



Administrative and Finance Committee

Current date: 11/17/23

Next meeting: 12/8/23

Attendance: Ali Hilton, Becky Poitras, Heather Bradley-Geary, John Tramel, Kevin Jean-Paul, KK Assmann, Lynn Rose, Rachel Erpelding, Robbie Phillips, Tehani El-Ghussein, Jessica Smith (left around 9:25)

Staff: Marqueia Watson, Amber Bauer, Patricia Hernandez, Shida McCormick

Public: None

11.17.23 Agenda

1. Call to Order
2. Approve October 13, 2023 minutes
3. Monitoring Policy and Protocol
4. Vacant Committee Member Appointment
5. Update on Housing and Healthcare Committee
6. Next Meetings
 - a. Set celebration meeting
 - b. Next committee meeting: 12/8
7. Adjournment

11.17.23 Minutes

Objectives/ Agenda	Owner/ Speaker	Action items/Results
Call to Order	HBG	Meeting called to order at 9:04 AM
Approval of Minutes	HBG	Lynn moved and Kevin seconded and the motion passed.
Monitoring Policy and Protocol	HBG	<p>Ambers shared current policy and practice, in place for the first time last year since none occurred during the 2 Covid years. Most recent was a file review and check in. Process includes:</p> <ul style="list-style-type: none"> ● 1 x /year ● Notified weeks in advance of the visit ● 48 hours prior given list of files to be reviewed: <ul style="list-style-type: none"> ○ Comparing data in HMIS to data in file ○ HSQ frequency ○ Income verification ○ Lease documentation ○ Essentially, the documents that HUD would look at <p>Hope to have them determined by staff by end of year and presented to the community in Q1. Anticipate future site visits to:</p>

		<ul style="list-style-type: none"> ● Look at financials and data in addition to files. ● Scorecards: GKCCEH staff met yesterday to discuss score cards currently and how to use/weight them. Hoping to marry more details of monitoring and NOFO process - so that programs know going into NOFO where they stand ● Set thresholds that if below there will be a PIP that will show change in the near term. ● Re-implement the Housing First Assessment ● Have also created a draft PIP for review. <p>Once benchmarks are set, when will agencies be monitored against benchmarks? Will there be notice? The benchmarks have previously been set around where we are (average) as a community so they're not arbitrarily pulled out of left field.</p> <p>What if agency is found to have areas requiring improvement. Consider following MHDC process of noting at the end of the visit a list of recommendations and findings, followed-up by a formal letter. Determine and communicate what consequences may be, e.g., impact on next NOFO cycle.</p> <p>Is this the role of this committee, to create policy around monitoring? Consensus is yes.</p> <p>What is the status of the Performance and Evaluation Committee? Nehemiah is interested in restarting it. Importance of data available to the governance committees. Shida will bring info to Admin Committee. Nehemiah will bring it to CEGC.</p> <p>HMIS team has capacity now to review monthly and give grantees feedback.</p> <ul style="list-style-type: none"> ● VSP feedback to be included to. ● In time, intend to also give feedback with non-CoC funded since this impacts 604's consolidated application. This could be a way to recruit agencies to apply for CoC funding (or if a grant needs to be transferred.) <p>Realize like projects have to be compared with like projects - what data is collected differs by type of project.</p>
Vacant Committee Member Appointment	HBG	<p>At-large, non-funded position open. Paris and Lola are two active youth leaders in the YHDP process and seeking officer positions in Youth 4 Change. Lola has been an asset on 604's Rank & Review, which may begin meeting year round. Paris, she/her, is part of Drumm's program and serves on BoS youth advisory board; previously lived in BoS.</p> <p>We should compensate those with lived experience and we have not budgeted it for such a committee such as this, which meets so frequently. \$25/hour at 4 hours/month. CSL, Drumm, and Synergy likely can donate funds to GKCCEH for this purpose.</p> <p>HBG will get in touch with Paris.</p>
Update on Housing and Healthcare Committee	HBG	<p>Good committee which as met 3-4 times: Members include representatives from Aetna; Care beyond the Boulevard; Care Source; Crosslines; Kansas City, KS Health Department; Kansas City, MO Health Department; KC Care; Swope Health; United Health Care; Vibrant Health; Wyandot Behavioral Health Network</p> <p>HBG will talk with Robbie to invite and include University Health.</p> <p>Main objective presently: What partnerships exist. Only 4 funded agencies</p>

		have formal partnerships; does not include non-funded agencies. Will be looking at ways to deepen and broaden partnerships, including how we are using Medicaid expansion (in MO) to bill housing-related interventions.
Next Meetings: Set celebration meeting	HBG	Monday, December 4th 3:30 and Cliff's
Next Meetings: Next committee meeting	HBG	Friday, December 8th, 9:00 AM
Adjournment	HBG	Lynn moved to adjourn meeting and go into executive session. Allison seconded and the motion passed. Executive session held.

Recorded and submitted by: Tehani El-Ghussein



Administrative and Finance Committee

Current date: 10/13/2023

Next meeting: 11/10/2023

Attendance: Becky Poitras, Heather Bradley-Geary, Jessica Smith, John Tramel, Lynn Rose, Rachel Erpelding, Susila Jones, Tehani El-Ghussein

Staff: Marqueia Watson, Amber Bauer, Patricia Hernandez

Public: Amanda Stadler, DMH

10/13/23 Agenda

1. Call to Order
2. Approve Minutes (attached)
 - a. August 25
 - b. September 8
 - c. September 15
3. Debriefing of NOFO process
 - a. Project application
 - b. Training
 - c. Rank and Review
 - d. Appeals
 - e. Collaboration Application
 - f. Submission
4. Public Comment
5. Next Meeting
 - a. Committee Meeting: November 10 at 9 AM
 - b. Celebratory Meeting: To be Set
 - c. Leadership Meeting: To be Set
6. Adjournment

10/13/23 Minutes

Objectives/ Agenda	Owner/ Speaker	Action items/Results
Call to Order	HBG	HBG called the meeting to order at 9:04 AM.
Approve Minutes	HBG	Presented minutes from 8/25, 9/8, and 9/15 meetings. Lynn moved to approve as presented. Susila seconded and minutes for all three meetings were approved. Amber noted these and others soon will be posted to the GKCCEH website.
Debriefing of NOFO process - Project application	All Cmte members	<p><u>Can agency-wide questions be answered only one time, rather than in each application?</u></p> <ul style="list-style-type: none"> • GKCCEH staff will investigate what is possible in Zoom grants • GKCCEH staff noted that some projects have a distinct language for describing their programs and services and noted that moving to an

		<p>agency-wide section across applications could jeopardize the anonymity of application.</p> <ul style="list-style-type: none"> • GKCEH staff noted that it would be helpful to have specific examples of which questions seemed more agency-wide than programmatic. • An alternative idea presented was to have separate applications for the agency and the projects. The agency-wide application could be reviewed (and scored?) by staff and would have to meet a threshold. Staff could share that review/score with reviewers. Several committee members liked this idea. <p><u>LOIs</u></p> <ul style="list-style-type: none"> • Briefly discussed the pros/cons of LOI being the Zoom Grants. Do we consider that happening outside of Zoom Grants? • Is it possible that the LOI is for the agency as a whole and indicates which projects will be applied for (this lends to idea of multiple applications - agency-wide and project-specific) • If keep LOIs as had this year, be sure to tell applicants to update their request amount if it changes in after submitting the LOI. • <p><u>General</u></p> <ul style="list-style-type: none"> • Did not have an internal timeline and this made the process more difficult. Need to have ready for next year. • Reviewers want stories and data. Questions were very academic - so how could responses not be. • Clarify what constitutes and MOU and what needs to be included (vs Letters of Commitment) • Consider asking questions about influence of match \$\$ on the project, e.g., if project has limited supportive services, does match \$\$ actually pay for that? • Further develop of budget section in local app • What are ways to make the local application process easier, since <ul style="list-style-type: none"> ◦ eSnaps still must be completed ◦ Monitoring could be a way to gather information, documents, and responses that could be used in lieu of an application • Reviewers noted that applicants are answering what the questions ask, yet the questions aren't what they want to know. <ul style="list-style-type: none"> ◦ Want to be a part of writing the questions ◦ Conditional logic was tricky from an applicant viewpoint AND very tough for reviewers. • Set scorecard scoring now
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Debriefing of NOFO process - Training	All Cmte members	<p><u>Overall feedback</u> to the provided training was very positive:</p> <ul style="list-style-type: none"> ● In-person and virtual option and content ● Recording for eSnaps <p><u>To include in the future:</u></p> <ul style="list-style-type: none"> ● Be explicit that eSnaps submission is required for all ● Remove “DRAFT” re: eSnaps submission for local app ● Recommend that grant lead has someone else double check submission requirements have been fulfilled. ● What constitutes and MOU and what needs to be included (vs Letters of Commitment and/or referrals only) ● Use of AI - Include reminders? E.g., don’t copy verbatim, use it for springboard, recognize that it could result in very similar responses across multiple agencies’ applications. ● More thorough budgeting - this could happen outside of “NOFO season” to help potential applicants prepare. <ul style="list-style-type: none"> ● What new(er) applicants should consider in budget and project development, e.g., expectations, staffing, FMR, supportive services, ● Help applicants understand connection between application budget (FMR etc), project functioning, and project performance ● Use case studies to demonstrate/teach ● Keep website updated with materials sent by email <p><u>Offer an All Grantee Meeting in the spring, “You got CoC funded - what now?”</u></p> <ul style="list-style-type: none"> ● Staff have decided to do this. It was well received last year. ● Could include some of the budgeting ideas noted above.
Debriefing of NOFO process - Rank and Review	All Cmte members	<p>Reviewers noted that applicants are answering what the questions ask, yet the questions aren’t what they want to know.</p> <ul style="list-style-type: none"> ● Want to be a part of writing the questions (good idea, per committee) ● Conditional logic was tricky from an applicant viewpoint AND very tough for reviewers. ● Typical requests for information were on historical performance, agency services/scope overall
Debriefing of NOFO process - Appeals	HBG	N/A - none this year
Debriefing of NOFO process - Collaboration Application	All Cmte members	<p>So much easier now that we use the shared spreadsheet!</p> <ul style="list-style-type: none"> ● Other communities now use it and have appreciated GKCCEH sharing it. <p>Thank you to committee members for the drafting and revisions.</p> <p>Thank you to Amber and Kaylee for creating the application document, their writing, their stewardship of the whole process!</p> <p>Thank you to the full GKCCEH staff for the intense effort.</p> <p>Additional tasks noted:</p> <ul style="list-style-type: none"> ● Need to review Ranking/Prioritization policy ● Revisit NOFO policy revisions and drafts from the past year
Debriefing of NOFO process -	Amber	Went smoothly. Only about a day that eSnaps caused issue.

Submission		
Debriefing of NOFO process - Next steps	HBG	The debrief feedback will be reviewed at the November leadership team meeting with the intention to set a plan and timeline in place to carry out the finalized recommendations. Plan/timeline will be presented at our November committee meeting (11/10).
Public Comment	Open	Tomorrow is the KS Housing Summit. Committee vacancies - 1 open At-Large seat available. On hold during NOFO so HBG will re-engage with a youth with lived experience she had been talking to. If that does not work out, John can connect with potential PLE.
Next Meeting	HBG	<p><u>Full Committee</u> - 11/10 at 9:00-11:00 AM. Drumm Farm/Virtual.</p> <ul style="list-style-type: none"> • Will discuss upcoming committee plan/timeline. • YHDP update (to become a standard agenda item going forward) <p><u>Leadership Team</u> - 10/17 at 10:00-10:30 AM. Virtual.</p> <p><u>Celebratory post NOFO gathering</u> - 11/2 at 4:00-6:00 PM. HBG will send calendar invitation with a centrally located venue.</p>
Adjournment	HBG	Becky moved to adjourn. Rachel seconded and the meeting adjourned at 10:12am.

Recorded and submitted by: Tehani El-Ghussein



Administrative and Finance Committee

Current date: Aug 25, 2023

Next meeting: Sep 8, 2023

Attendance: Ali Hilton, Becky Poitras, Heather Bradley-Geary, Jessica Smith, John Tramel, Kevin Jean-Paul, KK Assmann, Lynn Rose, Rachel Erpelding, Susila Jones, Tehani El-Ghussein

Staff: Marqueia Watson, Amber Bauer, Patricia Hernandez, Krysten Olson

Public:

8/25/23 Agenda

1. Call to Order	5. Public Comment
2. Approval of Minutes (7/28 & 8/11)	6. Executive Session
3. CE Governance Committee Report Out	7. Next Meeting: 9/8
4. Collaborative Application	8. Adjournment

8/25: Review Scoring Areas
 9/8: Committee Members have all areas complete
 9/15: Final Review

8/25/23 Minutes

Objectives/ Agenda	Owner/ Speaker	Action items/Results
Call to Order	HBG	Meeting called to order at 9:21
Approval of Minutes	HBG	Becky moved to approve the minutes from 7/28/23 and 8/11/23. Lynn seconded and the motion passed.
CE Governance Committee Report Out	Tehani	Tehani also sits on the CE Governance Committee. The Diversion/Assessment subcommittee met earlier this week and asked that the Admin Committee consider two actions post-NOFO. <ol style="list-style-type: none"> When program standards role out, will the Admin Committee also include guidance on how compliance will be monitored. The benefits would be three-fold: transparency to grantees, expectations for Lead Agency staff conducting the monitoring, and consistency for evaluation of monitoring in the next NOFO cycle.

