

# *The Iowa Council on Homelessness*

## **DRAFT MINUTES EXECUTIVE COMMITTEE MEETING**

Date/Time: Thursday, October 29, 2015  
Meeting Location: The Iowa Finance Authority; Presentation Room  
Address: 2015 Grand Avenue, Des Moines, Iowa 50312

A special meeting of the Executive Committee for the Iowa Council on Homelessness was held on Thursday, October 1, 2015, at 1 p.m.

### **OPENING**

Chair Phillips opened the October 29, 2015, meeting of the Executive Committee at 1 PM. The following voting members were present: Binner, Bockenstedt, Brustkern, Canganelli, Hagen, Hamilton, Johnson, Phillips, and Wilson. A quorum was established.

### **APPROVAL OF AGENDA – ACTION ITEM**

On motion by Mr. Wilson and seconded by Ms. Johnson, the agenda was unanimously approved for the October 29, 2015, meeting.

### **SELECTED COMMITTEE ITEMS**

**Continuum of Care Committee – (Mr. Wilson):** Mr. Wilson brought before the Committee the appeals that had been submitted for the Balance of Continuum of Care New Project Applications. Appeals were submitted from Bethany for Children & Families and Cedar Valley Friends of the Family.

*Bethany for Children & Families:* The initial application did not score high enough to be considered for a new project in this application period. Discussion surrounding the appeal was heard. No representative from Bethany for Children and Families was present on the call or at the meeting.

On motion by Mr. Tim and seconded by Ms. Johnson, the appeal from Bethany for Children & Families was denied. Members Binner, Brustkern, and Canganelli abstained. The motion passed.

*Cedar Valley Friends of the Family:* The initial new project application score was appealed due to one scorer scoring a question lower than what CVFF thought should have been awarded for the question. There was much discussion.

On motion by Mr. Binner and seconded by Ms. Johnson, the appeal from Cedar Valley Friends of the Family was denied. Members Binner, Brustkern, and Canganelli abstained. The motion passed.

*Hawkeye Area Community Action Program:* Representatives from Hawkeye Area Community Action were present on the phone to discuss their concerns regarding the scoring for the Coordinated Entry New Project Application that had been submitted by HACAP. No appeal was

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submitted, but there was much discussion surrounding concerns that were brought up involving the scoring process and how it was applied to the scoring of their application.

Next, Mr. Hagen asked that there be a review of the integrity of the scoring process. The Committee heard and then discussed the instances where scoring integrity could have been brought into question during the scoring process. The Committee agreed that these issues need to be addressed in the future so issues don't arise in subsequent scoring processes.

On motion by Ms. Johnson and seconded by Mr. Binner, there will be a review of the scoring processes going forward. The motion passed unanimously.

Conflicts of Interest was also an area where there was a desire for assessment to ensure no conflicts skew scoring results in future competitions.

On motion by Ms. Phillips and seconded by Ms. Johnson, a review of Conflict of Interest policies will occur going forward. The motion passed unanimously.

**Public Awareness Committee – (Tim Wilson):** Mr. Wilson reviewed with the Committee, two very similar versions of the Letter to the Governor. It was decided that the edits suggested could be incorporated into the Committee's main draft to the Governor.

On motion by Mr. Wilson and seconded by Ms. Johnson, the final letter will be drafted with edits included from both versions. A final draft will be sent to the Iowa Council on Homelessness for final review and approval. The motion passed unanimously.

## **IFA STAFF UPDATE**

Ms. Lewis provided a quick update of the Draft 2015 CoC Planning Project Application. She reminded those in attendance that only one planning project may be submitted for each Continuum of Care, and only one collaborative applicant may submit it. The project application does not compete with any other project applications; it isn't subject to ranking and it doesn't displace any funding that would otherwise be available for any other projects.

Ms. Lewis noted that there would be a Consolidated Application working group meeting on October 30, 2015 in Grinnell.

Ms. Lewis gave an update that more information from HUD on the HUD Vets@Home Technical Assistance request would be forthcoming after the CoC Competition and that a main contact would be needed for this. Ms. Harney with HACAP volunteered to be the contact for this.

Ms. Lewis presented to the Committee a new Conflict of Interest form for the ICH that is a more simple, one page document that the Iowa Finance Authority feels still covers all the bases necessary for conflicts of interest.

On motion by Mr. Tim and seconded by Ms. Johnson, the new form was approved. The motion passed unanimously.

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Ms. Lewis discussed that some changes would need to be made to the ICH Governance Charter in order to garner more points on the Consolidated CoC Application and went over requested changes with the Committee.

Ms. Lewis gave a very brief update on Iowa Quality Standards Phase III with the State Public Policy Group. She noted that this was a final phase of the project that uses legislatively appropriated funds to build capacity for the Iowa Council on Homelessness.

Lastly, Ms. Lewis suggested an idea for full ICH meetings in which a “lightning round” would occur where members of the ICH could provide updates on what is happening at their agency as it pertains to homelessness.

## **OLD BUSINESS**

None.

## **NEW BUSINESS**

Mr. Hagen requested that rejection letters be sent out in regards to the appeals that were rejected during the meeting and for projects that scored to low.

## **PUBLIC COMMENT**

None.

## **DATE & TIME OF NEXT MEETING**

The next regularly scheduled meeting of the Iowa Council on Homelessness Executive Committee will be on Friday, December 18, 2015.

## **ADJOURN**

On motion by Mr. Wilson and seconded by Ms. Johnson, the October 29, 2015, Executive Committee meeting was adjourned at 3:00 PM.

## **VOTING MEMBERS PRESENT**

1. David Binner, Wells Fargo
2. Julie Bockenstedt
3. Ben Brustkern (Vice Chair), Cedar Valley Friends of the Family – abstained from CoC votes
4. Crissy Canganelli, Shelter House – abstained from CoC votes
5. David Hagen, Hawkeye Area Community Action Program – abstained from CoC votes
6. Karin Hamilton, Iowa Department of Public Safety
7. Sandy Johnson, Iowa Department of Education
8. Donna Phillips (Chair), Iowa Attorney General’s Office
9. Tim Wilson (Secretary), Home Forward Iowa

## **OTHERS PRESENT**

1. Carrie Dunnwald, Cedar Valley Friends of the Family
2. Joyce Finn, Hawkeye Area Community Action Program
3. Mitch Finn, Hawkeye Area Community Action Program

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4. Heather Harney, Hawkeye Area Community Action Program
5. Amber Lewis, Iowa Finance Authority
6. Josh McRoberts, Iowa Finance Authority