



Minutes

Committee: HUD COC and ESG Committee

Date: 7/24/2019

Duration: 9:00 – 11:00

Meeting Place: ECHO
300 E. Highland Mall Blvd

Attendance:

P = Present

TC = Attended via Dial in

A = Absent

CoC and ESG Members							
P	Kali Holyfield	A	Erin Whelan	A	Sylvia Garrett	A	Rick Rivera
A	Christa Noland	P	Caitlin Bond	P	Dylan Shubitz	A	Christina Montes
A	Erin Goodison	A	Greg McCormack	A	Kate Bennett	A	Naomi Tejero
P	Hosie Washington	A	Kathy Ridings	A	Mamadou Balde	A	Melinda Cantu
P	Natasha Shoemaker	A	Delia DeLeon	A	Jennifer Mishler	P	Jason Phillips
P	Elvira Lathrop	A	Trey Nichols	A	Rachel Connors	A	Netanya Jamieson
A	Miranda Spiro	A	Allison Jackson	A	Jim Currier	P	Michelle Myles
P	Sam Verde	P	Darcy Rendon	P	Quen Jones	P	Phil Force
ECHO Staff							
A	Kate Moore	P	Laura Evanoff	A	Tim Long	P	Melissa Wheeler
A	Sharyn Malatok	A	Axton Nichols	A	Whitney Bright	A	Richard Dodson

AGENDA		DISCUSSION	ACTION ITEMS
I. Welcome & Feb 2019 Minutes	K Holyfield	Review and Approve June 2019 Minutes <ul style="list-style-type: none"> Approved with no revisions 	Approved with no revisions
II. CoC Business	K Holyfield / L Evanoff	Membership Council Provided update from previous MC meeting on July 1st: <ul style="list-style-type: none"> Approved members for the IRT Appeal Committee’s 3 non-conflicted members: Tom Visco, Jessie Metcalf, Kim Weinberg Created a subgroup to review and make recommendations on edits to the Governance Charter in order to resolve Conflict of Interest with voting members during the CoC NOFA Competition <ul style="list-style-type: none"> Subgroup to review Gov Charter includes: V. Brown, L. Ward, J Metcalf, V. Karman, C. Moffett Discussed option of providing recommendations to City Council on ensuring that funds for permanent housing solutions were included with shelter plans. No consensus was made on recommendations. Updated schedule: September ONLY – will meet on 2nd Monday in month = Sept 9th from 1-3 Provided update on agenda items scheduled for Aug 5th MC meeting:	N/A

AGENDA	DISCUSSION	ACTION
	<ul style="list-style-type: none"> Subgroup will present Governance Charter recommendations in order to resolve immediate concerns related to possible Conflict of Interest during the NOFA Competition activities. <p>Concern expressed surrounding Governance Charter – wording states that Membership Council is governing our system which is not clearly defined on what and who is included in system.</p>	
III. CoC Performance Scorecards	<p>L Evanoff</p> <p>2019 Q2 Summary</p> <ul style="list-style-type: none"> Scorecards are due on 7/31/19. Staff from CoC-funded projects should have received an email and calendar invite with instructions and due date. Projects that are not required to submit scorecards this round: 3 YHDP projects, SAFE DV Bonus RRH project. <p>Scorecard Revisions</p> <ul style="list-style-type: none"> Process of revising scorecard is currently on hold due to NOFA planning and still waiting for new HMIS staff member to be hired 	<p>N/A</p>
IV. CoC Wellness Check-Up	<p>K Holyfield / L Evanoff</p> <p>Program Termination</p> <ul style="list-style-type: none"> Robust conversation in last meeting about termination – the PSH Workgroup is leading the process of developing a form to staff program terminations/exits. Presented a form during the June CoC and ESG Committee meeting about if a client disappears. The form ties in outreach standards (BOLO) on the front end of the process and using the same process to develop similar termination procedures once housing in a PSH program. <ul style="list-style-type: none"> Aim is to build standards to help navigate difficult termination cases. Hoping to build more acceptance and guidelines allowing program exits for challenging cases where repeated behaviors violating tenancy rules or program rules that aren't related to the person's disability. Outreach staff (Katie Rose) developed procedures for entering inactive status early in the housing pipeline for RRH programs. Using these forms and standards to develop the PSH standards. Process of issuing the "inactive status" includes entering "inactive" in HMIS. This process was created through the outreach work. Outreach staff use the BOLO list to help find program participants referred to a program opening and missing. Missing clients were staying on the list for too long and the inactive status was created to reduce the number of people who were staying in the program pipeline. Some confusion expressed about why the process for PSH programs is the same as RRH and Outreach through BOLO (front end of services before entering into housing). 	<p>Continue to follow any policy or procedure changes recommended by PSH WG surrounding termination. Recommendation: Review termination policies and program intake forms (rules) to review any disconnect between program and system procedures.</p>