		<p>2) Might future CoC local applications gather additional info about the entire project - CoC funded and Match - to understand better how/ supportive services are incorporated. It may be that the Admin Committee decides the application already gets at this (with questions around leverage, collaboration, etc). Still, a discussion may be useful as we continue to see supportive services as necessary but lacking.</p> <p>There was general agreement that the Committee take up these issues post-NOFO.</p> <p>HBG added these to an already started list of post-NOFO agenda items. Committee members also raised as additional topics for consideration:</p> <ul style="list-style-type: none"> • Review of prioritization and rank and review policies • How make it so agency-wide local applications questions be asked once (rather than in each application)
Collaborative Application		<p>Staff reminded the committee that the FY22 consolidated application feedback was general per activity and did not drill down to specific questions which received less than total points.</p> <p>The areas where 604 lost points include:</p> <ul style="list-style-type: none"> • Cross-system coordination / collaboration • RRH unit # increases • System Performance Measures - e.g., returns to homelessness/ retention of permanent housing <ul style="list-style-type: none"> ○ Question discussed how clients who die during the program may impact the SPM. <p>Decision is to draft responses by 9/8 9am so we can begin discussing those responses and consider responses in relation to the general FY22 feedback (rather than draft responses initially in direct-relation to the responses). This will promote a genuine description of what is happening in our community.</p> <p>HBG will send the expectations for drafting all responses by 9/8 so with the collaborative application link to the full committee.</p>
Public Comment		None
Next Meeting		Next meeting is scheduled 9/8/23
Executive Session		Becky moved for the committee to go into Executive Session. Ali seconded. The motion passed and the Executive Session began.
Adjournment		The meeting adjourned at 11:00 am.

Recorded and submitted by: Tehani El-Ghussein



Administrative and Finance Committee

Current date: Aug 11, 2023	Next meeting: Aug 18, 2023
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Attendance: Ali Hilton, Becky Poitras, Heather Bradley-Geary, John Tramel, Kevin Jean-Paul, Lynn Rose, Rachel Erpelding, Susila Jones, Tehani El-Ghussein

Staff: Marqueia Watson, Amber Bauer, Krysten Olson, Shida McCormick

Public: None

8/11/23 Agenda

1. Call to Order	5. Collaborative Application
2. Approval of Minutes (7/28/23)	6. Public Comment
3. E-Snaps Video	7. Next Meeting: 8/18/23
4. HMIS Updates/Questions	8. Adjournment

8/11/23 Minutes

Objectives/ Agenda	Owner/ Speaker	Action items/Results
Call to Order	HBG	Meeting called to order at 9:06 AM.
Approval of Minutes	HBG	Tabled. 7/28/23 minutes will be reviewed at next meeting.
E-Snaps Video	HBG	Distributed yesterday. Appreciation and kudos to Becky!
HMIS Updates/ Questions	Nehemiah	<p>Nehemiah shared a dashboard showing amount of CoC funds that have gone unspent in recent years. Disturbingly large amount of money left unspent.</p> <p>Details (see last page of minutes for a copy of the dashboard):</p> <ul style="list-style-type: none"> • 2018 (starting in 2019-2020): Unused = 3% ~400K left unspent • 2020 (starting in 2021-2022): 13% ~ \$1.9 million • Last completed grant: 11% (\$1.5) <ul style="list-style-type: none"> ○ Many (40%?) had 10% or more unspent • Equivalent to 89 unused RRH units • Marqueia also noted that the GIW shows very low percentages of supportive services in programs that could allocate more \$ to that line item. GKCCEH staff see that disparity in their outcomes and ability to effectively engage clients, especially at the front end. <p>Committee members and staff agreed this is concerning. Discussion ensued about why this may be and what must be done. Including:</p> <ul style="list-style-type: none"> • This is serious. This is why we are not making forward. • We have to do more than talk. • Who is holding who accountable? • Whose job is it to hold projects accountable?

		<ul style="list-style-type: none"> It is terrible to see when we have unfunded agencies who are willing and likely able to do this work <p>Relevant insight information:</p> <ul style="list-style-type: none"> 2020: Marqueia reached out to programs who left \$ on the table: <ul style="list-style-type: none"> Programs knew it, but weren't talking about it. 1-2 instances had new program managers and did not understand scope Journey to New Life: <ul style="list-style-type: none"> Fully spent the award Mohart program and KCMO reimbursed them. KCMO didn't draw down to reimburse themselves. They spent 30% of their Veterans program funds, which had been reallocated in prior cycle. CEO passed away during this cycle. Shida shared that some agencies want scorecards to be based on the "average" of local programs. She advocates against this - because it's not good to be "average" if we are all doing terrible. Shida shared that the HMIS team have different contacts for HMIS than the CE team. There is a disconnect in funded agency staff's knowledge. <ul style="list-style-type: none"> Training has helped. However, is it GKCCEH staff's job to take care of dysfunction at funded agencies? Or, is it the agencies' responsibility? Seeing lots of staff turnover and new system admins Rising rent costs <p>How is this reviewed locally?</p> <ul style="list-style-type: none"> Spenddown is not listed on the final scorecards distributed yesterday as a scored item. However, GKCCEH staff flags projects be flagged for R&R to show who is unspent \$ remaining <ul style="list-style-type: none"> Note: the reallocation policy does address this underspending as a factor in reallocation. Spenddown will be included on the scorecard going forward, and HMIS staff believe this will lead to positive results. <ul style="list-style-type: none"> HMIS staff can also look at who is being housed (ex. Large families, and how those households need support) Local application asks for a self-report of the % of funds unexpended in the last 3 years. GKCCEH staff cross-check this with spenddown report Recommendation: Pairing spenddown with monitoring to help us know in real time what the status is, and to seek further understanding directly from programs. <p>What can we do? Who is responsible for holding projects/agencies accountable?</p> <ul style="list-style-type: none"> GKCCEH staff has been discussing internally. Shida shared that the HMIS team has increased its responsibility for including spending data on the scorecards so that GKCCEH staff and programs are aware. Committee requested getting this data as well. GKCCEH staff agreed. Although spenddown reports are meant to come quarterly from HUD, they do not. Staff will share the spenddown reports with Committee
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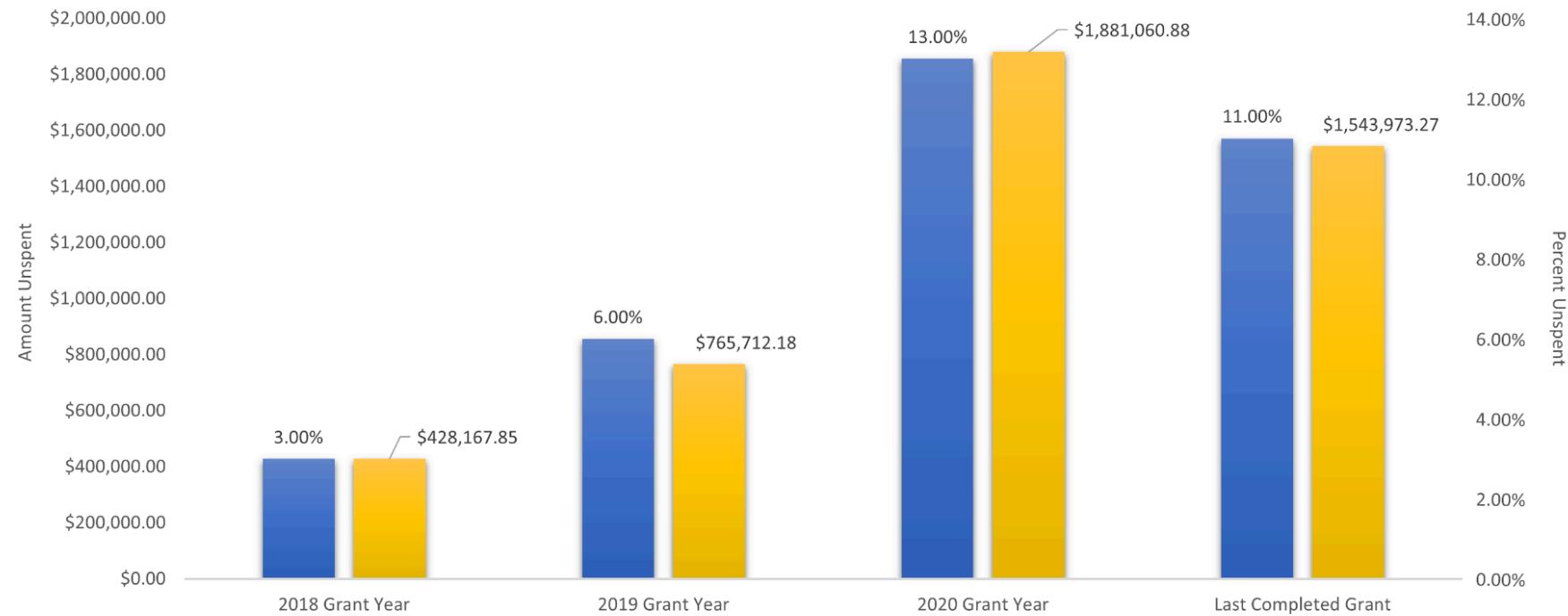
		<p>whenever they become available.</p> <ul style="list-style-type: none"> ● Advocacy is a necessity to improve availability of affordable housing. How do we put pressure where it can influence? Affordable housing may be the most pressing issue, and it is without the clearest solution. ● Concerned that individual projects are not taking responsibility. Funded agencies have a responsibility. Where is that? <ul style="list-style-type: none"> ○ Other funding sources put the requirement on the grantee (MHDC, ESG). However, there is a collaborative nature with the CoC collaborative application process. One failure impacts the rest. Decisions must be made for the greater good. <ul style="list-style-type: none"> ■ Yes, the app is collaborative. And we have agencies who are not being collaborative. ● GKCCEH staff need help reaching out to struggling agencies: PM assistance, education/training needs. <ul style="list-style-type: none"> ○ This is Admin's committee role ● Education on spending allowability. ● It's supposed to be a part of Rank and Review decision factors. Is it not being provided? Is it not being trained? We need a policy around this. ● Marqueia shared Chicago's <u>chronically underspending</u> consequences policy. It averages the past 3 years and takes the lower of that or the amount left on the table in the most recently ended grant. <p>Lynn moved that the R&R Committee be given info on projects' spending/underspending histories with the direction that regular underspending be a consideration factor for reallocation. John seconded and the motion passed.</p> <p>Becky moved that by 12/31/23, the Admin Committee will draft three (3) policies noted below. Rachel seconded the motion, and the motion passed:</p> <ul style="list-style-type: none"> ● FMR standardization to eliminate competition (issues caused by when projects choose to use the FMR for the FY they applied for funds vs the FMR currently in play at the spending of the award) ● Minimum service package requirements (to be defined in the program standards being created) ● Consequences of chronically underspending grants
Collaborative Application	HBG, Amber	<p>Reviewed collaborative application questions and assigned committee members and staff</p> <p>If the question was in last year's application, Amber will load those responses for consideration.</p> <p>Amber will also flag responses where points were lost.</p> <p>Amber will give committee members editing access to the collaborative application.</p> <p>Tab color definitions: Yellow = Partial points lost (revisions needed); Red = Significant points lost (high attention to response); Green = Response is complete (good to go)</p>
Public Comment	HBG	None
Next Meeting	HBG	8/18 - Canceled because Committee leadership not available. Due to this cancellation, Amber will offer NOFO office hours to applicants (same time as

		<p>HMIS office hours)</p> <p>8/25 - Committee Meeting (Newly added) - primary purpose it to review areas that we lost points in last year so we can focus on those.</p> <p>9/8 - Committee Meeting - aim to have initial drafts in collaborative application</p> <p>9/15 - Committee Meeting - final review of collaborative application</p>
Adjournment	HBG	<p>Lynn moved to adjourn the meeting; Rachel seconded and the motion passed.</p> <p>Meeting adjourned at 10:55am.</p>

Recorded and submitted by: Tehani El-Ghussein

(Next page has the chart presented during the meeting.)

