

The Iowa Council on Homelessness

DRAFT MINUTES EXECUTIVE COMMITTEE MEETING

Date/Time: Thursday, October 1, 2015
Meeting Location: The Iowa Finance Authority; Helmick Conference 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 10 a.m.

OPENING

Chair Phillips opened the October 1, 2015, meeting of the Executive Committee at 10 AM. The following voting members were present: Axeen, Beilke-McCallum, Binner, Brustkern, Canganelli, Hagen, Phillips, and Wilson. A quorum was established.

APPROVAL OF AGENDA – ACTION ITEM

On motion by Mr. Beilke-McCallum and seconded by Mr. Binner, the agenda was unanimously approved for the October 1, 2015, meeting.

SELECTED COMMITTEE ITEMS

Policy & Planning/State Planning Advisory Committee – Ms. Canganelli: Ms. Canganelli deferred until the next meeting to discuss and review SPPG's proposal/plan for year 3 of their special initiative which will include next steps for the process.

Ms. Canganelli did discuss a draft HUD TA request for the Vets@Home Initiative. Mr. Wilson moved to approve the draft TA request. Mr. Binner seconded the motion. The motion passed unanimously.

Continuum of Care Committee – Mr. Wilson/Mr. Beilke-McCallum: Mr. Wilson and Mr. Beilke-McCallum, co-chairs of the committee, discussed the reallocation recommendations that were proposed by the Continuum of Care Committee for the Executive Committee's consideration.

Involuntary Reallocations

1. Full reallocation for low score. The co-chairs made mention that the Committee recommended that reallocation of all funds from the lowest scoring CoC renewal project occur. The particular project scored a 56.5/100 points, or 13 point lower than the next highest scoring project. It also had the lowest scoring application in the 2014 round of application scoring and ranking. Reallocation of this project would result in \$80,160 being made available to a new rapid rehousing or permanent supportive housing project.

2. Partial Reallocation for unspent funds. The Continuum of Care Committee recommended that reallocation of unspent funds (only up to 2015 Grant Inventory Worksheet amount), according to projects' most-recently-submitted APR be reallocated. If a project had unspent funds and also

The Iowa Council on Homelessness

scored in one of the tiers identified below for partial reallocation, the reduction for unspent funds will be taken first, then the percentage reduction according to the score. Project affected include Community Housing Initiatives (TH) Project, CCIA Home to Stay CHoOSE (PH) Project, Mason City Housing Authority S+C, and Vera French (PH).

3. Partial Reallocation of 20% for score. Reallocate 20% of funds from the next-lowest-scoring three renewal projects, with these projects retaining 80% of their previous funds. This includes projects scoring 69.5, 70, and 70 points out of 100. Project affected include Community Housing Initiatives (TH) Project, Humility of Mary Housing REACH 2000 (TH), and CCIA Home to Stay CHoOSE (PH) Project.

4.) Reallocate 10% of funds from the next-lowest-scoring three renewal projects, with these projects retaining 90% of their previous funds. This includes projects scoring 75, 76, and 78 points out of 100. Projects affected include HACAP Chronically Homeless (SSO) Project, Waterloo Salvation Army (Men's TH) Project, and Opening Doors (Maria House TH) Project.

5.) All funds freed through involuntary reallocations may be made available for one or more new projects. If no new project applications are submitted, funds will remain available for the original renewal projects.

6.) Project applicants that are subject to partial involuntary reallocation must develop a plan to continue with their renewal project, with the reduced level of funding. This includes HUD contract compliance for numbers of persons served and the types of services provided. It may be possible to seek a contract amendment from HUD for some changes; applicants should contact their HUD representative to discuss any options for amendment. If the reduction in funding will result in loss of assistance for persons currently served by the program, the applicant must develop a transition plan for these persons. Any concerns should be brought to the CoC. Alternatively, the applicant may follow the process described below for Combination Voluntary and Involuntary Reallocation.