AGENDA	DISCUSSION	ACTION
	<ul style="list-style-type: none"> ▪ In PSH there is the initial outreach and ALSO housing preservation. In efforts to keep someone housed and enrolled in the program – programs sometimes have to re-engage clients and will use the outreach process. ▪ Example – PSH client abandons unit or moves out of unit and is MIA during the search for a new housing unit. ○ The form is to help build a process that ensures our system and the program staff are doing their due-diligence when terminating a participant from a PSH program and will help create clear picture of the process through a more structured timeframe. ○ Review process and maintain awareness of procedures. Important to stay updated on process to ensure that program policies match or can be adapted with system policy and procedures. All programs should have rules of what a client can be terminated for and must inform clients when entering program. <p>Significant Change Form</p> <ul style="list-style-type: none"> • Form was drafted after conversation with the HUD Field Office about the GIW. Field Office has expressed on several occasions that any grant changes must be approved by ECHO before submitting to the Field Office. • The reason for 2 forms is to create a distinction between a significant change (permanent grant amendment) vs a temporary amendment. <ul style="list-style-type: none"> ○ One project requested a “temporary change” to shift budget line item amounts. The temporary change became permanent because they were not aware that zeroing out a BLI resulted in a permanent change. • Aim is to create a process of requesting changes that ECHO can quickly review, recognize any red flags and maintain a file with all requested changes in a document vs email chain. • Question was raised about if programs are required to have ECHO sign off on grant amendments (temporary shift in budget and/or significant). <ul style="list-style-type: none"> ○ Kali read email sent from Field Office confirming that ECHO has to approve any grant changes requested by CoC-funded programs. • If adopted, discussed the process of using the forms. <ul style="list-style-type: none"> ○ Question: who approves and instances where the change would not be approved. <ul style="list-style-type: none"> ▪ Recommendation that the process of approval stay the same – forms are sent and approved by ECHO. Adding additional steps to the approval process may cause a delay in the change which would have negative impact in some cases. Delay in 	<p>K Holyfield to share email from the Field Office that outlines the required information to include when submitting an amendment request.</p> <p>L Evanoff to incorporate information from email into the forms and share changes during the Aug meeting.</p>

AGENDA	DISCUSSION	ACTION
	<p>process could significantly impact purpose of temp budget change.</p> <ul style="list-style-type: none"> ▪ Suggestion to have forms on the ECHO website for easy access. 	
<p>V. Workgroup Updates</p>	<p>M Wheeler</p> <p>HMIS Workgroup</p> <ul style="list-style-type: none"> • Meeting held on Friday, July 19th • LSA update – it is more robust than the AHAR. Richard has edited the report to where HUD and Apt has accepted the report. • Whitney is working on income training – materials will be on ECHO website. • New partners have joined HMIS. <p>PIT Count Workgroup</p> <ul style="list-style-type: none"> • Axton attended AHAC on July 8th to recruit AHAC members to workgroup <p>VAWA Housing Protections</p> <ul style="list-style-type: none"> ○ Next meeting is on August 10th from 1-3 ○ Requesting that MC approve update to VAWA policy to include human trafficking ○ Pending updated schedule for Sept 9 due to MC meeting overlap. ○ Shared draft of External Emergency Transfer process. Request that program staff review and contact L Evanoff or E Goodison with any comments or suggestions. <p>Independent Review Team (IRT)</p> <ul style="list-style-type: none"> • IRT members are still reviewing and scoring Renewal Project applications – email sent to agencies for more information – projects must send attachments by due date in order to be considered for full points - response by NOON on 7/29/19. 	<p>Review External ET document and provide any feedback to L Evanoff and/or E Goodison before next VAWA Housing Protections WG – Aug 10th.</p>
<p>VI. FY19 NOFA Updates & Check-in</p>	<p>L Evanoff / K. Holyfield</p> <p>Collaborative Application Questions</p> <p><u>FY19 NOFA Collaborative Application Questions</u></p> <p>L Evanoff requested feedback on Collaborative Applicant questions. Collaborative application is completed by ECHO on behalf of the Austin/Travis County CoC and homeless service community. Collaborative Application will also be completed and posted on the ECHO website for public viewing before the final submission to HUD.</p> <ul style="list-style-type: none"> • Scoring Page 50-68 of NOFA <ul style="list-style-type: none"> ○ 5.b(5) – Provide educational services to families with children between the ages of 0-5. <ul style="list-style-type: none"> ▪ Foundation Communities – Learning Centers (CHI) ▪ Families with Voices ▪ F/U with housing authorities (HACA) 	<p>N/A</p>