Unused CoC Grant Funds



Grants start the year after the the Grant Year. So the 2020 Grant Year is for grants that started sometime in 2021 and ended sometime in 2022.

*The \$1.9 million unused in the 2020 Grant year is equivalent to **89 empty RRH units**.*

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Administrative and Finance Committee

Current date: Jul 28, 2023

Next meeting: Aug 11, 2023

Attendance: Ali Hilton, Becky Poitras, Heather Bradley-Geary, Kevin Jean-Paul, KK Assmann, Lynn Rose, Rachel Erpelding, Robbie Phillips, Susila Jones, Tehani El-Ghussein

Staff: Marqueia Watson, Amber Bauer, Patricia Hernandez, Shida McCormick, Nehemiah Rosell

Public: Amanda Stadler, Brandy Bair

7/28/23 Agenda

1. Call to Order
2. Approval of 7/21/23 minutes
3. 7/31 and 8/1 training
4. E-snaps Video
5. NOFO timeline
6. Review Grant Scoresheet, other documents and score card
7. Public Comment
8. Executive Session
9. Adjournment

7/28/23 Minutes

Objectives/ Agenda	Owner/ Speaker	Action items/Results
Call to Order	HBG	Call to order 9:03am
Approval of 7/21/23 minutes	HBG	Becky: approved Susila: second
7/31 and 8/1 training	Amber	<p>HBG: Housing and Healthcare - Pulled all MOUs from last year. Small snippet at the training. Rachel will help with that.</p> <p>AB: Must be signed between certain dates annually. And has not been done</p> <p>RE: We want to emphasize the why? We need health.</p> <p>*reviewing slide show for training*</p> <p>HBG: need this link for new committee members</p> <p>BP: Category 4 needs to be updated</p> <p>HBG: Priorities will be a big question</p> <p>BP: in addition too few barriers to entry to the entire geography of the COC?</p> <p>SJ: if we say that we continue to take from WYCO. If we say prioritize the entirety of the COC we lose WYCO.</p> <p>BP: I thought it was legacy.</p>

		<p>SJ: If we say that now</p> <p>BP: all new projects have been committed and served? We say it on the LOI.</p> <p>KK: We can prioritize but not only?</p> <p>BP: Add-which serves the entirety of the COC-</p> <p>MW: it applies to new but also old. If we didn't prioritize both sides of the COC we shouldn't be merged. We have identified</p> <p>KJP: I think it's 2 separate things.</p> <p>RE: I think we do need to start now and not push it down the road. I know we discussed how we will make things equitable.</p> <p>KJP: did we ever agree on our going forward?</p> <p>RE: community standards for providing service.</p> <p>BP: you can say you only serve an area but that is usually for BOS. Are we only heading to RRH or all new? Must serve the entirety</p> <p>MW: in general projects serve all geography.</p> <p>BP: make it its own bullet?</p> <p>MW: Yes a 5th bullet point.</p> <p>LR: Can you choose rental assistance? Under PSH</p> <p>BP: you can now - currently funds that are renewed are not the only eligible</p> <p>BP: DPSP be moved to PSH. They cant maintain chronic in TH</p> <p>RE: if I were a new person what is community involvement and capacity?</p> <p>MW: We have them in the application process.</p> <p>AB: we go over why we do an MOU</p> <p>SM: Spell VSP out?</p> <p>MW: Agency and system performance on the HMIS slide</p> <p>BP: tracking the return to homelessness*</p> <p>SM: Options for race will change.</p> <p>MW: Data standards change.</p> <p>BP: 10/1 standards are changing adding - 2 submitted to local COC and HUD as in including Esnap application in Zoom grants</p> <p>MW: Inkind needs an MOU</p> <p>SM: is there a specific time we need to pull scorecards</p> <p>MW: they get them quarterly with the date range - if you didn't write for moving cost it is an eligible item for Supportive services.</p> <p>BP: we don't include DV bonus and amounts - include eligibility for the VALO?</p> <p>MW: additional line items on 42.</p> <p>BP: expansion?</p> <p>MW: Expansion and transitions consolidations</p> <p>SJ: can you email the people who submitted LOI?</p>
E-snaps Video	HBG	<p>Becky will video record it on Zoom.</p> <p>Deadline: Wed - place on youtube channel</p>
NOFO Timeline	HBG	<p>MW: TBD needs to be resolved?</p> <p>AB: PLE 8/1 and application. Aug 2nd.</p> <p>MW: I propose we use the unsheltered - questions are robust and drill down LGBTQ renewal isn't the problem it was the new one.</p> <p>HBG: can we make sure the dates are in order?</p>
Review Grant Scoresheet, other		<p>MW: I can share the unsheltered and update. We can send you via email?</p> <p>HBG: is it ok for you all to finish it and email it to us Monday? A review and no</p>

documents and score card		<p>vote.</p> <p>MW: The problem wasn't the renewal but the new one with so many questions.</p> <p>HBG: be ready by noon to approve and post-Aug 2nd.</p>
Public Comment	Misc.	<p>Brandi Bair - I did not receive anything but did submit the contact information.</p> <p>SM: The positive to exit and length to referral to the house are we adding them? Positive was a yes and referral to housed - we discussed having training on it next year. - non-scored items? Scored or not?</p> <p>LR: I think they should be on there and not scored and tell them next year it'll be scored next year.</p> <p>BP: by saying not scoring them?</p> <p>SM: it will show the score but not be added to the main score.</p> <p>MW: benchmarks were taken from the deviation of scoring.</p> <p>NR: the average to referral is 75 days.</p> <p>SM: we could have them done next week so they can revise and re-pull them again. We have office hours on Friday</p> <p>LR: we will get 2 scorecards?</p> <p>SM: first one on Thursday and a week to clean it and then pull again.</p> <p>training slides we talked about a slide outlining eligible costs and how we are reminding people what they could spend money on.</p> <p>MW: HUD has a 2-page doc.</p> <p>BP: MOHIP is open for Supportive services.</p> <p>AB: under resources</p>
Executive Session	HBG	<p>HBG: a motion to go into executive session and adjourn the general meeting.</p> <p>MW will determine what staff will remain.</p>
Adjourn	HBG	<p>Motion to adjourn</p> <p>Becky: made the motion to adjourn. Susila: second. All: Approved!</p>

Recorded and submitted by: Recorded by Patricia Hernandez



Administrative and Finance Committee

Current date: Jul 21, 2023

Next meeting: Jul 28, 2023

Attendance: Ali Hilton, Becky Poitras, John Tramel, KK Assmann, Lynn Rose, Rachel Erpelding, Susila Jones, Tehani El-Ghussein

Staff: Amber Bauer, Patricia Hernandez, Shida McCormick

Public: Brandi Bair, Director of Grants and Compliance at Hope House; Amy Copeland, Department of Mental Health; Amanda Stadler, Homelessness Services Coordinator at Department of Mental Health

7/21/23 Agenda

1. Call to Order
2. Approval of Minutes
3. DMH Concern
4. DMH presentation (5 minutes)
5. Committee questions to DMH (5 minutes)
6. NOFO Timeline and Training
7. Review Grant Scoresheet and Other Documents (including scorecards)
8. Public Comment
9. Next Meeting
10. Adjournment

7/21/23 Minutes

Objectives/ Agenda	Owner/ Speaker	Action items/Results
Call to Order	John	Called the meeting to order at 9:04am
Approval of Minutes	John	Lynn moved to accept the minutes as presented, and Becky seconded. Minutes were approved as presented.
DMH Concern & Presentation	John, Amanda Stadler, Amy Copeland	<p>John explained that each party will have the floor for 5 minutes, DMH to present and Committee to ask questions. This is not the time for discussion. Lynn volunteered to act as timekeeper.</p> <p>Amanda shared that they were recently monitored by GKCCEH. They thought they had prepared in advance, having been through HUD monitoring previously. They realized they did not have a full understanding of the CoC monitoring expectations. They then reached out with questions and a request for action by this committee.</p> <p>Specific request is that the committee develops a written monitoring process, to be approved by membership, that includes expectations of the monitoring visit</p>

		<p>and includes client informed consent regarding disclosure of personal health information (PHI) and personally identifying information (PII). Amanda explained that DMH wants to work with the CoC but needs more information to prepare.</p>
Committee questions to DMH	John	<p>John opened the question/answer period. Multiple committee members asked questions, and both DMH representatives responded.</p> <p>What were the issues DMH was unprepared for?</p> <ul style="list-style-type: none"> • 1) Thought monitoring was for the most of the grant year, not for anyone still enrolled regardless of when they enrolled. 2) Because it included all open files, DMH did not have them redacted and does not have written consent to share PHI/PII. DMH had clients from the current year redacted and ready for review. <p>Are you providing mental health services?</p> <ul style="list-style-type: none"> • Yes <p>Are those medical records a part of the client file?</p> <ul style="list-style-type: none"> • Yes, at least inclusive of care coordination through which medical issues could be revealed. <p>Do you have a ROI in place for HMIS?</p> <ul style="list-style-type: none"> • Yes. There is a ROI for HMIS, but not for GKCEH staff for the purpose of monitoring. The info in the file is above and beyond what is entered into HMIS and includes care coordination. <p>Was GKCEH staff asking for PHI? Committee began discussion about whether such information could be kept separately until John reminded the group that this time was meant for Q&A only. Committee moved on to the next question.</p> <p>Did the notice provide how far back info would be looked at?</p> <ul style="list-style-type: none"> • No <p>Parties thanked one another for listening and sharing. Committee will review the shared information and provide a written response.</p>
NOFO Timeline	Amber	<p>HUD has not released anything new yet so much is still on hold.</p> <p>The Committee's leadership agreed to postpone the deadline of the LOI and monitoring from Friday 7/28 to Monday 7/24 at 5pm because Zoomgrants was down for a day. This was announced at the membership meeting and went out by email.</p> <p>Several committee members have heard from National Alliance conference attendees that HUD is saying eSnaps will open by early next week.</p> <p>Most recently distributed email with timeline did not include the mandatory trainings. The correct version with these dates will be uploaded online and sent by email with language that explains that updates will be added as they are released by HUD. Info is forthcoming and may change.</p>
NOFO Training	Amber	<p>Amber asked members of the committee (and others) to lead portions of the mandatory trainings. The following agreed:</p> <ul style="list-style-type: none"> • John and Evy Duffy - Equity & Inclusion (John may be out and Evy is prepared) • Tehani and Kaylee - Trauma Informed Care • Lynn and Becky - HUD grant info, include MOHIP, ESG • Marquiea and Amber - Program Types <p>Amber will send out last years and we can revise by next Friday.</p>

Review Grant Scoresheet and Other Documents (including scorecards)	Shida	<p>Shida shared that for RRH programs, the HIC only records those enrolled with a move-in date, not those who are enrolled without a move-in date. There are lots more people enrolled compared to the number with a move-in date. Shida recommends that we look at why people are not being housed. Is it staffing? Is it data entry? Is it FMR? Is it something else? This needs to be fixed otherwise it will continue, regardless of whether more RRH projects are funded. Shida recommends HMIS run this data quarterly so CE staff can speak with RRH programs to understand the discrepancy.</p> <p>Susila raised the question, if our community isn't effective at RRH, are we setting up for success if CoC expands the # of RRH projects? She stated she doesn't disagree with the need for more housing, rather she questions the effectiveness of funding projects. In her work at Cross-Lines, and what she understands from Doug at Hope Faith, she consistently sees that agencies don't have the capacity for the front-end work, hence the need for SSO-CE projects.</p> <p>Lynn asked Shida, would leasing up more people in currently funded projects be enough to move the needle on what HUD is looking for in the NOFO? Yes, Shida responded. She also shared that positive housing destinations and housing retention is higher in RRH than other project types, so those who get housed are staying housed most consistently.</p> <p>Committee members with outreach and SSO-CE projects noted themes they see, which included: Not paying app fees, not paying deposits, not engaging, among others</p> <p>Who are these organizations? How can we provide TA about how CoC funds - or match - can be used?</p> <p>Recognize that standards are in the works and that there is a need for grantees to be educated on expectations and to be held accountable. Underscores the importance of knowing which projects are not performing / meeting needs.</p> <p>Committee asked, do we need to fund more SSO projects this year afterall? Members determined we first need to evaluate how they are functioning, how well they meet a community need, part of the plan, how and when to refer CE participants to the housing navigators and housing liaisons (likely earlier in the process).</p> <p>Members expressed concern around and the repetition of this discussion. It was suggested that, without consistent monitoring / evaluation and accountability, we will continue to have this discussion. Detailed expectations allow for preparedness and accountability so this could be a priority for this committee, in conjunction with others, to establish.</p> <p>Members discussed the purpose of SSO-CE projects being primarily about providing access to the CES, not necessarily the lease-up process, but clarified that some SSO projects are funded for property manager engagement and housing navigation.</p> <p>No opposition to the idea that current, and new, projects are evaluated on whether they have capacity to provide housing search process and other supportive services.</p> <p>Discussed without finalizing a decision about what to include for scoring this year? What for future?</p> <ul style="list-style-type: none"> ● Returns to homelessness
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Public Comment	Open	<p>Amanda shared that DMH agrees with using data and performance based standards to evaluate projects. She expressed concern about making evaluatory changes in the NOFO period as it doesn't give renewal applicants the opportunity to address any issues learned in the changed process.</p> <ul style="list-style-type: none"> Shida responded that this data is reported on through HUD's system performance measures and therefore should not be new/changes. <p>Brandi inquired about how VSPs, who may not require PII collection for confidentiality reasons, and data quality of PII - is that taken into consideration when evaluating the data quality of PII. Could it instead be "n/a" for VSPs?</p> <ul style="list-style-type: none"> Shida shared that HUD's data standards that will change in October 2023, partial SSN will no longer count as an error. <p>Tehani raised concern over the scorecard's last section, which agencies have no control over because all referrals come through CE. Several members concurred and noted different program types also have different eligibility criteria. For example, RRH doesn't require HoH having a disability, yet being scored negatively if client's don't have >1.</p> <p>Brandi shared that she appreciated this discussion, seeing that the committee is aware of the areas of concern that grantees are experiencing in relation to the scorecards.</p>
Next Meeting	John	Next meeting is scheduled for next Friday, July 28, 2023, in person at Drumm or virtually.
Adjournment	John	Ali moved and Becky seconded, and the motion passed. The meeting adjourned at 10:14am.

