Brian Ngo-Smith	X	
Board Member	Claire Clurman	X	
Board Member	Daphne McCabe	X	
Board Member	Erik Soliván	X	
Board Member	Jamie Rife	X	
Board Member	Lori Rosendahl	X (Phone)	
Board Member	Maryjane Carr	X	
Board Member	Patricia Hall	X	
Board Member	Shehila-Rae Stephens	X (Phone)	
Board Member	Stevi Gray		X (Excused)
Board Member	Cheryl Secorski	X	
Board Member	Alix Midgley	X	
Board Member	Eugene Wade	X	
Board Member	Malinda Anderson	X	
Board Member	Ken Hayes	X	

Guests attending: John Parvensky - CCH, Mandy May - CCH, Lindi Sinton - VOA, Brittany Bell - VOA, Naomi Schnee - VOA, P. Greyson - VOA, Jay Krammes - VOA, Ian Kile - VOA, Beverley Cisse - CCH

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 introduced the board members on the phone and asked the guests in attendance to introduce themselves.

Mission Moment - Melanie Lewis Dickerson

HUD announced the Continuum of Care NOFA awards today. All MDHI renewal projects were funded, as well as the new HMIS project that was reallocated. No new or bonus projects were funded. It was noted that the Division of Housing Metro 1 project had straddled Tiers One and Two but was funded in its entirety.

Consent Agenda Motion

Melanie entertained a motion to approve the consent agenda. Brenton Hutson motioned, Brian Ngo-Smith seconded.

Will Connelly stated that next month there will be a deep dive of the financials, and possibly a budget revision.

Motion carried unanimously.

Deep Dives: CoC Governance Committee

ESG recommendations

Prior to the discussion, board members with a conflict of interest identified themselves: Brenton Hutson, Brian Ngo-Smith, Shelley McKittrick, Malinda Anderson, Daphne McCabe.

Rebecca Mayer presented the ESG funding recommendations for Rapid Rehousing (RRH) and Prevention, acknowledged the efforts of the review panel, and explained the review process. The Department of Local Affairs, Division of Housing (DOLA/DOH) notified MDHI of the award in November, and we anticipate having a contract finalized by end of January. Awards to subrecipients will be conditional on our contract with DOLA/DOH for these funds. The requests far exceeded the amount awarded.

Melanie entertained a motion to approve the ESG funding recommendations as presented. Alix Midgely motioned "I move to approve allocating ESG funds for Prevention and Rapid Rehousing as recommended by the review panel." Ben Ryan seconded.

Bob Munroe noted that the award amount allocated for rapid rehousing was a few hundred dollars less than MDHI's award from DOLA/DOH. Rebecca noted that in all likelihood, funds will be shifted during the course of the grant year as some sites overspend and others underspend. The plan is to allocate the excess funds at that time, though the board could certainly vote to add it to one of the current awards.

Cheryl Secorski asked about the additional support for the applicants.

Ken Hayes noted that Douglas County was not recommended for funding based on the score and asked for more detail. Rebecca stated that Douglas County Cares had missing information for some sections, and that in other sections they provided less detail than other applicants resulting in a score that was not competitive.

It was also noted that the Urban Peak application was not recommended due to serving a limited number of households, though the committee struggled with not funding this particular application and recognized the needs of unaccompanied youth. Technical assistance will be offered to projects not funded in this cycle to help them prepare for next year's funding cycle.

Alix Midgley explained how the process worked and how difficult the decisions were in many cases.

Pat Hall asked about the RRH proposals – whether they were in-house programs or vouchers. Rebecca explained that the money is split between services and rental assistance. Will explained that RRH can go up to 24 months, but higher performing programs will typically exit participants in 3-9 months.

Maryjane Carr asked how many people are served by this award. Rebecca shared that the funding recommendations were for less than the requested amounts. Grantees will be conditionally awarded and asked to submit a revised budget and proposed number of households to be served. This update will be provided for the February board meeting.

