



MDHI Board Meeting Minutes – November 8, 2018

Role	Board Member	Present	Absent
President	Shelley McKittrick	X	
Vice President	Benjamin Ryan	X	
Secretary/Treasurer	Claire Clurman	X	
Board Member	Bob Munroe		X
Board Member	Andrew Alsip	X	
Board Member	Brenton Hutson	X	
Board Member	Melanie Lewis Dickerson		X
Board Member	Daphne McCabe		X
Board Member	Jamie Rife	X (phone)	
Board Member	Lori Rosendahl		X
Board Member	Elissa Hardy	X	
Board Member	Patricia Hall	X	
Board Member	Cheryl Secorski	X	
Board Member	Alix Midgley	X	
Vice President	Eugene Wade		X
Board Member	Ken Hayes		X
Board Member	Brian Arnold	X (phone)	

Staff Present: Will Connelly, Rebecca Mayer, Ian Fletcher, Joe Baker, Diane Howald, Jackie Hernandez, Annie Jenkins, Kyla Moe, Jas Foster, Matt Richard, Bethany Maynard-Moody

Guests: None

Executive Session: 2:00-2:30p

I. Welcome and introductions 2:30 – 2:40

An executive session was held for the first 30 minutes of the meeting. Shelly announces that Rebecca has agreed to step in as Interim Director.

II. Consent agenda 2:40-2:45

- Brenton H. moves to approve consent agenda
- Andrew A. seconds

Discussion: Will mentions that a revised budget will be presented to the board at December’s meeting

- Consent agenda motion carries, no abstentions

Deep Dives

III. HMIS Policies and Procedures, MOU, Implementation Update (Rebecca Mayer, Ian Fletcher)

Policies and Procedures: Rebecca M. references page 12 of board packet, which is a recommendation from HMIS Statewide Collaborative to ratify the following documents: HMIS Policies and Procedures; Privacy, Security, and Data Quality Plan, and Agency Partnership Agreements. There are also several auxiliary HMIS forms, as well, that are in alignment with the Policies and Procedures. She explains that when the Statewide Collaborative was formed the CoCs agreed to a governance framework that outlines “binding activities”,

which can be decided by the Collaborative, and “non-binding activities”, which must be approved by the CoC. The approval of the Policies and Procedures are a “binding” activity, though the CoC can set more stringent policies. The recommendation is to ratify these documents today, knowing that once we are in the new Bitfocus Clarity HMIS, there may be changes. It is anticipated that revisions to the policy documents will be made in early 2019, and then the documents will be reviewed at least annually.

Jamie R. echoes Rebecca’s comments and acknowledges the hard work that has been put into the development of the documents.

Ben R. clarifies ‘ratification vs. approval’ language for the Board. He also mentions his general fear that the power to revise the documents are being taken out of hands of MDHI and feels like the language used allows entities to change structure of the system without Boards approval. Ben states that the language does not put limits on to what the other CoCs can cover. He acknowledges that he is thinking “worst case scenario”.

Rebecca M. comments that it is always important to make sure that the 3 CoCs are represented and heard. Rebecca goes back to when the Statewide Collaborative was first formed and reminds the Board they decided that each CoC would have their own local control when it comes to some things. When asked by Ben if MDHI had any recourse if issues were to arise, Rebecca responded that there would always be an opportunity to withdraw, but that currently things are moving in a good direction with statewide collaboration.

Jamie adds that these documents are “creating the floor not the ceiling”, meaning that they are setting the minimum requirements and each CoC takes it to the next level. The “floor” is what HUD requires. The TA from ICF legal review and Lead Agency staff all reviewed the documents (Stacia W. and Matt R. from the MDHI team). They also took a lot of consideration from people that really want this system to work.

Brenton H. asks if there were any concessions made as staff was looking at it. Ian F. explains that most of it was clarification. Since we are not in the new system yet, we are trying to visualize and are setting it up thinking it will look in a certain way. Ian mentions one topic that required a lot of discussion was related to information sharing, and that MDHI was able to influence change in that area because it wasn’t something has been done historically.

Brenton admits that when the Statewide Collaborative first formed he had the same concerns as Ben, but he is impressed with the collaboration. He says that he was most interested in sharing information and saw that as the biggest potential risk (if other CoCs wanted to limit sharing). However, this isn’t the case.