Information submitted by Department of Mental Health:

GKCCEH Monitoring Considerations for Finance and Admin Committee

1. GKCCEH create a CoC monitoring notification form with the ability of the CoC Membership to comment and approval by CoC. Essential elements could include:
 - a. Date(s) and time(s) of monitoring
 - b. Grant(s) to be monitored
 - c. Scope of monitoring (project period of documents to be monitored)
 - d. Documents to be monitored
 - e. Questions GKCCEH would like answered during monitoring
2. CoC create a monitoring policy with ability of CoC Membership to comment. This policy could address:
 - a. Frequency of monitoring
 - b. Scope of monitoring (i.e. questions, documents, etc.)
 - c. How to address monitoring issues
 - d. How monitoring information is collected and presented to agencies
 - e. Technical Assistance expectations for GKCCEH to offer providers who have monitoring deficiencies
 - f. Allow agencies to redact files for clients who do not have a release of information for GKCCEH to review their PII/PHI for file monitoring
3. GKCCEH create a Release of Information for all CoC Funded Agencies to provide to clients related to GKCCEH reviewing their PII/PHI specifically for project monitoring not care coordination. This will allow for client-informed consent of the release of their personal information to a party for reasons other than care coordination.

Recorded and submitted by: Tehani El-Ghussein



Administrative and Finance Committee

Current date: Jul 14, 2023

Next meeting: Jul 21, 2023

Attendance: Ali Hilton, Becky Poitras, Heather Bradley-Geary, John Tramel, Kevin Jean-Paul, KK Assmann, Lynn Rose, Rachel Erpelding, Robbie Phillips, Tehani El-Ghussein

Staff: Amber Bauer, Patricia Hernandez, Shida McCormick

Public: Amanda Stadler, DMH; Doug Lagner, Hope Faith

07.14.23 Agenda

<ol style="list-style-type: none"> 1. Call to Order 2. Approval of Minutes (June 16) 3. Discussion on Concern from Hope Faith Ministries 4. GIW Update 	<ol style="list-style-type: none"> 5. NOFA timeline 6. Meeting Frequency until NOFO completion 7. Public Comment 8. Open Discussion
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07.14.23 Minutes

Objectives/ Agenda	Owner/ Speaker	Action items/Results
Call to Order	HBG	Meeting called to order at 9:05am. Introductions of attendees.
Approval of Minutes	HBG	Becky moved to approve the 6/16/23 minutes and presented and Rachel seconded, and the motion passed.
Discussion on Concern from Hope Faith Ministries (email forwarded)	HBG	<p>HBG noted that local priorities were discussed during the 6/16 meeting, and minutes reflect, the committee's recommended priority is RRH. Today, aim is to address the concerns raised by Hope Faith and to reconfirm the committee's priorities.</p> <p><u>Addressing concerns</u> from Doug Lagner email regarding need for supportive services:</p> <ul style="list-style-type: none"> ● Focus of CoC grants is primarily on housing. ● Is Hope Faith clear that only SSO money is for CE (not for case management generally)? ● Amber shared yes, that last year Hope Faith applied for SSO CE and the application was not recommended for funding. This year they are in the

	<p>process of creating their strategic plan. They see this need for supporting on the front end with CE and question their capacity realistically to continue if not funded for it. They'd like to continue (with funding). They are working with City of KCMO on Zero KC plan for developing a no-barrier shelter. Strategic plan likely will focus on this if SSO CE is not an option.</p> <ul style="list-style-type: none"> • Tehani shared a conversation with Rob Santel from Cross-Lines who was aware of and agrees with Doug's email. He sees the need for SSO CE support on the front end, and that the need has increased in the past few years. As there is concern around the community's system performance measures, might this improve the community's capacity and therefore performance? • Other committee members shared that a major point reduction for our community to address is HUD's requirement to increase RRH bed utilization year over year. Therefore, our CoC needs to increase RRH units going forward year over year to get our community score up. Committee's aim is to correct this so that HUD will fully fund tier 2, inclusive of SSO projects. • Recommend to Hope Faith: MOHIP funding opportunity through MO Housing Development Commission (MHDC) as potential alternative to seeking CE \$. Also note that GKCCEH staff and this committee don't make the funding recommendations. GKCCEH staff and committee set priorities yet the Rank & Review Committee makes decisions regarding funding recommendations. This means that an SSO-CE applicant, feasibly, could make a case in application and be recommended for funding. • Rachel commented that a big issue seen at Kim Wilson Housing is having standards for supportive services for funded projects to help people STAY housed. Applications must show this is included in their project design. <p>Members raised the issue of evaluating current CE projects for effectiveness, recalling that some initially struggled. Are projects fully allocated funding to the purpose of CE tasks (vs. case management/housing placement). Projects have been funded for approximately 5 years.</p> <p>Committee discussed that there are no standards yet for CE to evaluate projects against. Amber updated that the Standards Subcommittee will draft CE standards after drafting the prioritized needs for CM, RRH, and PSH standards.</p> <p><u>Confirming committee's priority:</u> Reiterated discussion from last meeting about the lack of RRH utilization growth causing significant point reduction AND how the last gaps analysis indicated the need for RRH. Reviewed the minutes from the last meeting to confirm discussion. Committee affirmed its decision to continue to prioritize RRH throughout CoC geography (top priority), and Projects that equitably distribute services throughout the CoC in this NOFO season.</p> <p>Agreed HBG will respond to Doug addressing these various points.</p> <p>Brief discussion that the KCHA has increased its FMR while HUD CoC cannot, so now CoC funded projects are competing with the Housing Authority. Amber has had a conversation with Cheryl at HUD Field Office.</p> <p>Doug joined the call. HBG gave update. Doug shared:</p>
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		<ul style="list-style-type: none"> Spoke with Susila at Cross-Lines who shares his opinion about SSO-CE projects Other communities are funding SSOs. Why aren't we, especially if HUD indicates we are not effectively housing those who are chronically homeless? What is the incentive to engage in the CoC when the funding competition is so hard to get into? The solution to homelessness is not to fund only one type of intervention, need a multi-pronged approach.
GIW Update	Amber	<p>Local HUD Field Office will submit to SNAPS Office today. Amber has asked for it in writing that is all good and submitted.</p> <p>MO-604 is the only CoC in Cheryl's region to submit on time. Go us!</p>
NOFA timeline	Amber	<p>Staff drafted and presented to the Committee. The external timeline was reviewed and agreed upon with few revisions made in real time. There are a few dates that will be published as TBD and filled in as finalized. Similarly, the committee reviewed the internal timeline and updated for FY23.</p> <p>Training for applicants will include a mandatory training to be offered on 7/31 1-4 at Drumm and 8/1 9-12 virtually. Applicants <u>must</u> have a representative at one of these trainings to apply. If don't attend, cannot apply.</p> <p>There will also be an eSnaps tutorial recorded and posted to the website. Becky agreed to make the video. This training will be optional for applicants.</p> <p>Becky noticed that there was a discrepancy between the minutes from 6/16 which stated that LOIs for current grantees are highly encouraged versus the published local guidance that indicates an LOI is required. Lynn moved to change the committee's stance and to require the LOI as stated in the guidance. Becky seconded and the motion passed.</p>
Meeting Frequency until NOFO completion	HBG	<p>Agencies who apply may need a break. Decided to meet as follows:</p> <p>Meet on 7/21, 7/28, regular time. 8/4, 8/11, 8/18 - Hold.</p> <p>Meet 9/1, 9/8, and then 9/15th - party</p> <p>CoC membership meeting - Lynn will present.</p>
Public Comment	Open	<p>Amanda Stadler - None</p> <p>Doug Lagner thanked the committee for the discussion and shared his perspective that it doesn't seem like local strategies do not align with overall HUD strategies. He asked for a review of the minutes for the discussion he missed previously.</p>
Scorecard	Shida M.	<p>Adding more to scorecards. Looking at:</p> <ul style="list-style-type: none"> Positive exit date and destination - with return to homelessness A matrix they can control. Things not necessarily associated with CE. Length of time from referral to housed. <p>Discussed whether or not these will be scored in this competition, since it is so important, e.g., demonstrates program outcomes and impacts system performance measures. Have programs been trained well-enough yet on true "positive" exits (when folks are then returning to homelessness)? How might Rank & Review members view questions around score cards, regardless of whether they are scored? Comment that HUD allows looking at data to gauge</p>

		<p>effectiveness in serving people and therefore it is viable to include this. Cost effectiveness needs to be a scored item as well.</p> <p>Will discuss scorecards in more detail on 7/21 and decide whether they will be scored in this competition.</p> <p>Tehani inquired if there was a need to be a discussion about DV programs and scorecards? Shida shared that 2 projects are having issues getting the data and it's made difficult by each using a different HMIS-comparable system. Shida meets with Simtech this week and will propose gathering data from DV agencies into a template so that a scorecard can be created.</p>
Open Discussion	Open	<p>Next week's agenda will include a concern raised by DMH about site visit monitoring. HBG clarified that because it is on the agenda, the DMH rep would be able to speak during the meeting and not wait until the public comment portion.</p> <p>Robbie raised the idea about evaluating and scoring grantees' steps taken to improve the outcomes/system performance measures, rather than only the outcome measures.</p> <p>Tehani inquired about plans for DV Bonus \$ and offered to reach out to local agencies (currently funded and not) to discuss possibility of applying. Amber shared that GKCEH staff have reached out and that this isn't necessarily the DV committee member's responsibility. Staff will continue to lead.</p>
Meeting Adjourned	HBG	HBG asked for a motion to adjourn, which Ali moved and Lynn seconded. The motion passed and the meeting adjourned at 10:45am.

Recorded and submitted by: Tehani El-Ghussein



Administrative and Finance Committee

Current date: Jun 16, 2023

Next meeting: Jul 14, 2023

Attendance: Ali Hilton, Becky Poitras, Heather Bradley-Geary, John Tramel, KK Assmann, Lynn Rose, Rachel Erpelding, Robbie Phillips, Susila Jones, Tehani El-Ghussein

Staff: Marqueia Watson, Amber Bauer, Patricia Hernandez

Public: Amanda Stadler, DMH

6/16/23 Agenda

1. Call to Order/Introductions
2. Approval of Minutes from June 9, 2023
3. Old business/updates:
 - a. Transfer policy
 - b. Program standards
 - c. Youth NOFO
 - d. Health care and Housing
 - e. University Health
4. MOU
5. Local Application Details
6. Public Comment
7. Adjournment

6/16/23 Minutes

Objectives/ Agenda	Owner/ Speaker	Action items/Results
Call to Order	HBG	Meeting called to order at 9:03am.
Approval of Minutes	HBG	Becky moved to approve the June 9, 2023 minutes, Susila seconded, and the motion passed.
Old business: Transfer policy	Amber	Proposed changes to transfer policy approved at last week's meeting will be distributed to membership today with 6/21 membership meeting materials. A vote will occur at the 6/21 meeting.
Old business: Program standards	John, Becky, Lynn	Still scheduling the initial inter-committee meeting.
Old business: Youth NOFO	John	Nearly complete. Feeling very good. Kaylee, with the Youth NOFO workgroup, will finalize and submit next week.
Old business:	HBG	First meeting held and next is scheduled.

