

The Iowa Council on Homelessness

DRAFT MINUTES EXECUTIVE COMMITTEE MEETING

Date/Time: Friday, August 26, 2016 / 10:00 a.m.
Meeting Location: The Iowa Finance Authority; McNarney Room
Address: 2015 Grand Avenue, Des Moines, Iowa 50312

A meeting of the Executive Committee for the Iowa Council on Homelessness was held on Friday, August 26, 2016, at 10:00 a.m.

I. INTRODUCTIONS

Chair Ben Brustkern opened the meeting at approximately 10:10. The following voting members were present: Ben Brustkern (Chair), Karin Ford, Tim Wilson, Donna Phillips, Tony Timm, Roberta Wahl (Alternate), David Binner, and Ashley Schwalm. A quorum was established.

II. APPROVAL OF AGENDA – ACTION ITEM

On a motion by Tony Timm and seconded by Karin Ford, the agenda for the August 26, 2016 meeting was unanimously approved.

III. CONTINUUM OF CARE COMPETITION

- a.) **Approval of Final 2016 Iowa CoC New Project Scoring:** CoC Competition update on appeals process. An initial Appeals Committee Meeting for the Renewal awards was conducted on 7/29/2016 which resulted in one point being awarded to Community Housing Initiatives, which did not change the ranking order. The meeting earlier today for the two appeals received for the New Project applications resulted in no recommendations to the Executive Committee to change the rank order of the projects based on the appeals. Please refer to the following two documents posted on IFA's website
1. Under the Iowa Balance of State CoC tab – 2016 CoC Competition:
<http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/107>
“2016 CoC New App Scoring Worksheet-FINAL FROM COC CMTE”
 2. Under the Executive Committee tab – August 26, 2016:
<http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/93>
“2016 CoC Project Ranking DRAFT-for Executive Committee final review”

There were comments and discussion of the following points prior to a motion being voted on by the Executive Committee.

The \$400,000 Hawkeye Area Community Action Program (HACAP) for Coordinated Entry was put at the top of Project Ranking DRAFT list, followed by Humility of Mary, Rapid Rehousing (RRH) as the single approved new project. The next 20 projects on the list (#'s 3 thru #22) are classified as Tier I with Tier II starting with project #23 - Hawkeye Area Community Action (HUD II). Amber Lewis clarified that the Bonus Project was awarded to Humility of Mary, and noted the 3 Voluntary Reallocation (VR) projects, highlighted in yellow on the form: HCAP (Eastern Iowa Regional RRH II) a partial reallocation of HUD V project in Tier I, HCAP (Eastern Iowa Regional RRH I) a partial reallocation of HUD II project in Tier II, and Hillcrest Family Services, also in Tier II. Ms. Lewis also pointed out that Hillcrest, with their voluntary reallocation approved

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amount of \$61,303, included additional funds on their new request, and while there was not clear language allowing an additional request, no other new projects added this to their requests. Cindy Hess from Hillcrest noted that they saw an extra space on the Letter of Intent to request extra money; however she realizes after discussion with Amber Lewis that this was inadvertently left over from last year's form and they have no problem going back to the \$61,303 amount.

It was discussed that in theory projects listed in lines 22 and above would be ranked in Tier I and thus relatively protected, and projects listed in lines 23 and below would be considered Tier II and subject to HUD funding available.

Only one New Project and three Voluntary Reallocation (VR) projects, plus the one Coordinated Entry project were included on the final ranking with the Renewal Application projects. It was again stressed that there were eight applications for the Bonus Project, but only one was allowed and selected – Humility of Mary.

The question arose whether the Bonus Project would only be funded if the State gets the anticipated HUD funded. Discussion ensued concerning the difficulty with the HUD language, how Tier I is 93% ARD money, that we can select any projects to go into Tier I, and that the Bonus Project is included in there this year. The remaining 7% is for Tier II projects, which are considered more “at risk” and HUD funding will be based on the scores and qualities of the applications.

The question was brought up by Roberta Wahl and discussion arose over the possibility of amending our process in the future to address the possible need to notify all applicants if a technical error uncovered in the appeal process affected all applicants and how that would be handled.

Several members discussed that the review process entailed the notion of comparing all applications and looking for “stand-out” applications versus those whose answers were just meeting the minimum requirements for the question; the understanding that full points are awarded for comprehensive answers versus less points for minimal responses. The expectation being that a reviewer, not being an expert in the area, would still be able to walk away from the review knowing what a particular project is intending to accomplish. It was suggested that this might be better clarified in the application instructions going forward.

Julie Eberbach brought up the point that in preparation for next year, the committee might want to consider a different way to handle projects not yet funded rather than just placing them at the top of the ranking and thus arbitrarily pushing performing contracts down on the ranking list. Possibly a different kind of application for performing projects to be able to respond to their experience, thus avoiding an artificial advantage for the newer projects.