Total funds available through involuntary reallocation for new project(s): \$222,961

Voluntary Reallocations

Wholly voluntary reallocation: For projects not facing involuntary reallocation, an applicant may choose to reallocate funds from an existing renewal project, to free additional funds for one or more new projects. If the same applicant wishes to apply for a new project using those same funds, the following parameters apply:

- The applicant may choose to reallocate all or a portion of their renewal funds to create the new project.
- The applicant will have "first rights" to the funds that are freed as a result.
- The applicant may also choose to compete for a portion or all of the funds available to the CoC through involuntary reallocation of other projects. In this case, the applicant would be subject to competitive review along with other new project applicants. Any additional funding will depend on the scoring. If the applicant does not score well enough to be

The Iowa Council on Homelessness

competitive for additional funding, it may still submit the new project using just their own voluntarily reallocated funds.

- The applicant will be required to submit a new project application for review by the CoC Committee and/or Executive Committee. If the application is accepted, the applicant will then be required to submit the application in Esnaps, following all usual HUD requirements for new projects.
- The Iowa Council on Homelessness retains final approval for the new project to be included in the official Consolidated Application to HUD.
- If, for any reason, the Iowa Council on Homelessness does not approve the new project, the same applicant may instead submit the original renewal project instead. In this way, the applicant choosing to voluntarily reallocate to a new project avoids the risk that the new project will be rejected by the Iowa Council on Homelessness and funds lost as a result.
- All projects are subject to final consideration by HUD for funding. Approval by the Iowa Council on Homelessness does not guarantee that a project will be funded by HUD.

Combination Voluntary/Involuntary Reallocation

For projects that are listed above for partial involuntary reallocation, an applicant may choose to also follow the process for voluntary reallocation.

- If choosing this, the applicant has “first rights” to only the portion of funds that are retained after involuntary reallocation.
- Otherwise, all the same parameters apply as described above.
- This includes the option to compete with other new projects for additional funds available to the CoC through involuntary reallocation.

Roll-Call Action Item Regarding Reallocation Recommendations – Action Item

A roll-call vote was called for by Chair Phillips to approve these recommendations from the Continuum of Care Committee.

Mr. Axeen: Yes

Mr. Beilke-McCallum: Yes

Mr. Binner: Yes

Mr. Brustkern: Abstain

Ms. Canganelli: Abstain

Mr. Hagen: Abstain

Ms. Phillips: Yes

Mr. Wilson: Yes

The motion carried.

The Iowa Council on Homelessness

Other Action Items Relative to Relocation/Appeals

1.) On motion by Mr. Beilke-McCallum and seconded by Mr. Axeen, new project funds created through involuntary reallocation will be placed at the bottom of Tier 1.

A roll-call vote took place.

Mr. Axeen: Yes
Mr. Beilke-McCallum: Yes
Mr. Binner: No
Mr. Brustkern: Abstain
Ms. Canganelli: Abstain
Mr. Hagen Abstain
Ms. Phillips: Yes
Mr. Wilson: Yes

The motion did not carry.

There was further discussion and clarification that occurred on this action item. Upon clarification, Mr. Binner re-entertained Mr. Beilke-McCallum's original motion and another roll-call voted was held.

Mr. Axeen: Yes
Mr. Beilke-McCallum: Yes
Mr. Binner: Yes
Mr. Brustkern: Abstain
Ms. Canganelli: Abstain
Mr. Hagen Abstain
Ms. Phillips: Yes
Mr. Wilson: Yes

The original motion then carried.

2.) On motion by Mr. Beilke-McCallum and seconded by Mr. Wilson, if a project is currently in Tier 1 and voluntarily reallocates and applies for a new project using involuntarily reallocated funds beyond their current funding award, they will be at the bottom of Tier 1. A roll-call vote was held.

Mr. Axeen: Yes
Mr. Beilke-McCallum: Yes
Mr. Binner: Yes
Mr. Brustkern: Abstain
Ms. Canganelli: Abstain
Mr. Hagen Abstain
Ms. Phillips: Yes
Mr. Wilson: Yes

The Iowa Council on Homelessness

The motion carried.