Health care and Housing		<p>Goals:</p> <ol style="list-style-type: none"> 1. CoC Application (quantify and identify) 2. Education Healthcare/Housing to the wider community. <ol style="list-style-type: none"> a. Disabling conditions b. Sharing language c. Develop strategies (Playbook) d. Identify Best Practices 3. Meetings with Healthcare providers. <p>As part of the education goal, intend to create a “playbook” about how healthcare and housing can partner and how to demonstrate on NOFO application</p> <p>Intend to invite additional stakeholders: Swope, Uni Health, Vivent Health, Simon (board president), Jack Co Health Dept.</p>
Old business: University Health	Robbie	No change - remains on hold. Uni Health intends to write the proposal. Will leave off future agendas until there is an update, which Robbie will provide.
MOU	Entire Committee	<p>GKCCEH sent draft to committee on 6/14 with expectation that committee members review in advance. Discussion:</p> <p>CoC geographic service requirement -</p> <ul style="list-style-type: none"> ● Should we make it explicit? ● HBG shared the outcome of two meetings between HBG, Marqueia and local HUD field office (Cheryl Montenguise): Cannot require individual agencies to serve whole continuum. As long as MO-604 is serving the whole continuum then cannot require certain agencies to do so. ● Committee discussed how this seems to go against geographic mobility rule, participant housing choice, and other foundational concepts. Some remembered at an all grantee meeting several years ago that projects must serve CoC's geography. It was noted only 3 CoCs are structured like ours (cross state lines). Local Field Offices therefore likely don't have much precedence to follow. ● Amber shared that several months ago she had submitted an AAQ and received a response. Marqueia shared the AAQ with Cheryl Montenguise and received no response. From AAQ response (ID 186721): "...it would be allowable for the CoC to determine certain catchment areas for different projects of the same type (e.g., specific PSH providers will each tend to cover a different part of the CoC's full region), as long as the full CoC's geography is covered equitably (<i>see below for more information on CE referral zones</i>). However, note that CE participation requirements are determined at the CoC level, not the project level. So, unless the CoC has embedded geographic location priorities or requirements in the project in question, the project cannot dictate to the CoC that it will only serve participants in a subset of the CoC's geography." Italics and bolding is copied from AAQ. ● Considering an alternative viewpoint, committee discussed how we have let agencies define populations in other ways (youth, DV, etc.) ● Marqueia pointed out that there is an inequitable distribution of PSH project-types across our geography (regardless of performance). A point in time review of the BNL about 1 month ago showed 25% of those eligible for PSH preferred to live in WyCo. Marqueia had sent this info to DMH at that

		<p>time. Marqueia also shared that there is a real need to fund more RRH across the CoC- for client needs and to recoup points in NOFO competition.</p> <ul style="list-style-type: none"> • Next steps? One idea was to hold a community-wide discussion, with data about what's driving these needs. However, decided that HBG will forward the AAQ to Dana Buckner, cc Cheryl, and say that, based on this AAQ and our local policy which indicates funded projects are to serve the whole CoC, we plan to move forward with this expectation of all grantees - unless we hear differently from you. • For now, will keep language as is on page 4 of draft MOU under Community-wide Homeless Response and Client-centered and Strength-based Approaches. <p>Committee thanked staff for the thoughtful revisions which are good and clear. Also discussed the benefits of including these points in the MOU (signed annually) and therefore easier to change than a more permanent policy. Committee supports all other drafted changes, but requests the following revisions:</p> <ul style="list-style-type: none"> • Page 5 - Capitalize T in "Length of Time Homeless (LOH)" • Page 5-6 - Change COC to CoC • Page 6 Post Award - 1) Clarify that these requirements will be requested of funded applicants (grantees) during a future monitoring period. 2) Clarify that the purpose of some of these documents are in preparation of FY24 NOFO and will be used as part of the pre-application process. 3) Explicitly state that any requirements detailed in the MOU, or information detailing adherence to the CoC Project Technical Participation Requirements is subject to review by the Rank & Review Committee and may impact future funding decisions. In fact, failure to comply with the MOU could result in a performance improvement plan, funding reduction, or funding reallocation. • Consider bulleting some of the clauses or otherwise formatting for easier digestion • Footer - Specify FY23 (not FY23-24) since this is for the HUD FY23 grant competition. <p>Staff will preview the MOU changes at the 6/21 membership meeting. Staff will revise the MOU by 6/23 and distribute to committee, who will electronically vote for approval by 6/27. Staff will send LOI and MOU out to membership by 6/30/23.</p>
Local Application Details	Entire Committee	<p>Discussed pre-application document. Due to time available, the discussion of the monitoring materials was tabled and will be discussed at the next meeting.</p> <p>Becky moved that the LOI is strongly recommended for new applicants and required for renewal applicants. Lynn seconded and the motion passed.</p> <p>GKCCEH staff will announce the LOI recommendation/requirement at the membership meeting next week.</p> <p>This is a step toward preparing applicants to considering and decide early to apply (normalizing our asking agencies to provide info upfront/early). In future, may <i>require</i> new projects to complete LOI in pre-application period. We also want to work toward soliciting applicants early. If the NOFO brings new priorities, then could re-open LOI for additional applicants.</p>

		<p>Are we really seeking new projects? With the application intensity and investment, it's discouraging to apply and reapply and not have new grantees.</p> <ul style="list-style-type: none"> ● Yes, because 1) while reallocation is scary b/c could lose funding as a CoC, it's also required by HUD; 2) we have unaddressed community needs (RRH and equity in WyCo funding); 3) We must tighten screws of existing projects - to make changes in decisions of funding. <p>Notes about applicants:</p> <ul style="list-style-type: none"> ● Copy/paste - be mindful if the program is differently run, who participates, how. Seems inauthentic to reviewers to have the same info lacrosse applications and the same info year to year. ● Recommend having direct service staff review as their input will help to distinguish projects from each other. <p>Pre-application changes requested by committee:</p> <ul style="list-style-type: none"> ● Recommend adding a question indicating if LOI is for New or Renewing Projects. ● Use conditional logic if possible (which questions show up if project is new vs renewing) ● Ensure applicants can clearly see character limits for narrative responses. ● Note that rank and review will not review. ● Note that will not impact scoring - beyond if it was completed or not completed. ● #4. DV Bonus - won't know until NOFO drops. Alter language, possibly, "Should HUD offer DV bonus funds, will your new project..." ● #7. Match - Note the requirement is 25% (minus leasing), and clarify if need cents included ● #9. Clarify that seeking information on project uniqueness, "hip and cool" ● #11. Add "and adhere to" in the checkbox statement about the MOU. ● Documents Requested - Clarify that the match documentation sought is for the proposed project period. <p>Staff will make changes to the LOI/pre-application in Zoomgrants. The committee does not need to formally approve.</p>
Prioritization of new projects (agenda item added during mtg)	Becky	<p>The current ranking policy allows this committee to identify funding priorities that will improve system performance. As such, the committee recommends prioritizing:</p> <ul style="list-style-type: none"> ● RRH throughout CoC geography (top priority), and ● Projects that equitably distribute services throughout the CoC. <p>The committee may recommend additional priorities that HUD recommends, if those also will address local community needs and improve system performance.</p> <p>Becky moved to accept and publicize the aforementioned priorities, Robbie seconded, and the motion passed.</p>
Public Comment	Amanda Stadler	<p>Amanda had two public comments:</p> <ol style="list-style-type: none"> 1) MOU - If the MOU were to change to require housing services in KS, DMH would be statutorily prohibited from doing so. Amanda referenced her understanding of the interim rule's allowance that when necessary, projects can require participants to live in a certain area. She further expressed her concern that redistributing CoC resources away from DMH that could cause some vulnerable populations to lose their housing

		subsidy and return to homelessness. 2) NOFO timeline - DMH supports a local NOFO timeline that is in advance of the HUD competition.
Adjournment	HBG	The committee adjourned the meeting at 10:53am.

Recorded and submitted by: Tehani El-Ghussein



Administrative and Finance Committee

Current date: Jun 9, 2023

Next meeting: Jun 16, 2023

Attendance: Becky Poitras, John Tramel, Kevin Jean-Paul, KK Assmann, Lynn Rose, Rachel Erpelding, Robbie Phillips, Susila Jones, Tehani El-Ghussein

Staff: Marqueia Watson, Amber Bauer

Public: Amy Copeland and Amanda Stadler with DMH

6/9/23 Agenda

1. Call to Order
2. Introductions
3. Approval of May 19, 2023 minutes
4. Transfer Policy Update
5. Program Standards Update
6. Youth NOFO Update
7. Vacant Position on Committee
8. Healthcare and Housing
9. Internal Program Transfers (University Health) Update
10. MOU review
11. Local Application Discussion
12. Public Comment
13. Adjournment

6/9/23 Minutes

Objectives/ Agenda	Owner/ Speaker	Action items/Results
Call to Order & Introductions	John	Meeting called to order. All attendees know one another so introductions skipped.
Approval of May 19, 2023 minutes	John	John asked for a motion to approve the minutes. Lynn moved and Susila seconded. Discussion revealed the misspelling of Rachel Eperlding's last name. Motion modified to approve with spelling correction. The motion to approve the minutes with correction passed.
Transfer Policy Update	Amber	The 2nd distribution for public comment yielded no comments. The policy will go to full membership for approval.
Program Standards Update	John and Amber	Scheduling challenges continue so no Admin Cmte members have yet attended a meeting. Unsure of status. Becky asked for updates by email yesterday. Amber will follow-up with CEGC Subcommittee leaders for an update.

		Amber and Evy are nearly done with CM standards. Will present to committee when complete.
Youth NOFO Update	John	<p>Process going really well, and the first draft is written! LINC recorded Wednesday night. Had 19 youth attend! Wonderful and also complicated to record a discussion of so many. Some uncomfortable being on camera. Ultimately, 10 youth participated in the video, and 9 submitted written responses; all signed consent forms. Every youth who gave an interview will be featured in final project. About 1 hour of recording will be cut to 10 minutes.</p> <p>Anticipate to view video 6/15 and finalize edits.</p> <p>Consider if video can be shared with membership or in other ways (if youth agree, confidentiality considered, etc.)</p> <p>Children's Mercy funding has allowed GKCCEH to pay the youth \$25/hour for their involvement. So paid \$50 for video and additional \$50 for 6/15.</p> <p>Energizing to see so many youth engaged and to hear and read their experiences and point of view.</p> <p>Intend to invite 1-2 youth to serve on rank and review.</p> <p>To view previously recorded videos by LINK, visit kclinc.org</p>
Vacant Position on Committee	Lynn	Lynn reported out that Heather is working to schedule with youth with lived experience; schedules have not lined up.
Healthcare and Housing	KK	First meeting scheduled on Tuesday, June 13.
Internal Program Transfers Update - University Health	Robbie	HUD has directed UH to halt any steps until further notice. Guess about why is proximity to NOFO but no confirmation of this.
MOU Review	Marqueia	<p>Intended Changes to reflect -</p> <ul style="list-style-type: none"> • Data quality - desire to weight it higher in scorecard. Seeing some practices which are negatively impacting system performance measures and therefore federal review and ranking. Using HUD's new EVA tool learned: missing project exits; clients shuffled around in programs and using original homelessness status rather than housed status, indicates incorrectly a return to homelessness; missing data; untimely data entry; CE data quality by agencies taking referrals from BNL; HIC prep has been challenging - consider identifying and designating a HIC responsible person, some RRH programs not entering their data • Monitoring and Performance Improvement Plans - increasing point value • Seeing many communities are already well into the NOFO process b/c it's due to project performance rather than performance in the NOFO. By the time NOFO drops, projects know if they are being invited to reapply or not. Therefore need to tighten the reins in the monitoring process. <p>How can Committee help?</p> <ul style="list-style-type: none"> • Staff will draft this week and we will spend majority of next meeting reviewing. Will send out in advance so please review in advance. <p>How will this impact competition? Effective for the grant coming online. Not asking retroactively.</p>

		Shida will come next time to discuss scorecards. Shida also will be reaching out to VSPs to discuss a regular cadence for having these available.
Local Application Discussion		<p>Intend soon to request applicants submit start the local early application process - LOI inside of Zoomgrants</p> <p>Working to move all follow-up and desk monitoring into Zoomgrants</p> <p>Plan to attend next week's meeting in person if possible due to the discussion of this and prior agenda topic.</p>
Public Comment		<p>No comments from public guests.</p> <p>Committee members shared announcements:</p> <ul style="list-style-type: none"> • BoS has an RFP out for a VSP CE projects. Info distributed via MOCADSV to VSPs. Info also available at MOBOSCOC.org and at info session 6/15 • KCMO has 2 RFPs out - 1) Violence Prevention including VSP and 2) programs that support returning citizens/reentry from incarceration. Recommend searching "KCMO Bonfire RFP" rather than through the KCMO website.
Adjournment	John	<p>Next week, attend in person if possible as there will be a lot of discussion: MOU review, scorecards, local application revisions, early application process.</p> <p>The meeting ended at 9:50am.</p>

