



MDHI Board Meeting Minutes – June 14, 2018

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	Phone	
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	
Board Member	Maryjane Carr	X	
Board Member	Patricia Hall	X	
Board Member	Stevi Gray	X	
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
Board Member	Elissa Hardy	X	
Board Member	Brian Arnold	X	

Staff Present: Will Connelly, Rebecca Mayer, Diane Howald, Ian Fletcher, Jackie Hernandez, Annie Jenkins, Kyla Moe

Guests: Matt Mollica, Deanne Witzke, Antoinette Rucker, Amanda Peacock, Heather Beck

Welcome and introductions

Staff introduced themselves.

Mission moment: Cheryl Secorski, working with a youth who has been involved in multiple systems, struggles with how he has been treated, reached out to Cheryl to notify how he felt by her staff, she talked to staff and they apologized. He called back and said it was the first time he had ever been apologized to, and has subsequently changed how he interacts with Cheryl's team.

Will: thanks to the board for the turnout and planning at the Stakeholder meeting, commending the staff for their support. Staff is growing: Annie Jenkins, Financial Administrator and Kyla Moe, Senior Data Analyst. Diane introduced Antoinette Rucker as a Bridging the Gap intern. Will mentioned that there will be another HMIS staff member joining on July 2, and we are about to make an offer for a OneHome Program Manager

Consent agenda: Alix moved, Brenton seconded.

Brian mentioned a good use of the word opined in the consent agenda.

Motion carries, no opposed, no abstentions.

Stakeholder Meeting Debrief Pat said it was the best Stakeholder meeting she had ever attended. Mel mentioned that we maybe want to do an evaluation; MDHI staff will send out to the RSVP list digitally. Cheryl supports the idea of the Housing Firstys, should take more time to do those and Jamie said we should have equal time for board recognition and community recognition. Alix commends the amount of shelter providers was significant. Stevi liked the ideas and questions for the group facilitation, and wants to explore how we can do Housing Firstys post-Stakeholder meeting to keep that momentum. Eugene commends Will on fielding Q&A, especially tough questions. Daphne said it was extremely well done; good mix of updates and presentations, reached out to people beforehand, small groups. Lot of new people in the room, younger folks, that may need to have primers to center people in the jargon. Mel liked the space, Shelley said the parking worked if you got early but a lot of people had trouble; should change the setup of the room to rounds or facing one another. Icebreakers are helpful; Alix appreciated that we had someone with lived experience to ground us in the beginning, maybe YAB?, Cheryl mentioned that the room felt rushed at the end of breakdown and should feel to free to mingle organically; Happy Hour was good though. Maryjane asked why we didn't meet at DHS Castro, Diane said security escorts make it difficult. Shelley mentioned having a posterboard or handout with ABCs/jargon of acronym. MDHI staff is developing a CoC101 to help with that.

Governance Charter Brenton indicated that approval by the membership was supported at the Stakeholder Meeting. Brenton made a motion to approve the Governance Charter in its current form with the allowance for the addition of 'AND' on page 12 per Claire's recommendation. Cheryl seconded.

Motion carries: no opposed, no abstentions.

Brenton would like a timeline from Will for some of the operational implementation at the next Board meeting.

Financials A review of April's financials and a proposed budget for next year. There is a summary of the budget in the packet. April: we are going through quite a few changes in our financials, April was the first time Will had full access to the financials live/real-time. This was an area we needed support with, and SVP helped us with financial procedures, moving to a digital approval process, hiring a bookkeeper, etc. Started that process in March, we are learning a lot about 'the wilderness', we continue to dig-in and find minor errors, Annie is correcting these. Will has communicated a shortlist of issues being identified to Exec Committee. We have a lot of support from Regi from SVP, a retired auditor, Annie the new MDHI staff, an accountant from AVL; we have a lot of help.

Page 26 has a summary of April, Exec requested a full statement of activities, listed on page 33. April was a 'negative' month in terms of revenue, which was a reflection of 'the wilderness period'; we received that revenue but it took a while to close the books and request reimbursement from HUD. Mostly a timing issue, requested those funds in May from HUD. We have cash in the accounts, plenty of money to spenddown by September 30th. In the summary document, we are way underspent on Professional Services and Revenue. We did a budget revision a few months ago, we thought that HMIS was going to hit the books this FY and would spend more ESG funds. Because we didn't do HMIS, we weren't able to get reimbursed, so it is another timing issue.

