



Minutes

Committee: HUD COC and ESG Committee

Date: 8/28/2019

Duration: 9:30 – 11:30

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 | P | Erin Whelan | A | Sylvia Garrett | P | 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 | P | Melinda Cantu |
| P | Natasha Shoemaker | P | Delia DeLeon | A | Jennifer Mishler | P | Jason Phillips |
| A | Elvira Lathrop | A | Trey Nichols | A | Rachel Connors | A | Netanya Jamieson |
| A | Miranda Spiro | A | Allison Jackson | A | Jim Currier | A | Michelle Myles |
| A | Sam Verde | P | Darcy Rendon | P | Quen Jones | A | Phil Force |
| P | Neil Hackett | P | Chris Meigs | | | | |
| ECHO Staff | | | | | | | |
| P | Kate Moore | P | Laura Evanoff | A | Tim Long | P | Melissa Wheeler |
| A | Sharyn Malatok | P | Axton Nichols | A | Whitney Bright | A | Richard Dodson |

| AGENDA | | DISCUSSION | ACTION ITEMS |
|--|-----------------------------------|--|----------------------------|
| I. Welcome & Feb 2019 Minutes | K Holyfield / E Whelan | Review and Approve July 2019 Minutes <ul style="list-style-type: none"> Approved with no revisions | Approved with no revisions |
| II. CoC Business | K Holyfield / L Evanoff / K Moore | Membership Council <ul style="list-style-type: none"> Discussion on what constitutes quorum and who needs to excuse themselves (due to conflicts of interest) when discussing and voting on funding decisions (CoC NOFA competition) | N/A |
| III. CoC Lead Agency Updates | L Evanoff K Moore | CoC Performance Scorecard <ul style="list-style-type: none"> ECHO is working on hiring a new HMIS staff member who will be responsible for reviewing performance scorecards <ul style="list-style-type: none"> Waiting to review Q2 Scorecards for new HMIS staff to help train on review process. FY19 CoC NOFA Timeline <ul style="list-style-type: none"> Independent Review Team met and scored new/bonus fund applications (renewal applications had already been reviewed) | N/A |

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| | <p data-bbox="730 191 1514 248"> <ul style="list-style-type: none"> ○ IRT chair will present preliminary ranking of projects to Membership Council during the September 2019 meeting for approval </p> <ul style="list-style-type: none"> ● ECHO will email projects of their approval or denial to be listed on the Priority Listing which is submitted to HUD and will post the ranking list on the ECHO website once approved by Membership Council. <p data-bbox="590 386 863 410">Education Services Policy</p> <ul style="list-style-type: none"> ● Programs have been implementing federal requirements and procedures at the agency level. FY19 CoC NOFA has highlighted the importance of having system-wide CoC policy. ● Suggestion to consider system response for families and unaccompanied children who are not connected to a shelter or housing program. <ul style="list-style-type: none"> ○ Understanding of how Coordinated Entry can incorporate Education Service rights in assessment screening. ○ Understanding of how Outreach workers can inform families and children of their rights. ○ Understanding of how housing location services can align and support Education Service rights and protections (school location, transportation to school outside of zoned area of housing). ● Suggestion to incorporate training opportunities <p data-bbox="646 878 1423 935"><i>Policy approved by consensus without any revisions to be submitted to Membership Council for final approval</i></p> <p data-bbox="590 976 1220 1000">Anti-Discrimination and Equal Access Rule Training Policy</p> <ul style="list-style-type: none"> ● 2019 CoC NOFA competition has new language inquiring if CoC's have annual mandatory (HUD-approved) training on the Anti-Discrimination and Equal Access Rule for all CoC and ESG fund recipients. ● Request to consider including stronger language in policy to include that annual training is required for all agencies regardless of funding or that all agencies must complete an annual training. ● Suggestion that agencies complete their own Anti-Discrimination and Equal Access Training and provide documentation of such training. ● Would like clarification on what qualifies as "HUD-approved" and whether CoC funds can be used to pay for the trainings ● Suggestion to host training opportunity at least 2 times per year. ● Request to combine the Anti-Discrimination Policy and the Equal Access Policy into one document for a more concise policy. <p data-bbox="646 1438 1486 1495"><i>Approved by consensus to combine the Anti-Discrimination and Equal Access policies into one policy.</i></p> | <p data-bbox="1577 224 1940 410">ECHO will email projects of approval/denial status to be listed on Priority Listing submitted to HUD after 9/9/19 MC meeting. Priority Listing to be posted on ECHO website.</p> <p data-bbox="1577 548 1940 670">Add and present request to approve Education Services Policy during the 9/9/19 Membership Council meeting.</p> <p data-bbox="1577 1036 1940 1190">ECHO to inquire from HUD about what qualifies as "HUD approved training" and see if HUD can collaborate for any future training needs.</p> <p data-bbox="1577 1263 1940 1385">ECHO to combine polices and present to Membership Council for approval during the 9/9/19 meeting.</p> |