Recorded and submitted by: Tehani El-Ghussein



Administrative and Finance Committee

Current date: May 19, 2023

Next meeting: Jun 9, 2023

Attendance: Ali Hilton, Becky Poitras, Heather Bradley-Geary, Jessica Smith, John Tramel, Kevin Jean-Paul, KK Assmann, Lynn Rose, Rachel Erpelding, Tehani El-Ghussein

Staff: Amber Bauer, Patricia Hernandez, Kaylee Coulter, Nehemiah Rosell, Shida McCormick

Public: Amy Copeland, DMH

05.19.23 Agenda

1. Call to Order
2. Approval of Minutes from 4/21/23 and 5/12/23
3. Program Standards Update
4. Youth NOFO update
5. Transfer Policy review
6. Public Comment
7. Adjournment

05.19.23 Minutes

Objectives/ Agenda	Owner/ Speaker	Action items/Results
Call to order	HBG	Called to order at 9:03am. Welcome and introductions.
Approval of Minutes	HBG	Lynn moved to approve minutes from 4/21/23 and 5/12/23. Kevin seconded. Minutes approved as presented.
Program Standards Update	Lynn	Ad hoc group met last week. However, there was a scheduling conflict for several, so anticipate a more robust update next month. Amber and Evy are meeting to draft Case Management procedures with a target of the next CEGC meeting.
Youth NOFO Update	Kaylee & John	Kaylee and John met this week, working with Shida on numbers, to answer their assigned questions. All questions have been assigned. Committee will come together Wednesday 5/24 at 3:00 at SAVE, Inc. All questions to be answered by then and will review together as a team. Admin Committee members are welcome to attend to review and provide input. Rec'd a letter of support. Still planning that at next Youth for Change meeting on 6/7 there will be a

		<p>facilitated discussion that will be recorded, edited to 10 minutes, and submitted as part of the application.</p> <p>Due 6/27. Goal to submit by 6/20.</p>
Transfer Policy review	HBG	<p>As a reminder, HBG shared the purpose of this policy is to guide agencies seeking to transfer a CoC grant outside of the NOFO period. It's been out for comment one time for 10 days starting 3/20/23. We are confirming the integration of the comments collected.</p> <p>Agreed that this policy is meant to provide best practice guidance for agencies considering a transfer. Also, the CoC must sign off on a letter to support (or protest) a transfer so this process allows for the CoC lead agency to be kept updated.</p> <p>This policy likely will affect University Health in the near future.</p> <p>Revised during meeting. Next steps:</p> <ul style="list-style-type: none"> ● Shida will send language to HBG regarding transferring client info in HMIS. ● HBG will send to Kaylee. ● GKCCEH staff will send out for a 3 day public comment, likely Monday 5/22. <p>Once policy is approved, Admin Cmte will create a form/checklist to accompany it.</p>
Public Comment		None
Adjournment		Adjourned at 10:01am.

Recorded and submitted by: Tehani El-Ghussein



Administrative and Finance Committee

Current date: 5/12/23

Next meeting: 5/19/23

Attendance: Ali Hilton, Becky Poitras, Heather Bradley-Geary, Jessica Smith, John Tramel, Kevin Jean-Paul, KK Assmann, Lynn Rose, Rachel Epperding, Robbie Phillips, Susila Jones, Tehani El-Ghussein

Staff: Marqueia Watson, Amber Bauer, Patricia Hernandez, Kaylee Coulter, Krysten Olson, Desiree Blake

Public: Amanda Stadler (DMH)

5/12/23 Agenda

1. Call to Order
2. Transfer Policy and University Health
3. Program Standards Update
4. Youth NOFO update
5. At-Large Vacant position update
6. Housing and Healthcare Committee update
7. NOFO written review (attachment)
8. Public Comment
9. Adjournment

5/12/23 Minutes

Objectives/ Agenda	Owner/ Speaker	Action items/Results
Call to Order	HBG	Meeting called to order at 9:03 am. Introductions by each person, along with our pet peeves
Transfer Policy and University Health	HBG and Robbie	<p>HBG has been unable to access Tehani's draft comments. Amber re-shared the document with Heather. Heather will review/revise prior to next meeting. Robbie shared that UH has been undergoing a thorough review of their services and alignment with agency purpose, including an evaluation of the agency's strengths and weaknesses, e.g., not great at paying rent. Consequently, UH is actively discussing transferring its housing programs to currently funded agencies before the next NOFO.</p> <p>UH has 3 CoC housing projects totaling ~\$1.9 million: Haven Hope (\$1.2 million PSH, ~87 units/90 beds, primarily for single adults, scattered site master leasing with a couple of specific sites, renewed starting 5/1), True Roots (PSH, 13 units/15 beds, youth 18-24, scattered site master leasing, renewed 1/1), True Futures (RRH, 13 units, youth 18-24, scattered site master leasing, renewed 12/1).</p> <p>UHBH's intent is not to back out completely. UHBH does all it can to enroll clients in services, and those enrolled will maintain status as UH</p>

		<p>patients/participants, just not as housing clients.</p> <p>UH has been discussing process with HUD rep Cheryl Montenguise and Marqueia</p> <p>Competition considered open when GIW drops so if not transferred prior to GIW</p> <p>From experience, Becky reported benefits of transferring prior to GIW dropping, so new agencies would be listed on GIW and they apply for renewal. If not transferred by time GIW drops, UH will still need to apply in FY23 and then transfer at time of contract - in addition to transferring open projects now.</p>
Program Standards	HBG	<p>HBG, Amber, and Kaylee have been working with CE Governance Committee re: the need for written standards for each program type.</p> <p>Have mutually decided to have an ad hoc committee with members of Admin Cmte and CEGC Cmte. Becky, John, and Lynn appointed from Admin Cmte.</p> <p>First tackle PSH, RRH (including those with TL), and CM. Then SSO.</p> <p>Standard drafts will come to Admin for review prior to going through public comment process.</p> <p>Standards will need to be updated rigorously and regularly.</p>
Youth NOFO	Kaylee & John	<p>Met three times so far. Timeline drafted and questions assigned. Aiming to submit 6/20, a week before deadline.</p> <p>New this year, allowing video/audio testimonials; will gather 6/7 at YRC with LINC recording. Several youth have already agreed. Allows youth voice to be included directly. Submitted sponsorship request to Children's Mercy to compensate youth for participation (in this and in future, to extent, to participate in rank and review, etc.)</p> <p>Intend to review BOS awarded submission. If cannot find on website, ask Becky to forward.</p>
At-Large Vacant position update	HBG	HBG meeting with Jordan next week, a youth with lived experience who Ali recommended.
Housing and Healthcare Committee update	HBG	First meeting scheduled for 6/13. Participants include Rachel, KK, HBG, KCMO Health Dept, WyCo Health Dept, KC Care Clinic, and have invited HCF with no response yet.
NOFO written review (attachment)	Marqueia	<p>Howard with Housing Innovations proposed \$8500 to review MO-604's FY22 application and give written and verbal feedback. This is approximately \$2500 more than in the past. Marqueia's opinion is that it's not so much our narrative that is an issue as it is MO-604's performance measures and system-wide structural issues, ex. healthcare/housing relationship. Committee agreed this year's score was decent and debrief documents, this year, provide what we need.</p> <p>GKCCEH budget includes TA for competition but not sure that this is the way. TA may be better used to guide us in the structural areas identified.</p> <p>Marqueia has asked for detailed technical debrief from HUD; awaiting response.</p>
Public Comment		None

Adjournment	HBG	Meeting adjourned 9:55am
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Recorded and submitted by: Tehani El-Ghussein



Administrative and Finance Committee

Current date: 4/21/23

Next meeting: 5/12/23

Attendance: Becky Poitras, Jessica Smith, John Tramel, Kevin Jean-Paul, Rachel Erpelding

Staff: Marqueia Watson, Amber Bauer, Patricia Hernandez, Shida McCormick

Public: Amanda Stadler (DMH)

4/21/23 Minutes

Objectives/ Agenda	Owner/ Speaker	Action items/Results
Call to order	JT	<ul style="list-style-type: none"> ● 9:27 quorum
Approval of minutes	JT	<ul style="list-style-type: none"> ● Motion to approve minutes Kevin approves and susila seconds. <ul style="list-style-type: none"> ○ BP: Rachel's last name and Ali's name is incorrect through the body ○ All in favor
Transfer policy	JT	<ul style="list-style-type: none"> ● HBG has not updated with the feedback yet. ● Will submit to the group via email. ● Unable to vote to approve
CE Governance	JT and AB	<ul style="list-style-type: none"> ● Coted at the membership meeting to get new members ● May 1 leadership meeting to discuss which policy falls under which. <ul style="list-style-type: none"> ○ Governance RRH, PPH, case mangement <ul style="list-style-type: none"> ■ Then we weight in on it
Youth NOFO	MW	<ul style="list-style-type: none"> ● Need to get folks together to see if folks want to apply for it this year. We need TA for the application. This years was so strong and without the debrief we dont know why we didnt get awarded. <ul style="list-style-type: none"> ○ Waiting to see why we were picked. ● Schedule meetings with youth providers to get them involved. Within the next week.
Overview of HUD debriefing	JT, AB	<ul style="list-style-type: none"> ● A lot questions around healthcare piece. <ul style="list-style-type: none"> ○ HUD didnt have good answers. ○ They stated you get more points from SPM. ○ May or Juneish

		<ul style="list-style-type: none"> RRH beds are declining and that will be short again this year and will reflect on the application this year. I want to add to William's response about the RRH scores. For several years, we had significant incentives in the CoC application for creating new Permanent Supportive Housing, and as a result, the PSH inventory grew significantly. Similarly, Rapid Re-Housing is an important part of a strategy to end homelessness. We have included this incentive for the past several years, and it is intended to include CoC-funded RRH and RRH funded with other sources. The fact that it was worth 10 points indicates how important we regard RRH. We created a higher standard for receiving full points in the 2022 CoC NOFO because we knew that communities had CARES Act funding, particularly ESG-CV. We also know that CARES Act funding is expiring and we know that in the upcoming competition we will have to make adjustments. <ul style="list-style-type: none"> BP: however the majority of the fund are already gone by PIT. FMR was not increased previously but should be increased this year. <ul style="list-style-type: none"> We need to discuss this with the housing authority eSNAP doesn't work. AB: Tier one and Tier 2 were broken down <ul style="list-style-type: none"> There was a visual and should be shared on the web soon. A lot of communities didn't share local scoring guide. How we scored Reallocation was discussed and how programs get new funding by doing this. Approved to get PG funding increased but congress did not give out the funds.
HUD meeting update	MW	<ul style="list-style-type: none"> COC can strategically place agencies in places to ensure the whole COC was served. Or if agencies have to serve the whole COC they would be checking. Hold client records - Agencies cannot refuse client files for monitoring. AAQ from HUD recording client files Geographic mobility is still up in the air.. Restrictions within a COC is being questioned. Cap on % portion of community fundings. They agreed it's wise but had no guidance. RE: do other COCs have caps? <ul style="list-style-type: none"> We can ask other COCs on KJP: when will they change vouchers on prices due to market rates? <ul style="list-style-type: none"> AB: FMR is not updated yet 21 and 22 ended in the same calendar year. FMR for 23 will increase. Housing authority will have to request increased via HUD cut off date is around when NOFO is dropped. BP: MSA is different for us since we are in different counties. 15. MSA FMR is usually bigger than individual county FMR.

Healthcare workgroup	JT	<ul style="list-style-type: none"> ● RE: UG health department is happy to join Wesley McCain ● Swope? ● Samuel Rodgers? ● KC Cares? Their outreach person? ● Any of agencies? Jackson county and KCMO health departments Sean Bryant from KCMO? ● RE: I have Vibrant connection ● MW: asked Simon to join as he works for Aetna ● BP: MOU was shared from last year and compared from toher COCs. They were not specific enough in values and number of people assists. Needs to be specific to this program with %. Should be fairly easy to add the data. MOU was too broad. <ul style="list-style-type: none"> ○ Be more specific on the amount of people helped and specific the program its helping. ○ And in the current MOU can't be past dated. ○
Public comment		<ul style="list-style-type: none"> ○ Amanda Stadler: No Comment
Adjourn		<ul style="list-style-type: none"> ● Next meeting is 5/12 ● We need to talk to people NOFO is gong to drop soon!!!