3.) Mr. Beilke-McCallum moved that projects applying for bonus money get placed at the bottom of Tier 2. The motion was seconded by Mr. Wilson. A roll-call vote occurred.

Mr. Axeen: Yes
Mr. Beilke-McCallum: Yes
Mr. Binner: Yes
Mr. Brustkern: Abstain
Ms. Canganelli: Abstain
Mr. Hagen Abstain
Ms. Phillips: Yes
Mr. Wilson: Yes

The motion carried.

4.) Appeals for reallocation of funds. Mr. Beilke-McCallum moved that appeals for reallocation be heard by the Executive Committee with letters due by October 9, 2015 prior to the Executive Committee meeting hearing appeals on the same date. Mr. Wilson Seconded. A roll-call vote occurred.

Mr. Axeen: Yes
Mr. Beilke-McCallum: Yes
Mr. Binner: Yes
Mr. Brustkern: no vote recorded
Ms. Canganelli: Yes
Mr. Hagen Abstain
Ms. Phillips: Yes
Mr. Wilson: Yes

The motion carried.

5.) Appeals of New Project Rankings. Mr. Beilke-McCallum moved that appeals of new project rankings be sent to and heard by the Executive Committee after the CoC scoring/ranking process. Mr. Wilson Seconded. The motion passed unanimously.

Approval of Proposed CoC Application Timeline – Action Item

Next, the Executive Committee considered the proposed CoC Application Timeline. Mr. Beilke-McCallum moved that the timeline be accepted with edits as needed. Mr. Wilson seconded the motion. The motion passed unanimously.

Approval of New Project and Voluntary Project Application - Action Item

The Executive Committee then considered the Draft CoC New Project and Voluntary Project Application. On motion by Mr. Beilke-McCallum and seconded by Mr. Wilson, A roll-call vote occurred to approved the application:

The Iowa Council on Homelessness

Mr. Axeen: Yes
Mr. Beilke-McCallum: Yes
Mr. Binner: Yes
Mr. Brustkern: Abstain
Ms. Canganelli: Abstain
Mr. Hagen: Abstain
Ms. Phillips: Yes
Mr. Wilson: Yes

The motion carried.

IFA STAFF UPDATE

Ms. Lewis discussed with the Committee that progress continues to be made on the consolidated CoC application for the Iowa Balance of State and that there will be a working group meeting on Friday, October 2, 2015, at 10 a.m. in the Grinnell Public Library in Grinnell.

OLD BUSINESS

None.

NEW BUSINESS

Manasseh House may be pursuing a PH project due to a Grant Inventory Worksheet issue.

DATE & TIME OF NEXT MEETING

The approved application timeline should be reviewed for a possible meeting to occur on or around October 30, 2015. Regularly scheduled meetings of the Executive Committee occur on the third Friday of every other month (months where the Iowa Council on Homelessness does not meet).

ADJOURN

On motion by Mr. Binner and seconded by Mr. Beilke-McCallum, the October 1, 2015, Executive Committee meeting was adjourned at 12:30 PM.

VOTING MEMBERS PRESENT

1. Al Axeen (Immediate Past Chair), Coralville, Iowa
2. Zeb Beilke-McCallum, Iowa Coalition Against Domestic Violence
3. David Binner, Wells Fargo
4. Ben Brustkern (Vice Chair), Cedar Valley Friends of the Family
5. Crissy Canganelli, Shelter House
6. David Hagen, Hawkeye Area Community Action Program
7. Donna Phillips (Chair), Iowa Attorney General's Office
8. Tim Wilson (Secretary), Home Forward Iowa

OTHERS PRESENT

1. Julie Eberbach, Institute for Community Alliances
2. Emily Harvey, Humility of Mary Housing/Shelter

The Iowa Council on Homelessness

3. Amber Lewis, Iowa Finance Authority
4. Josh McRoberts, Iowa Finance Authority