- b.) Approval of Final 2016 Iowa CoC New Project Ranking:** A motion was made by Tim Wilson and seconded by Karin Ford to approve the committee's ranking with the appeals process having taken place and not change the score ranking based on the appeals, as reflected in the document, “2016 Iowa CoC Project Ranking DRAFT-for Executive

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Committee final review”, and with the understanding there needs to be some flexibility in the amounts for possible technical corrections based on HUD’s formula.

A roll-call vote was asked for by Chair Ben Brustkern. The motion carried based on the following votes:

Karin Ford – aye
Tim Wilson – aye
Donna Phillips – aye
Tony Timm – aye
Ben Brustkern – abstain
Roberta Wahl – aye
David Binner – aye
Ashley Schwalm – abstain

Tim Wilson wanted to go on the record as thanking all of the applicants, reviewers, Appeals Committee and Executive Committee members for their work through-out this process, noting that although we still have a lot to learn, significant improvements have been made to the process. Thanks all around.

IV. OLD BUSINESS

Amber Lewis reported that IFA put together a CoC Planning Project Application, which is much the same as last year. Submitted by IFA on the Council’s behalf. It will be posted, distributed and public comments will be taken.

V. NEW BUSINESS

Karin Ford brought up the previously discussed possibility of the ICH setting up a booth at the upcoming 2016 HousingIowa Conference on Sept. 6th and 7th. Julie Eberbach volunteered to assist, and will request one of their Institute for Community Alliances team members to provide information on the nature of homelessness in Iowa with relevant statistics. Both Tim Wilson and Tony Timm said they were planning on attending so would also be available. Karin Ford said they would like to try to generate interest in and awareness of the Iowa Council on Homelessness as well as provide recruitment efforts for the two new members needed. Ashely Schwalm mentioned the importance of any potential Consumer Representatives to make sure they mark the form as “previously homeless” or “having a family member who has been homeless”. Donna Phillips asked if IFA already had a brochure on the ICH, and upon finding out they do not volunteered to put together a basic flyer with general information. Tim Wilson suggested that although it is too late for this year’s conference, this might be a future project for the Communications Committee to tackle, with new member Paige Boyer being a recent graduate and possibly having skills in this area. Ben Brustkern and Ashley Schwalm confirmed that it would be okay to provide their contact information.

VI. ESTABLISH AGENDA FOR SEPT. 16, 2016 ICH MEETING

- Chair Brustkern: asked if HACAP would be talking about the Coordinated Entry process. Tim Wilson will reach out to HACAP to ask.
- Amber Lewis: Standard committee reports - will need committees to send any items they want on the agenda. IFA will then assist with the drafting of the agendas.

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- Tim Wilson: Need to discuss the next Annual Letter to the Governor. Start the planning process and collecting ideas. Would fall under David Binner's Public Awareness committee.
- Also discuss the upcoming "Day on the Hill", noting that a date has been secured.
- Amber Lewis: There has been previous discussion about conducting an orientation for new members. Chair Brustkern referred to an overview done a couple of years ago at the Homeless Symposium and wondered if there were notes on that. Ms. Lewis referred to the 3 to 4 Orientation Guide available as a resource on IFA's website and which is also sent out to all new ICH members. Tim Wilson suggested a face-to-face orientation meeting after the regular council meeting on Sept. 16th, with a brief presentation followed by a question and answer session; possibly schedule for 1 hour after the regular meeting and provide lunch. Karin Ford volunteered to lead the brief orientation and Julie Eberbach also agreed to be part of the group. Tim Wilson suggested the Executive Committee ask council members Zeb Beilke-McCallum and Crissy Canganelli to participate, recommending the committee divide up the topics to discuss. It was suggested that an explanation of the various committees would be useful information to provide. Karin Ford will send out emails to the new members informing them of the possible orientation on Sept. 16th.

VII. PUBLIC COMMENT

None

VIII. DATE & TIME OF NEXT MEETING

Friday, October 21, 2016 from 10:00 to 12:00

IX. ADJOURN

On motion by Donna Phillips and seconded by Tony Timm, the August 26, 2016, Executive Committee meeting was adjourned at approximately 11:15 a.m.

VOTING MEMBERS PRESENT

1. Ben Brustkern (Chair), Cedar Valley Friends of the Family – **abstained from CoC project ranking vote**
2. Karin Ford (Vice-Chair), IA Department of Public Health
3. Tim Wilson (Chair, CoC Committee), Home Forward Iowa
4. Donna Phillips (Immediate Past Chair), Iowa Attorney General's Office
5. Anthony (Tony) Timm, AmeriHealth Caritas
6. Roberta Wahl (Executive Committee Alternate), Des Moines Area Community College
7. Ashley Schwalm, Family Resources - **abstained from CoC project ranking vote**
8. David Binner, Wells Fargo Bank

OTHERS PRESENT

1. Julie Eberbach, Institute for Community Alliances
2. Cindy Hess – Hillcrest Family Services
3. Amber Lewis, Iowa Finance Authority
4. Carole Vipond, Iowa Finance Authority