Recorded and submitted by: Patricia Hernandez



Administrative and Finance Committee

Current date: 4/14/23

Next meeting: 4/21/23

Attendance: Ali Hilton, Becky Poitras, Heather Bradley-Geary, Jessica Smith, John Tramel, Kevin Jean-Paul, KK Assmann, Lynn Rose, Rachel Epperding, Tehani El-Ghussein

Staff: Marqueia Watson, Amber Bauer, Patricia Hernandez, Krysten Olson

Public: Amanda Stadler (DMH)

4/13/23 Minutes

Objectives/ Agenda	Owner/ Speaker	Action items/Results
Call to Order	HBG	Called to order at 9:03am. Introductions and
Approval of Minutes	HBG	Becky moved and Rachel seconded to approve the minutes from 3/10/23 and the committee approved the minutes. The 3/17/23 meeting was canceled so no minutes to review.
HUD Meeting Update, April 18	HBG	HUD Field Office is out of its quiet period now that CoC Awards are announced. Marqueia and HBG have set a meeting with HUD for 4/18.
Transfer Policy Update	HBG and Amber	<p>Public comment period yielded 3 comments: 1) disagreed with the proposed statement requiring that the agency accepting the transferred project be CoC funded, 2) gave positive feedback and asked for language clarity, and 3) asked for language clarity and provided a link to a marked up document.</p> <p>Comment 1-Discussed as committee. HUD is less likely to approve the transfer if it's not CoC funded. AND if it is non-funded, it may take longer to get access to Elocos and do drawdowns as required. So, recommend subcontracting and then more likely that HUD would approve.</p> <p>However, recommending (versus requiring) that the agency be CoC-funded could help to bring in new agencies doing good work (diversify local HUD CoC portfolio) when seeking to do so and when it's so hard to get into funding. Agreed to revise "must" to recommend.</p> <p>Comments 2-3-HBG will look at language clarity recommendations and make</p>

		<p>changes prior to next week's meeting.</p> <p>Additional considerations discussed today:</p> <ul style="list-style-type: none"> • Add a link to HUD's published guidance on transfers • Give examples that operationalize what capacity means in this circumstance, e.g., financial structure in place, staffing patterns/positions/types of work is similar, requirements of base HUD CoC funded requirements, eLOCKS access/experience <p>HBG and Marqueia, at their meeting with HUD, will ask for guidance on Transfer Policy and HUD's preference for CoC or non-CoC-funded agencies receiving transfer.</p> <p>HBG will revise Transfer Policy draft for next meeting's review</p>
CE Governance Update	HBG	<p>Discussion has been around who owns the policy creation - CE Governance and/or Admin Cmte. Consensus still not reached so the two committees' chairs are in the process of setting up a meeting to work this out.</p> <p>Report out at our 5/12 meeting.</p> <p>CEGC are nominating members who will go before the CoC Membership: Jasmine Hayes, VA; Mel Winter, Our Spot; Jaize, youth from Our Spot Travis Strong, CUM</p>
Vacant Position on Committee (Transitional Housing)	HBG	<p>LeAnn Lawlor has resigned</p> <p>Committee agreed to have Alli Hilton to move from At Large member to TH member</p> <p>Seeking At-Large position: Person with lived experience and non-funded position, youth, person of color</p> <p>Funds available (\$20/hour) to compensate those with lived experience.</p> <p>HBG will send charter and info available so committee members can share with prospective applicants. Alli and John already have ideas.</p> <p>All: send ideas (name and contact info) to HBG by 5/12.</p>
Continuum of Care Announcements and Debriefing	HBG	<p>Continuum of Care Announcements and Debriefing (4/20): HUD Announces \$2.8 Billion in Annual Funding to Help People Experiencing Homelessness HUD.gov / U.S. Department of Housing and Urban Development (HUD)</p> <p>Predominantly, issues that harmed us are system performance issues: returns to homelessness and a couple of other measures, decrease in RRH beds, outcomes to permanent housing</p> <p>Application points: housing and healthcare coordination - and there's truth that CoC can do better. For example, KC Care Clinic doesn't have housing in its strategic plan.</p> <ul style="list-style-type: none"> • Presented to Health Dept/HIV services and a few now have assessors • New market tax credits available if there is a healthcare partnership with housing project. (Pays for the healthcare features, not the housing) • Health Forward Foundation does recognize connection between housing and healthcare so possibly connect with them.

		<ul style="list-style-type: none"> ● In other communities, there is more direct connection b/w housing and healthcare systems. ● Healthcare organizations expect people to come to them. CBB had 9,000 visits in 2022! AND they are coordinating with housing providers, while hospitals are saying “We’ll give them a cab voucher but it’s not up to us to ensure they have somewhere to go.” How can we change healthcare delivery? <ul style="list-style-type: none"> ○ Sam Rogers, Swope, KC Cares ○ FQHC is stringent on service delivery - and locally interpreted that cannot truly provide street medicine. ○ Action Steph: KK will reach out to FQHC’s outside of KC who are providing street medicine. ○ The Association of Family Physicians is doing a series on street medicine. They’re locally headquartered. ● Johnson County CoC got 7 of 10 points. Believe it’s because there was a new project applicant with clearly designated and documented healthcare aspect of it (MLM) - even though the project was not funded.. ● Action Step: Create a subcommittee to coordinate with Healthcare: Some of this committee and other experts from broader community. KK, Rachel, and HBG willing to be a part of this. External ideas include Will from KC Cares, Vibrant Health in WyCo, KCMO Health Dept, UG Health Dept, a local FQHC (Swope and Sam Rogers also do housing), Health Forward Foundation ● Possible Action Step TBD: Offer training for production credits ● Action Step: Marqueia will ask HUD if they would offer additional debriefing specific to MO-604, at the recommendation of TA provider. May or may not be granted.
Public Comments?		<p>No public comment but members gave announcements:</p> <p>BOS is seeking youth serving organizations in other CoCs who are wanting to expand their service area. They've been holding listening sessions for those interested in learning about what is available through \$6.1 million YHDP. BOS will be issuing RFP later this month. Recording and info available on MO BOS website.</p> <p>YHDP dropped yesterday</p>
Adjournment and Next Meeting		Adjourned at 10:28am. Next meeting is scheduled for 4/21.

Recorded and submitted by: Tehani El-Ghussein



Administrative and Finance Committee

Current date: 3/10/23

Next meeting: 3/17/23

Attendance: Ali Hilton, Becky Poitras, Heather Bradley Geary, Jessica Smith, John Tramel, LeAnn Lawlor, Robbie Phillips, Tehani El-Ghussein

Staff: Amber Bauer, Kaylee Coulter, Shida McCormick

Public: Amanda Stadler (DMH), Amy Copeland (DMH)

3/10/23 Minutes

Objectives/ Agenda	Owner/Speaker/ Notes	Action items/Results
2/10/23 Minutes approval	HBG	Tabled as they were not attached to agenda email. HBG will distribute for review and approval via electronic vote.
Coordinated Entry Governance Committee (CEGC) update and discussion	Kaylee	<p>CEGC working on standards on SSO, RRH, PSH, SSO, TH-RRH, Emergency Shelter.</p> <ul style="list-style-type: none"> Admin Committee need to be aware of so it can consider compliance impact in the NOFO process. Consensus is that these are standards that we will require programs adhere to for scoring well during rank and review. Best to have Admin/compliance policy and monitoring tools/processes created while these standards are rolling out. What would this look like? Tabled to gather more input from CEGC. <p>Concerns raised regarding the fact that neither CEGC's nor Admin & Finance's charters explicitly indicate creation of program policies.</p> <ul style="list-style-type: none"> Could make the argument that compliance to program policies would fall within Admin Cmte Bring up to CEGC Cmte to discuss <p>Reminded that some policies have been drafted, and some approved, by community:</p> <ul style="list-style-type: none"> Outreach - written and approved RRH - written and approved PSH - written but never pushed forward to community

		<ul style="list-style-type: none"> Standards are required for Emergency Shelter, Street Outreach, Prevention, and Rapid Re-housing, plus for PSH (Permanent Supportive Housing) and SSO (Supportive Services Only) These CoC Program policies are intended to be followed by grantees of any related funding source: ESG, CoC, MHTF, SSVF (b/c RRH), etc. However, outside of CoC funding, CoC lead agency has little authority to enforce compliance. Reminder shared that the Missouri Interagency Council on Homelessness (MICH) has policies which all MO programs are to adhere to: https://www.endhomelessnessmo.org/gceh-policies <p>Action Items:</p> <ul style="list-style-type: none"> Kaylee will: <ul style="list-style-type: none"> Bring to CEGC leadership the question of whether the Charter explicitly gives CEGC authorization to create program policies. If not, then CEGC may need to revise and seek public comment on Charter. Seek a timeline from the Standards subcommittee for policy drafting and role-out so Admin Cmte can decide our timeframe and process. HBG will include updates from Kaylee on the next agenda.
Update from NAEH Conference - Q&A with HUD	Amber	<ul style="list-style-type: none"> 2nd allotment of SNOFO awards to be announced in next few weeks (but unsure if for unsheltered and/or rural) No clarity on 2022 award announcements beyond expecting it to be after the 2nd allotments of awards for SNOFO. YHDP (Youth Homelessness Demonstration Project) NOFO anticipated to drop in spring CoC NOFO anticipated to drop in summer or fall, b/c hope to have Congress approve 2-year. Will have a full 90-120 days from drop to CoC submission. Will have DV Bonus. Plus anticipate in 2023 two new special NOFOs: 1) for PSH, construction, and more, and 2) unsheltered
March 9 HUD meeting debrief and next steps		<p>What is HUD's advisement regarding projects serving both sides of the state line, as our CoC jurisdiction entails?</p> <ul style="list-style-type: none"> HBG and Marqueia met yesterday with HUD's Sarah Parsons and Cheryl Montenguise They can't give us guidance right now b/c allocations are not out. They can once allocations come out - and before the GIW drops. In the meantime, they will research the question. HBG and Marqueia will reach out to HUD to revisit the question when 2022 allocations are announced.
Adjourned		Approximately 9:45 AM

Action Items:

- Kaylee** will:
 - Bring to CEGC leadership the question of whether the Charter explicitly gives CEGC authorization

to create program policies. If not, then CEGC may need to revise and seek public comment on Charter.

- Seek a timeline from the Standards subcommittee for policy drafting and role-out so Admin Cmte can decide our timeframe and process.
- **HBG** will include updates from Kaylee on the next agenda.
- **HBG and Marqueia** will reach out to HUD to revisit the question when 2022 allocations are announced.



Administrative and Finance Committee

Current date: 2/10/23

Next meeting: 2/17/23

Attendance: Rachel Erpelding, Jessica Smith, LeAnn Lawlor, KK Assman, Ali Hilton, Lynn Rose, Becky Poitras, Robbie Phillips, Kevin Jean Pierre, Heather Bradley Geary

Staff: Amber Bauer, Kaylee Coutler, Marqueia Watson, Patricia Hernandez, Desiree Blake,

Public: N/A

2/10/23 Minutes

Objectives/ Agenda	Owner/Speake r/ Notes	Action items/Results
Minutes approval for last 2 minutes	HBG	<ul style="list-style-type: none"> • Lynn brought forth motion • Alison second • All in favor
CEGC	AB	<ul style="list-style-type: none"> • There are things that will intertwine with this group. • Standards across the board - PH RH PSH • Started shared housing. • Needing more to the Governance committee - vets and lived expertise. • Policy and procedure is now done. • Will have sub committees • Also reaching out to organizations that are not normally at the table.
Admin policies		<ul style="list-style-type: none"> • Timeline set for policies before next NOFA <ul style="list-style-type: none"> ◦ HUD field and HUD TA need to be reached out on how to handle it. ◦ Reallocation policy stalemate - tactical implementation. <ul style="list-style-type: none"> ▪ Reduce when they request referrals? And look at the projects that didn't get funded fully?