The vote was called. The following board members abstained: Brenton Hutson, Brian Ngo-Smith, Shelley McKittrick, Malinda Anderson, Daphne McCabe. The motion carried.

OneHome Updates

OneHome Policies Update

To meet the HUD deadline of January 23, 2018 to update our community's coordinated entry process in accordance with HUD guidelines, Ian Fletcher presented revised OneHome Policies and Procedures. Metro Denver was much further along than other communities. The original Policies and Procedures were drafted in 2016. To reflect the changes to the program, an entirely new document was developed in alignment with HUD's new expectations for coordinated entry. The plan is to update the policies semi-annually.

Melanie entertained a motion to approve the P&P. Shelley motioned “I move to approve the revised OneHome Policies and Procedures as presented.” Brian seconded.

Bob asked Ian about the review groups and how many of the CoC-funded agencies and other partners participated in the review and comment process. Ian said he only received a handful of comments from the community but had hoped for more. Good discussions with over 50 stakeholders occurred at OneHome Community Design Team (CDT) and Regional Governance Council (RGC).

Bob asked if we received sufficient feedback. Ian stated that much of the feedback came directly from HUD guidance. Melanie asked Ian to explain the RGC structure. He noted that RGC includes representatives from geographical sub regions, special populations, people with lived experience, and a dedicated domestic violence representative. Melanie explained that RGC terms are staggered to prevent a massive roll off at the same time. Maryjane asked about the memo related to the OneHome contracts with CCH. Melanie said we would discuss that memo next.

The vote was called. Brenton Hutson and Maryjane Carr abstained. Motion carried.

OneHome Family Memo

Ian explained that he has seen a large improvement in the CCH OneHome contract – thanks in large part to the work of Ilyas El Amin, who was a great new hire.

Maryjane Carr asked who is completing the family assessments. Ian explained that CCH’s role is matching, list, etc and not the agency providing all of the assessments.

Will stated that MDHI renewed the contract with CCH from December 2017 until June 2018.

Melanie asked for any questions. There were no further questions.

HMIS Updates

Will gave an overview of the HMIS progress. All three CoCs have landed on the same vendor – to get to this new system, we had to raise around \$600k. Will, Aimee Cox in El Paso County, and Kelli Barker from Balance of State met with DOH to submit a formal request for \$166,840 to support HMIS. The state board of housing approved this request on Tuesday of last week.

Jamie Rife motioned “I move to give full signatory authority to Will Connelly in regard to all contracts and corresponding documents associated with agreements entered into by MDHI regarding the 2018 ESG allocation. This includes his being able to authorize and sign 1) payment requests, 2) quarterly financials status reports, 3) quarterly project performance reports, and 4) monitoring documents.” Brenton seconded.

Bob Munroe asked how these future contracts work. How do we receive the money and review the conditions to spend the funds?

Will explained that we may need to use our legal counsel to review the statewide governance and liability piece.

Daphne McCabe explained that she manages large contracts and that there are many protections to help minimize the risk related to contract management and invoicing around this money.

The vote was called. Andrew Alsip and Cheryl Secorski abstained. Motion carried.

Current System Challenges of current HMIS vendor

Rebecca noted that we recently migrated to Version 6 of AES, our current HMIS solution, and there have been many issues for the community. MDHI manages the contract with our designated HMIS Lead Agency, Colorado Coalition for the Homeless (CCH). MDHI and CCH Lead Agency meet monthly.

Mandy May stated that the recent update was a total data migration and caused numerous issues. With every report due there is massive data cleanup needed. Version 6 has many different HUD changes to control the data standards but version 5.5 did not. Mandy May says this may have been a helpful exercise in data cleanup to help with the upcoming vendor migration. She feels that we are headed in the right direction.

Brenton asked about pg. 63 of the workplan. He asked why some of the items have not been marked as complete month-to-month. Rebecca stated that the HMIS Lead Agency has prioritized managing the Version 6 migration. Mandy explained that some items, such as database deduplication are being addressed reactively, not proactively. Hopes that after the database is stable (mid-January) the proactive issues can be addressed again. She stated that a survey will go out to help review and address these issues. Hope we can get back to status quo this month.