Ian F. acknowledges the time crunch to move into the new system. The team is aiming to go-live sooner. He notes that there will be more time in the future for the Board to review documents like these prior to decisions getting made.

Claire C. asks how new policies and forms are being rolled out. Ian F. says that they are in the process of updating forms for all CoCs, and they will be live when we are offline in early December (no longer accessing AES). He mentions that the MDHI and BoS documents have not been updated since 2013 and reviewing the documents will most likely need to be more than annually initially.

- Ben R. moves to ratify HMIS Policies and Procedures, Privacy Security and Data Quality Plan, and Agency Partnership Agreement as written and approved by the Colorado Statewide HMIS Collaborative.
- Brenton H. Seconds
- No opposed, 1 abstention (Cheryl S.)
- Motion passes

Memorandum of Understanding: Will C. mentions that the Statewide Collaborative felt like they needed an MoU, as MDHI is the contract holder with Bitfocus. He calls out that there is one edit on the MoU that didn't make it into the Board's copy found on page 20 after #3. The edit is related to something that Board agreed to in the DOLA HMIS contract. Will reminds everyone that MDHI agreed to pay for DOLA's license perpetually to access aggregate statewide data, and in the MoU, we need to say that MDHI will make available a manager's license to DOLA annually for this purpose.

Ben R. clarifies that the added statement would just be memorializing that the agreement is in place and there is no further obligation.

- Ben R. moves to approve the MoU between the 3 CoCs and the statewide governance collaborative with addition of language for State's license. Claire Cl. Seconds.

Discussion: Ian asks – is there any intention for collaboration to become its own entity in the future? Will says that it has been discussed but there is no official recommendation at this time.

Claire asks a question related to the DOLA license – if DOLA represents State why would MDHI take on the cost of the license? Will clarifies that the cost is about \$40/month. Ian mentions that the current contract with DOLA ends in June. There is no framework around a package (example: for every 10 users you get a manager's license). He states that initially MDHI can float some costs but if we go to that kind of set up with end user fees, it could change.

- Motion to approve the MoU between the 3 CoCs and the statewide governance collaborative with addition of language for State's license carries
- No opposed, 1 abstention (Cheryl S.)
- Motion passes

Implementation update:

Ian F. updates the group that we will be out of the old HMIS system, AES, in less than 1 month and that the team is still on track for the Dec. 17th go-live date. The team is working hard to have OneHome's (coordinated entry) go-live date aligned with Dec. 17th. There will be End User trainings for about 850 users over a 3-week period beginning in December. Ian thanks the Denver Public Library for offering space and computers so that these trainings can happen more efficiently. Everyone uses same Help Desk platform across the state and a statewide HMIS website is under development. The MDHI HMIS team acknowledges that not everything is going to go perfect on 12/17. However, Ian excitedly announces that December is the last month that we will pay AES. Ian has been having conversations with providers that are not currently participating in HMIS. He says that once we are in the new system we will be able to have a more realistic sense of what is happening in our community. Lastly, Ian F. gives Kyla M. a special shout out for the SQL development and technical work that she has done to make all this possible.

IV. Point-in-Time Methodology for January 2019 (Diane Howald)

Diane H. gives an overview of the PIT memo in the Board packet and mentions that we need Board approval on the methodology for 2019. Diane talks about the challenges in 2018 and references page 86 of the Board packet. She also highlights the areas of focus for 2019. She explains the challenge of our geographic area and how having only a few professional outreach teams makes counting the unsheltered persons experiencing homelessness very difficult. She mentions that the sheltered is a known number, but we need a better database to get an accurate number before we can be relieved of that extra work. She talks about the success of the magnet events last year and that there will be a few events taking place again this year. Diane explains that she hopes to increase capacity by having PIT planning committees in all seven counties. Last year, Jefferson and Adams County and City of Aurora all had committees. This year, Denver is going to have a committee. Diane Alumno, with the VA, participates on the larger PIT committee. They are hoping to

do more “real time connections” to services for Veterans on the night of the count (connect to open GPD beds, emergency services, shelter, etc.). Lastly, Diane talks about the need to enhance the mobile survey and spend more time building and testing the software before training. She requests that the Board approves the methodology knowing that only a certain mix of methodologies are HUD allowed. She gives an example of a census count by extrapolation and taking a sample within that to match the known number of persons in shelter and sampling to match characteristics. She also asks for approval (in line with HUDs allowances) for counties, and/or committees to submit a written Outreach Plan for the PIT.