		<ul style="list-style-type: none"> ■ But what if they are RRH to PSH ○ Maybe bring in the agencies that did not get fully funded or in tier 2 to see if they can fill the gaps. ○ Dire need for RRH that serves higher needs folks. ○ Keep current grants and going forward is not what is in the drafts policy ○ Institute minimum service package requirement for RFP for the NOFA. the more rigorous we make the requirements could tighten the field. ○ To gain services money agencies usually need to get outside funding for needed services that our PSH clients need. ○ Mandating things that aren't funded. Is difficult to require. ● We have 2 issues. For Admin Policy. <ul style="list-style-type: none"> ○ What policy will be? Going forward XYZ or now. ○ And services? Standards for success. Maybe a timeline - a staggered 5 to 10 year timeline. If you don't have this, what's your 5 year plan? Then in 5 years not funded. <ul style="list-style-type: none"> ■ Case management ■ Employment (maybe) ○ Compel to move to RRH and serve both sides of the state line. ● All grantee meeting. To discuss capacity <ul style="list-style-type: none"> ○ Go to the agencies that did seek funding. See their capacity. ○ Then revisit policy ○ Conversation with HUD is necessary. We are needing their approval before implementation. ● Leadership Team - We get together to see who is reaching out to what agencies? We will discuss in March? And Meeting with HUD.
Transfer policy	HBG	<ul style="list-style-type: none"> ● Agencies that willingly to transfer their grant outside of the NOFO. <ul style="list-style-type: none"> ○ Once approved we will put together a form that'll go to the COC lead ○ Number 9 transfer agency needs to provide a letter to COC explaining why. What needs to be in this? <ul style="list-style-type: none"> ■ Steps that were taken to perverse grant? ■ Capacity issues ○ Let Heather know any changes by 2/15

		<ul style="list-style-type: none"> ○ Heather sending out final policy on 2/16
Scoing lived experience for NOFO	HBG	<ul style="list-style-type: none"> ● Does this need to be a scorecard item? ● What counts? PLE on their board, PLE on your staff, PLE volunteering w/ agency, etc. ● Suggestion: Tell funded agencies that this will be scored NEXT year, but not this year to give time to implement. ● KK: “quality over quantity” -meaning it is important for there to be meaningful involvement vs just “checking a box” ● Does it matter how long ago the person experienced homelessness? <ul style="list-style-type: none"> ○ Some don’t think it matters, because that experience is still valid. ○ Some think it matters because homelessness changes so much from year to year, so what people are experiencing who are going through it NOW may be experiencing something completely different. ○ The roles we’re recruiting people for is important. Ex: for CEGC, we wanted to recruit someone who has recent lived experience to help influence our current policies and procedures. For the lived experience cohort, we want to recruit people from a variety of walks of life, including those who experienced homelessness a while ago. ○ Client advisory committee is embedded into policy making. ○ Having PLE involved is worth scoring ○ Training opportunities – from Robbie. Mirna Herrera offers trainings. ○ Broad scoring for this years competition. With the intent it becomes more in the future. With forms or documentation. ○
Public comments	HBG	<ul style="list-style-type: none"> ● There is a place for public comment. <ul style="list-style-type: none"> ○ If someone is typing in the chat throughout we must not engage. ○ We should not have a back and forth. There is a specific time for public comment. ● Should we put them in the beginning instead of the end? ● We can put them in the start and end.
Adjourn		<ul style="list-style-type: none"> ● Motion to adjourn by KK ● LeAnn Second ● All approved.



Administrative and Finance Committee

Current date: 1/20/23

Next meeting: 2/10/23

Attendance: John Tramel, Lynn Rose, Susila Jones, Rachel Erpelding, Allison Hilton, Kevin Jean-Paul, LeAnn Lawlor, Becky Poitras, Heather Bradley-Geary

Staff: Amber Bauer, Marquee Watson, Patricia Hernandez, Kaylee Coulter, Shida McCormick

Public: Amy Copeland

1/20/23 Minutes

Objectives/ Agenda	Owner/Speake r/ Notes	Action items/Results
Introductions	John Tramel	Introductions
Incubator Discussion		Tabled until Marqueia is available to speak on it.
Technical Assistance	CoC process	<p>Make it more inclusive</p> <ul style="list-style-type: none"> Education is provided and with the online application, this should lead to a simplified process that's more accessible. <p>Collective and collaborative landlord engagement</p> <ul style="list-style-type: none"> Affordable housing is decreasing Training for agencies trying to develop the capacity for potentially applying for funding. <p>Clarified discussion purpose: Identify gaps so CoC can best prioritize types of organizations and projects to encourage and invite as new applicants. (Who do we reach out to?) Therefore moved to Section 5, Project Portfolio:</p> <p>Allocating funds across a two State geography for 2023 and beyond</p> <ul style="list-style-type: none"> Is our aim to get to the % pre-merger? <ul style="list-style-type: none"> Look at pre-merger awards

		<ul style="list-style-type: none"> ○ From public observer: Prior to merger, Wyandotte received \$1,560,355 (ARD, which includes HMIS). After merger and as of 2022 Wyandotte receives \$2,300,361. ○ Would there be unintended consequences of this - the purpose of the merger was to make services more accessible outside of arbitrary geographic areas. ● Consider geographic mobility - reality of projects. Possibly include question in application - # HH and what counties did they live in? Can this be pulled from HMIS? (Likely addresses are not updated.) What county did clients originate from? Recognizing that CE influences this and makes some of it out of agencies' choice. There may be some issues also with truly where a HH may find a unit. ● New Projects: 1) Physical and staff capacity to serve geographic region. 2) How does CoC define geographic mobility and adherence to that? 3) Cash match to provide supportive services. 4) Adequate % of supportive services. ● Requires promises of applicants (vs documented historical actions) ● Create an evaluative tool to determine if promises upheld once project starts? ● Possibly consider a policy that indicates CoC will fund agencies on both sides of the state line (but don't define a %). Use above standards to evaluate all new projects. Purpose is to provide equitable access and desired responsiveness to clients in their desired areas. ● Geographic mobility actually refers to outside of CoC. Serving throughout the entire CoC should be baseline. ● Council Bluffs Omaha is the only other bi-state CoC. HBG reached out and learned they do require all funded agencies to serve CoC fully. ● Revise Prioritization policy. There is an opportunity for public comment to consider impact. <p>Housing First Implementation Refinements</p> <ul style="list-style-type: none"> ● HBG will pull SAMSHA Permanent Supportive Housing: Evaluating Your Program ● Set standards - CE Governance Committee will be working on this year 2023. Kaylee and Tehani can keep this committee in the know. ● Review and document system-level challenges - may not fully prioritize but CEGC will address as can ● Review project intake/acceptance barriers - CEGC will take lead
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		<p>NOFO Options for Project Changes</p> <ul style="list-style-type: none"> • Many of the suggestions are addressed in revised policy • DedicatedPLUS - recommend GKCCEH staff speaks to agencies with PSH to recommend making change to DedicatedPLUS. And, recommend new projects apply as DedicatedPlus. • DedicatedPLUS - <p>https://www.hudexchange.info/faqs/reporting-systems/e-snaps-homeless-assistance-application-and-grants-management-system/project-application/other/what-is-a-dedicatedplus-project/</p> • Add preference of DedicatedPLUS over 100% Dedicated in <ul style="list-style-type: none"> ◦ Policy (reallocation?other?) ◦ NOFO guidance • Scoring - <ul style="list-style-type: none"> ◦ 100 points - institute into policy (or possibly just the procedure to give flexibility if needed) <ul style="list-style-type: none"> ▪ Rank and review?prioritization? ◦ Equity concern - Get input from participants (to temper seasoned grant writers). Be sure to address confidentiality and retaliation. Consider options for DV providers. Part of monitoring • DMH and Shelter Plus Care - started to implement in 2022 NOFO process. Continue to evaluate. <p>Utilization of funds -</p> <ul style="list-style-type: none"> • New projects minimum service budget - HBG will pull and share Corporation for Supportive Housing document to consider as a guide • New project Outreach Worker in project design - idea to be able to work from street to cm (warm handoff, increases likelihood of obtaining housing). Decision - may not have to be a FT person but MUST be a program component. <ul style="list-style-type: none"> ◦ Policy: Prioritization?Rank and review? • Points for employing those with lived experience. Consensus that it's a good idea. How to ensure that it's not checking a box only? <ul style="list-style-type: none"> ◦ Maybe how recent? Maybe in job description skillset?
Public Comment	Amy Copeland	Shelter Plus Care wants to add supportive services to all of its grants. DMH is very appreciative of the two grants that were allowed to change to include that this year. Projects are slated to start in May.

		<p>Reported that WyCo has doubled allocation since the merger. Discussion ensued. Some questioned this accuracy, as they recall first year post-merger WyCo lost a significant amount of money. Others emphasized that WyCo's allocation is so much less than JackCo's.</p> <ul style="list-style-type: none"> • Important takeaway: It is really about how funding is equitably applied to persons seeking services. • How do we measure this? One way is through the geographic preference identified at time of assessment.
Adjournment	HBG	John moved and Alison seconded. All in favor.

Assignments/Tasks:

- **HBG** – pull and share SAMSHA Permanent Supportive Housing: Evaluating Your Program
- **HBG** – pull and share Corporation for Supportive Housing document to consider as a guide to consider minimum service budgets for new projects
- **Kaylee and Tehani**, members of the CE Governance Committee – keep Admin Committee apprised of CEGC's progress on setting standards, reducing intake/acceptance barriers.
- **Revise Prioritization policy:** to indicate serving the entire CoC is a baseline expectation of all funded agencies.
- **Revise Rank and Review policy** (or prioritization or other if more applicable – or possibly just the procedure to give flexibility if needed): to use a 100 point scale for application (why is listed in TAC doc)
- **Revise Rank and Review** (or Prioritization, or other if more applicable): new projects must include some level of outreach in its project design.
- **GKCCEH staff** will speak with 100% Dedicated PSH agencies about the opportunities to change to DedicatedPLUS during the NOFO cycle.
- **GKCCEH staff** will include recommendation in NOFO guidance that PSH applicants apply as DedicatedPLUS.
- **Revise Reallocation** (or other if more applicable): to indicate CoC will fund agencies on both sides of the state line (but don't define a %) and will evaluate new projects on their 1) Physical and staff capacity to serve geographic region. 2) Adequate % of supportive services (and/or cash match that provides supportive services). Purpose is to provide equitable access and desired responsiveness to clients in their desired areas.
- **GKCCEH staff** – gather input from participants about each program (to temper seasoned grant writers' work). Be sure to address confidentiality and retaliation. Consider options for DV providers; confidentiality; retaliation. Determine how input will influence application review.
- **Determine how to offer points for employing those with lived experience**, beyond box checking (Maybe how recent? Maybe in job description skillset?)



Administrative and Finance Committee

Current date: 1/13/2023

Next meeting: Jan 20, 2023

Attendance: Becky Poitras, Lynn Rose, John Trammel, Heather Bradley-Geary, Alison Hilton, Jessica Smith, Rachel Erpelding, KK Assmann, Susila Jones, LeAnn Lawlor, Tehani El-Ghussein, Robbie Phillips, Kevin Jean-Paul

Staff: Marqueia Watson, Amber Bauer, Kaylee Coulter, Patricia Hernandez

1/13/23 Minutes

Objectives/ Agenda	Owner/Speak er/Notes	Action items/Results
Introductions	Heather BG	<ul style="list-style-type: none"> • Introductions and how we spent end of year holiday times
Executive leadership met	Heather BG	<ul style="list-style-type: none"> • Met to discuss today's meeting agenda. Decided to reorder what policies we are working on.
CoC Grant Transfer Policy	Becky P	<ul style="list-style-type: none"> • Agency decides to transfer their grant to another agency outside of the NOFO reallocation process; it's a contract between HUD and the two grantees. Recommendation to create a policy and procedures about what to consider, decision-making process, HUD requirements. • Topics to consider: <ul style="list-style-type: none"> ◦ Agency to transfer to (CoC-funded agency vs non-CoC-funding) ◦ Financial transparency, cash flow, capacity, does agency have match available? ◦ Are they operating a similar program ◦ What's the relationship between the agencies (level of partnership to ease the transition) ◦ Geography ◦ Why? What is the purpose of the transfer from the original grantee and to the particular identified agency?

		<ul style="list-style-type: none"> ○ What has the original grantee done to increase its capacities/improve services to clients? ○ Is there funding within the program do increase staffing/services? ○ Could the grant be subcontracted rather than transferred? ○ What is the desired timeframe? ○ Negotiated indirect rate differences ○ Property that would or would not come with the transfer ○ Staffing changes between agencies: “Have the programs discussed staffing impact? Have programs consulted existing staff regarding programmatic management changes?” Does original agency desire to retain program staff in another capacity; staff preference; new agency autonomy to hire its own staff...and staff is not property; whether staff is in good standing; whether program is performing well and why ○ What is the impact to clients? Services and housing? Will this be the least disruptive impact to the clients? ○ HUD’s recommendation that this is approved by CoC Board (rather than lead agency), or membership in lieu of the board ○ Create a form to complete to better understand what <ul style="list-style-type: none"> ● Determined best use of time is to establish a small group to draft and bring back before 2/10 meeting: Becky, Rachel, Heather, Amber
Continuum of Care Agencies	Lynn R	<ul style="list-style-type: none"> ● How do we get a wider variety of agencies seeking funding through the CoC grant process? Who could we reach out to now with the intention of reaching out to, mentoring, options to do a joint application/subrecipient process, even if its down the road? ● How can we bring agencies into the fold throughout the year through membership meetings? ● What are the priorities of the CoC? That should guide. Would the TA Report help us to determine this? ● HBG will send technical assistance document to committee and will review the document to identify the gaps and recommended next steps. Will discuss 1/20.
Incubator	Amber B	No update. Table til next week 1/20.
Adjournment	HBG	Motion passed and meeting ended at 10:15am