AGENDA	DISCUSSION	ACTION
	<ul style="list-style-type: none"> ▪ Salvation Army – COA pays for childcare vouchers – contact CDBG staff. ○ 5.c(4) – CoC collaborates with youth education providers, McKinney-Vento local educational authorities and school districts. <ul style="list-style-type: none"> ▪ AISD – Project Help. Recommendation to reach out to create an MOU. LW has established partnership. ▪ Manor ISD involved with YHDP Planning ▪ Family Resource Center? ▪ Governance Charter includes required membership with AISD representative ○ 6.n – Promoting and increasing employment (6pts) <ul style="list-style-type: none"> ▪ Current disconnect with WFS being able to serve homeless population – participants must be prepared for services. Example, WFS accepts referrals but referrals don't have IDs which is needed. ▪ Partnership with Veteran programs – Front Steps ▪ Front Steps – Goodwill partnership ▪ Salvation Army – employment program ○ 6.o – Promoting volunteering and community service. <ul style="list-style-type: none"> ▪ AHAC ▪ F/U with PSH workgroup. <p>Project Application: Updates and Q&A</p> <ul style="list-style-type: none"> • Q&A document from Bidder's Conference is posted on website. Will continue to update. Contact nofa@austinecho.org with any questions. • Projects will submit applications in e-snaps which will allow ECHO to review. If project is feeling nervous about submitting, they can contact ECHO staff for assistance and pre-review if needed. • Match Letters – if 3 are needed for expansion projects. 	<p>ECHO to respond to unanswered questions about NOFA Competition and the application process.</p>
<p>VII. Other Business</p>	<p>Natasha Shoemaker</p> <p>TDHCA ESG Discussions</p> <ul style="list-style-type: none"> • Application deadline was last Friday • If needing information from COA – please email Tasha as soon as possible for her to prepare. With all the new staff in the department. • Request to have COA ESG items as standing agenda items. <ul style="list-style-type: none"> ○ Consultation between ESG and CoC has a lot of detailed requirements that need to be met. This can be done between the agencies or during the CoC and ESG Committee meetings. ○ Con Plan also states that ESG provider needs to collaborate with the local PHAs 	<p>ESG providers that need information from COA to contact Tasha in advance.</p> <p>Add city of Austin ESG as a standing item in the agenda.</p> <p>Tasha to email committee chairs and L Evanoff a list of ESG rules to add to future agendas.</p>

AGENDA	DISCUSSION	ACTION
	<p>L Evanoff</p> <p>ECHO Training Calendar</p> <ul style="list-style-type: none"> • ECHO will be hosting several trainings (e.g., Equal Access Rule, Financial Literacy Coalition, Fair Housing, Motivational Interviewing). • Equal Access Rule Training is scheduled on Aug 16th <ul style="list-style-type: none"> ○ This is no longer a requirement this year for the CoC Lead agency but still prioritizing training materials locally. ○ Register Here ○ Pay Here 	<p>ECHO to provide more info on how to register and pay for upcoming trainings.</p>
<p>VIII. Wrap Up/Next Steps</p>	<p>K. Holyfield</p> <p>Next Meeting:</p> <ul style="list-style-type: none"> • Contact committee chairs to add items/discussion topics to any of the future meeting agendas. 	

Next Meeting: Wednesday, August 28th 9:00AM – 11:00AM; ECHO Training Room, 300 E. Highland Mall Blvd