Mandy explained that she will be reviewing the migration process. Brenton asked if the work requirements for the ongoing items will be met and addressed in mid-January. Brenton mentioned that at the stakeholder meeting, several issues like data quality, and lead agency operational issues – asked if those have been addressed. Mandy explained that these issues are being reviewed and addressed as they come. Data quality issues with the community will be addressed as they fill the current empty staffing slots around training and community relations.

Ben Ryan asked about vendors involvement in the data migration issue – whether there have been any conversations with Adsystem. Will explained that the contract is held by CCH and asked if they could speak about these issues.

John P shared that the contract with Adsystem is month to month. Explained that we have no leverage with them legally. John shared that we are hoping that Adsystem will be cooperative during the migration to Bitfocus.

Maryjane asked who owns the data in the system. John P answered that each participant agency owns their own data – but not the structure and mapping.

Ben Ryan asked if we can formalize an understanding with the vendor around the pending data migration. Asked if we could look at remedies.

John P explained that we are not in a good position to deal with this.

Shelley asked if a new program should wait to start using HMIS to track data for

Pat Hall asked how old is the existing contract with Adsystem. Mandy said it was drafted in 2011.

Melanie moved the conversation to the HMIS lead agency draft document. Explained that we need to complete our due diligence around this contract piece and open the bid. Will explained that he asked John to attend today to give his input around this process.

John P. explained that CCH has been the lead agency for 11-12 years since the transition from Tapestry. Explained that they have invested 2 million of their own funds in making these systems work. This year was 300k over their required amount for HMIS. Explained that they have had their reputation hurt because of systemic issues with HMIS. Explained that we are at a crossroads – said that the lead agency would need to expend many more resources to migrate to a new system. Said that they would not be willing to invest in the transition without assurance that they would remain as lead agency for at least 2 years. As explained by their accountability to the board and funders.

Brenton stated that HMIS is a focal point in every community. He shared that we can't make progress toward ending homelessness without good data to help. Shared that people die when data doesn't work and that the lead agency does bear the brunt of the criticism. Said that he doesn't think it's a CCH, vendor, or community issue alone - but all three. He believes we should have the best possible product for the least amount of resources. Brenton says that it is not a disparagement of CCH but rather than MDHI needs to provide due diligence to review our contracts. Especially in light of the vendor issues.

Melanie asks for the board to give feedback by Jan. 25. Bob said that we are considering changing a lot all at once, he wants more time about the timing of the RFP. Says he appreciated Mandy and her team and needs more time to consider the timing of the lead agency RFP.

Andrew shared that he also feels that the lead agency contract timing might be too much.

Will shared that we are close to getting all funds committed for the HMIS transition. MDHI has shared with the vendor that we might be willing to hold the contract and get started soon. Explains that year one contract could be fairly simple – year two contract statewide might be more complex. Melanie explained that Erik had to leave.

Bob motioned “I move to authorize Will Connelly to enter into a 12-month contract with Clarity/Bitfocus for the new statewide Homeless Management Information System (HMIS) when all relevant funds have been committed to MDHI. These funds will be used to pay for Year 1 HMIS implementation costs as described in the board handout entitled ‘Statewide HMIS Budget Information.’”

Brian Ngo-Smith asked what Bob's amendment to the motion. He said the board would review the contract. Andrew Alsip seconded.

Questions: Lori asked who would be responsible for reviewing. She asked that the board could review the contract.

Ben said that if we hold the contract in year 2 - he wants to ensure that we are covered in case of the other CoC's pulling out.

Friendly amendment: authorize Will to enter into a 12 mo contract when all funds have been review and accepted by the BOD. Maryjane seconded. Cheryl and Ken abstain. Motion passed.

Board Matters:

Point in Time Updates:

Diane shared the updates to the Point in Time – is confident that the new energy will improve the count and how it is received by the community.

Meeting Adjourned