- Brenton H. moves to approve the PIT methodology
- Alix M. seconds
- No opposed, no abstentions

V. MDHI Monitoring Plan

Rebecca presents the Monitoring Plan to Board for approval. The Board has previously discussed the need to monitor CoC projects, and Will C. discussed the need with our TA providers at ICF International who helped us to develop a monitoring plan. Rebecca notes that MDHI is in a much better place as an organization to implement this plan now that we have the data that can meet the needs of our monitoring plan, we have capacity as agency, and an updated Governance Charter to provide the structure to make this happen (System Performance Council and RGC). She noted that the plan applies to all CoC and ESG programs. She explains that grantees will be required to send us quarterly program information and everybody will be on the same time frame. Monitoring site visits will also take place annually. She notes that when there is a concern we will work with program staff on a performance improvement plan. She references Page 94 of the packet that outlines what happens if there is no improvement. System Performance Council would make additional recommendations if it something that needs to be addressed by the Board.

Claire asks who would be the MDHI staff members that go on-site. Rebecca says that it would most likely be Rebecca and Jackie H. as we start implementing the plan.

- Brenton H. motions to approve Monitoring Plan
- Shelly M. seconds
- No opposed, no abstentions

Board Matters and Updates:

VI. Board Member Recruitment – Slate of Candidates

Ben R. presents the slate of new Board Member candidates which includes Renee Belisle, Jennifer Biess, John Feeney-Coyle, Michael Hunt, Karissa Johnson, and Rachel Vaughn.

Jamie R. asks if there is any reason that we need to approve during today’s meeting or can we wait until December.

Ben has two responses to that question: 1) People not being here is unfortunate 2) They hope to invite new appointees to sit in on December meeting before they fully sign on. He asks - What do others in the room think?

Pat thinks it is important they attend the meeting. Shelly agrees that we cannot wait. The Board gave a show of hands of who wants to make the vote today, and the majority agreed to move forward with the vote.

- Brenton moves to approve the slate of appointees
- Andrew seconds

- Motion carries, No opposed, Jamie R. abstains

VII. ESG Resolution (Rebecca)

Rebecca explains that MDHI applied for second round of ESG funds through the Division of Housing, which includes Rapid Rehousing, Prevention, admin. funds that support MDHI staffing for ESG, and HMIS funds that support the MDHI HMIS Lead Agency. This round, we were also given the opportunity to apply for additional RRH supplemental funds. As part of that process we need a Board resolution to indicate that when we are awarded MDHI's Executive Director has authorization of the Board to submit payment requests, sign the contract, submit quarterly reports, etc. The State requires this before they will contract with MDHI.

Ben asks for clarification about the document and the board discusses if this is something that needs to be signed every year?

Rebecca clarifies that it is something that is required every year, and we weren't sure if we need to discuss each time. Board members noted that it is probably best practice to do so.

- Ben moves to approve that the MDHI board certifies by Board Resolution that Will Connelly or any interim or subsequent executive director has full signatory authority in regard to ESG contracts and corresponding documents associated with agreements entered into by MDHI. In addition, the MDHI Board of Directors delegates the following responsibilities to the Executive Director: ESG payment request, quarterly financial status reports, and monitoring ESG documents on behalf of MDHI.
- Andrew A. seconds
- Motion carries, No opposed, no abstentions

VIII. Open Forum for Stakeholder Comments and Community Announcements

Brenton shares that Boulder is adding mental health services to help minimize the criminalization of homelessness

Elissa H. shares that Denver has seen progress in work to minimize the criminalization of homelessness. Commander Sanchez with Denver Police Department has been an asset in this cause, particularly in dealing with the unsheltered homeless population near Denver Public Library.

Today is Will's last in-person board meeting – let's send Will off in style on November 29th –Please save the date.