Cheryl asked if we finished the banking discussion/line of credit conversation. We are looking at a line of credit for \$25,000 at Alpine Bank, MDHI is waiting for Claire to become the treasurer. We got quotes from other banks, to make sure that we are receiving all of the nonprofit benefits. That will come before the board, when the new Board Term takes place. As part of the electronic changeover, we need to update our internal controls and financial policies. Goal to have a draft by the July Board meeting to have a discussion around those policies. HUD is monitoring us in August so it will be good to have updated policies.

Shelley moved that we approve, Cheryl seconded.

Motion carries, no opposed, no abstentions.

Budget for Next FY

Summary of key assumptions on P.26,

-Individual giving: \$5,000 raised assumption

-Federal grants: HUD HMIS moving from CCH to MDHI on track for Sept. 1, 2018. Once we get HMIS paperwork to HUD, should only take a few weeks.

-Local gov't: received draft from DOLA, \$460,790 for Advanced Implementation, having these will help us get out of Adsytech sooner. Pro bono attorney is reviewing DOLA draft contract; Denver DHS said they should have a draft soon (today?). Will's goal is to send those draft contracts to the Board soon.

-NOFA fees: a small portion that comes from CoC grantees, assuming HUD has a NOFA

-Staffing: Estimate of 13+ staff

-Professional Services: 7550 range is professional services, plunked some money into General to cover increased amount from DOLA for Advanced Implementation/special HMIS projects/YAB support. This line has typically been less clear, so trying to break it out. Brenton asked about Rent of Space revenue, Will is working on how we define it with Sarah at AVL as a nonprofit; rent is listed on the expense side. Will will follow up with more direction on that. Pat asked on 7554, what are OneHome contracts: Ian explained that it is for VOA and CCH subcontracts for OneHome administration. Brenton asked what is 7552: Will explained it is a non-HUD consultant to help with NOFA application, not paid for out of NOFA dollars. This non-HUD consultant, Howard, monitors e-snaps & HUD announcements, created the Housing First self-assessment, looks at narratives in CoC application, ranking tool; Pat asked his experience; Howard's experience is part of a small company called Housing Innovations, started doing housing focused case management in NYC, spun off as a consulting team, a lot of their work is from the VA (SSVF case management trainings, well-versed in PSH and RRH). Cheryl asked if we are going to still be renting space as staff grows, we are reviewing leases and some are ending August 31st; we are definitely not renewing one lease, another team we may have to end the tenancy to make room (MDHI is trying to facilitate a smooth transition for space at MHUW). MHUW is looking at possibly changing the space upstairs to provide to outside tenants, sub-lease income could decrease as a result.

Brian moves to approve the budget, Eugene seconds.

Motion carries: no opposed, no abstentions.

HMIS Updates

We are close, contracts are in draft form from DOLA, hope to get Denver DHS' soon. BitFocus is amending the contract for the Advanced Implementation. Talked to BitFocus about a July 1 start date, Ian will come up with a timeline for the next few months for data migration and Advanced Implementation. Will would like a motion to consider an email vote so we can have the option to approve before July. The contract is for \$606,540 + \$294,500 = \$901,540. Existing BitFocus contract does not include Advanced Implementation, so the desire is to have a single contract. Core of the vendor contract has been approved by the Board, and amendment will be reviewed. Pat asked what the Advanced Implementation includes: Will indicated the training, setup, configuration, etc. is included, and we need to be sensitive to other areas of the state, including other CoCs. Ian discussed the desire to not be in Adsytech any longer than necessary, and to utilize the Community Listening Sessions on Data to inform community needs.

-Jamie makes a motion to give the Board the authority to approve BitFocus HMIS contract via email, Stevi seconded.

Motion carries: no opposed, Cheryl and Andrew abstain.

-Jamie makes a motion to have the authority to have an email vote on Denver City & County HMIS contract, Shelley seconded

Motion carries; no opposed, Cheryl abstains.

-Jamie makes a motion to give the Board the authority to have an email vote on the DOLA HMIS contract, Eugene seconded.

Motion carries; no opposed, Cheryl abstains.

NOFA:

-Scoring tool was shared via email and at Stakeholder meeting, lots of community questions for the NOFA committee to chew on. Will is recommending that we delay the decision until the next meeting: Community concerns were about coordinated entry, utilization rates, data quality. Brenton said we presented the RRH Standards at the Board, that we should have some language in the NOFA contracts referring to the RRH Standards for CoC grantees to sign off on. NOFA Committee: Michelle Lapidow, Andrew Alsip, Alix Midgley is stepping down, Shelley McKittrick, Mary Jane Carr, Lu Horner, Jennifer Biess, Angie Nelson, Lynn Ann Huizinga. Pat asked if there is follow-up with grantees throughout the year? Echoing Brenton's comments at a previous Board meeting, HUD expects us to monitor grantees. Next NOFA Committee meeting is TBD. Need to have it ready if the NOFA drops soon.