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| IV. City of Austin ESG | N Ponczek Shoemaker | <ul style="list-style-type: none"> • Provided update on the Lessons Learned from the recent HUD monitoring of City of Austin program. • Field Office was requested to complete monitoring visits on a more regular basis. • HOPWA and ESG programs received monitoring findings from HUD <ul style="list-style-type: none"> ○ Most of the findings concerned client documentation (e.g., signatures on acknowledgement forms dated after lease signing date) | |
| V. Interim Rule Wellness Check-Up | K Holyfield / E Whelan | <p>HUD Lead Based Paint Training</p> <ul style="list-style-type: none"> • Program staff attended HUD approved training in August in San Antonio on new rules surrounding Lead Based Paint. • Main take away: programs should require and train staff regularly on how to use the correct form for lead-based paint acknowledgement • Try to avoid placing families with young children in housing with lead-based paint. The mediation of these properties is difficult to verify the quality and meeting acceptable standards which are unclear. It's best to avoid these properties when housing children. • Recommendation to consider all program clients required to complete form for consistency in client files. • Recommended to follow-up with Public Health Department for information on prevalence of lead exposure in different areas of town. <p>HUD Monitoring – Shared Learnings</p> <ul style="list-style-type: none"> • Try to have a knowledgeable staff person with the person monitoring at all times <ul style="list-style-type: none"> ○ Better to say “I don’t know, let me check” than to fumble for an answer that might not be accurate ○ Have someone dedicated to completing administrative tasks needed to resolve findings during the visit and to ensure that all findings are resolved before the review visit ends. • If staff are using placeholder documents in client files, make sure to remove all unnecessary and inconsistent files before review. • If submitting documents after the review to resolve any findings – make sure to redact any personal information before sending. • When sending an email with attachments, make sure to zip the file. And use a read receipt. Send a formal letter if asking for an extension. • HATC <ul style="list-style-type: none"> ○ Lots of questions about in-kind match. Specific dates of each touch. ○ Lot of back and forth – was wanting proof of support services. <p>include a request for a specific extension time to respond</p> <ul style="list-style-type: none"> • | |

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| | <p>Termination/Inactivation Policy – Update</p> <ul style="list-style-type: none"> • Continuing to work on inactivation policy in PSH workgroup. • HUD primarily concerned with programs notifying clients at least once and having an appeal process in place <p>SNAPS in Focus: Partnerships Between CoC & FBO</p> <ul style="list-style-type: none"> • New resource from HUD was emailed out to committee members | |
| <p>VI. Workgroup Updates</p> | <p>M Wheeler</p> <p>L Evanoff</p> <p>HMIS Workgroup</p> <ul style="list-style-type: none"> • Users may reset their own HMIS passwords now <ul style="list-style-type: none"> ○ Users need to have an accessible email listed on their HMIS profile because that’s where the password reset info will be sent • HMIS department is in the process of replacing HMIS user’s PKI certificate (license to access the system) <ul style="list-style-type: none"> ○ Old licenses will expire September 22. ○ Users must have license updated by then or they will not be able to access the system ○ HMIS department can set up the new PKI remotely. Email whitneybright@austinecho.org • HUD data standards changes <ul style="list-style-type: none"> ○ No major changes ○ Some changes around PIT data for 2020 • LSA (system performance measures) reports will be pulled soon <ul style="list-style-type: none"> ○ Contact HMIS department for assistance with LSA reports or cleaning up data <p>PIT Count Workgroup</p> <ul style="list-style-type: none"> • MC approved date for 2020 PIT Count: January 25th • We had been working with Texas Homeless Network to use the digital survey application they’re developing. Recently found out the THN PIT app will not be finished/available. Looking into other options for digital survey apps. We may have to use pen/paper surveys again <p>VAWA Housing Protections</p> <ul style="list-style-type: none"> • • Working on clarifying policy documents • <p>CoC NOFA IRT</p> | |

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| | <ul style="list-style-type: none"> • IRT recently met and made ranking decisions on new/bonus projects. IRT previously met to rank renewal projects • IRT will present ranking to Membership Council for approval | |
| VII. Other Business | <p>Natasha Shoemaker</p> <p>TDHCA ESG Discussions</p> <ul style="list-style-type: none"> • Changes to the status of youth in foster care. <ul style="list-style-type: none"> ◦ HUD guidance against using ESG funds for these youths because they are considered wards of the state <p>HUD's Save the Date: Permanent Housing Conference</p> <ul style="list-style-type: none"> • November 5-6, 2019 in Dallas, TX • Unclear on how many people our community can send to the conference <ul style="list-style-type: none"> ◦ Contact Laura Evanoff if interested in attending <p>ECHO Hosted Training</p> <ul style="list-style-type: none"> • Fair Housing Training <ul style="list-style-type: none"> ◦ First training is already full ◦ Second training scheduled for December • Equal Access Rule Training <ul style="list-style-type: none"> ◦ Recent training was not very heavily attended • Motivational Interviewing Training <ul style="list-style-type: none"> ◦ [registration info] • Let ECHO know if there are specific trainings you'd like to see | |
| VIII. Wrap Up/Next Steps | <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, September 25th 9:00AM – 11:00AM; ECHO Training Room, 300 E. Highland Mall Blvd