Jamie makes a motion to give the Board the authority to have an email vote on the NOFA scoring tool, Stevi seconds.

Motion carries: no opposed, Cheryl abstains.

Mel reminds that if a Board member receives CoC funding, they should abstain from the NOFA scoring tool vote. Shelley asked if we can have a different email voting system.

Brian asked if he should abstain if he is a subsidiary of an organization receiving CoC funds? Since he doesn't receive funds from that organization, he shouldn't have to abstain.

Guest, Matt Mollica asked about public comment opportunities, and Will said we would send out a public comment digital opportunity through the MDHI e-news next week for the NOFA committee to consider.

PIT Shareout

Diane thanks everyone on the Board who supported PIT 2018. Report is now published on the MDHI website, county reports will be out next week some time. Housing Inventory Count (HIC) reflects how full programs across the CoC were on the night of the PIT, MDHI has to reconcile numbers with HIC with PIT survey extrapolation. Hard to compare year over year. Reconciliation is more accurate, public data is public on HUDExchange. When you look at comparisons, on HUDExchange numbers went down by 200, our report went up by 200. Diane feels confident in the accuracy of the numbers for the methodology we used. HMIS data unreliable historically, looking forward to a better system. We should be contacting all the program managers in HMIS to update their information, to update for Data Quality; have to remove some 'stayers' from dataset. In the future, HMIS will be able to pull all of the PIT data from programs. Diane had a lot of lessons learned from last year, unsheltered count increased (awful but more accurate) because of magnet events and increased outreach. Mapping tool and GIS and location services were useful but can improve. Pat asked about Douglas County implementing a camping ban as a result of PIT numbers decreasing in their county; Diane explained that suburban counties had issues with the 24hour blitz. Arapahoe and Douglas need more support for future PIT coordination. Jamie asked how many of the agencies in the HIC participate in HMIS, and Ian responded that we have pursued that data but had a hard time getting it from HMIS Lead agency clearly. Mel explained how the HMIS coverage rate impacts our NOFA and CoC funding, and that Phoenix has 99% coverage in HMIS. Shelley mentioned that what changed people's minds on HMIS was when providers started using it, reporting, dashboard; when it works, it will be much easier. Stevi mentioned that DV providers are prohibited from using HMIS, appreciates MDHI's role in trying to figure it out, as many DV survivors are needing resources. Cheryl asked if there is a way to support agencies who want to use it but don't have the capacity? Ian responded that we want to support frontline staff who are using multiple databases and can reduce that time spent as human computers, to then leverage collaboratively with other agencies. Diane mentioned the challenge of naming conventions in the current HMIS that don't align which make it challenging to address the HIC. Alix asked what the talking points/communication plan will be; Diane said we have increased cooperation and people can connect with Diane on how to frame.

Action Plan

Page 42: reminder of ideas discussed back in January, how we make it a living document, that we are proud of in the community. Back in January lots of stuff smushed that didn't reflect the core of what we are trying to accomplish, Rebecca, Shelley and Mel reorganized and filled in gaps to refresh the plan, breaking it out by Organizational and Outward-Facing CoC. A lot of things are happening already, Will refined, goal is to have a final product that generates action, guide committees, measurable goals. Now that we have the Governance Charter, we need the Board to identify where they fit in. Will is handing off the Action Plan after adding a few goals, but not necessarily going to promote this document as a widespread public interest, and instead focused on it as a Board. Alix would like a way for the Board to comment on it. Recommendation to provide feedback collectively by next Friday 5/22.

Community Announcements

Diane: VISTA program applications are open and available; grant is written to provide capacity to regional groups and OneHome.

Ian: FUP vouchers national application open, need to integrate with OneHome; get in touch with MDHI for MOU

Maryjane: MHUW 2-1-1 is offering Lyft rides for low-income folks needing to get to important appointments

Cheryl: Susan Niner at DOLA is retiring at the end of June

Shelley: appreciation for Mel for her leadership, offered a gift

Mel: thank you to everyone around the table, worked hard on the commitment, foundation is strong.

Sometimes leadership means planting trees under whose shade which you may never sit.

HMIS Email Vote

On June 20, 2018, Board members were asked to vote on three motions via email:

1. Vote to approve the Denver Dept. of Human Services HMIS contract:
15 ayes, 1 abstention (Cheryl Secorski)
2. Vote to approve the Dept. of Local Affairs/Division of Housing contract:
15 ayes, 1 abstention (Cheryl Secorski)
3. Vote to approve the Bitfocus HMIS contract:
15 ayes, 1 abstention (Cheryl Secorski)