

The Continuum of Care for the City and County of Racine, U.A.

Resource Development Committee Meeting Minutes

United Way of Racine County, 2000 Domanik Dr., Racine, WI

May 7, 2014

Present: Mark Boatwright (RVM), Cherie Griffin (WRC), Jehan Ghuari (Bethany), Pam Handrow (Safe Haven), Sherry Hartog (WRC), AJ Jelks (HALO), Zeke Leo (RKCAA), Gai Lorenzen (LAW), Carol Marefka (HALO), Sharen Pease (CVI), Demetri Vincze (CoC), Carol Wester (HOPES)

Current State ETH Grant: Reporting Issues

Barb Jopke joined the group and, along with Gai, discussed issues and corrections with grantees
January is now complete and will be submitted

City ESG Update

New City ESG Person Dee (Diana) Schultz is producing contracts

Agencies should run the same reports currently produced for ETH out of WISP

In WISP, funding source must be marked as 'City ESG' starting as of Jan. 1 (as applicable)

If using funding for operations, can mark both City and State ESG

If using funding for services, designate one source

If coding for any city funded clients, use 'City ESG'; if coding for state ETH, use 'ESG'

Suggestion: don't use city and state ESG funding for services in the same month

Cherie: the group should meet and peer-review reports before sending to Barb

We are getting an additional \$17,000 in City ESG, but we cannot increase grants across the board because shelter funding has already met the cap

Money will likely be allocated to RRH and/or Prevention; we will discuss further as a group

VISTA for Next Year

The CoC VISTA position will be moved to RVM

60% of tasks would be associated with RVM; other 40% would be CoC tasks such as pursuing funding for the CoC, affordable housing, and mainstream benefits with LAW

Quarterly trainings with case managers on mainstream benefits and employment readiness

Cost Share for VISTA = \$9,000; Parkside would allow \$6,000 at minimum

Approach RCF to see if they would fund VISTA; CoC would apply

Demetri and Gai will work on application and apply as soon as possible

CoC Administrator Position

.5 FTE or greater; primary responsibilities: grant-writing and administration

Salary, benefits, location

An agency that doesn't currently apply can apply for funding from RCF (e.g. CVI or LAW)

Timeline: prior to January 1

Seed money to start position; after expiration the position would be self-sustaining

RCF sees this as an opportunity to invest in CoC, leverage resources, and encourage collaboration

CoC Website

Community-based learning class at Parkside developed site for CoC

Demetri presented options to the group for its consideration:

Hosting: GoDaddy.

GoDaddy is a trusted provider with hosting specifically designed for WordPress, the platform used by the class

Safe Haven is also working with the class and its board decided upon this option

Mark moves to proceed with GoDaddy hosting. Pam seconded the motion. A vote was taken, and the motion was carried with one abstention (WRC)

Duration of contract

Price per year does not decrease with longer contract, though free domain name is included for the duration of the contract

Gai moves that the initial contract be for a period of three years. Pam seconded the motion. A vote was taken, and the motion was carried with one abstention (WRC)

Domain Name

Demetri suggested the domain name of racinecoc.org

Gai suggested that we reserve alternate domain extension (i.e. .com, .net, and .info) to protect the integrity of the site

Pam moves that we reserve the extensions .com, .net, and .info in addition to the primary domain name of racinecoc.org. AJ seconded the motion. A vote was taken, and the motion was carried with one abstention (WRC)

CoC Requirements

Under Gai's direction, the group discussed the measures it needs to implement in order to meet HUD requirements. (Excerpts from the CoC Program Interim Rule below were either referenced or read verbatim during the discussion.)

Board of Directors

CoC Program Interim Rule:

§ 578.5(b) The board. The Continuum of Care must establish a board to act on behalf of the Continuum using the process established as a requirement by §578.7(a)(3) and must comply with the conflict-of-interest requirements at §578.95(b). The board must:

- (1) Be representative of the relevant organizations and of projects serving homeless subpopulations; and
- (2) Include at least one homeless or formerly homeless individual.

§ 578.7(a)(3) Adopt and follow a written process to select a board to act on behalf of the Continuum of Care. The process must be reviewed, updated, and approved by the Continuum at least once every 5 years;

§ 578.95(b) Continuum of Care board members. No Continuum of Care board member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents.

Gai suggested an initial three-member board with intention to expand later on.

Goal: nominations in June; elections in July

Gai will not be President of the current governance structure any longer than August 30, 2014, but would prefer to serve no later than July 1, 2014

Carol Marefka: do we need E&O insurance?

Gai: we probably do; will need to be discussed further

Active Committees

Executive

Finance/Resource Development

Housing, income, and combined education/health/legal workgroups

Coordinated Assessment

Data

Evaluation

Training and Monitoring

Sherry, AJ, Sharen volunteered to participate in this committee

Governance Agreement

CoC Program Interim Rule:

§ 578.7(a)(5) In consultation with the collaborative applicant and the HMIS Lead, develop, follow, and update annually a governance charter, which will include all procedures and policies needed to comply with subpart B of this part and with HMIS requirements as

prescribed by HUD; and a code of conduct and recusal process for the board, its chair(s), and any person acting on behalf of the board.
Demetri and Gai will draft before next meeting

Coordinated Assessment

CoC Program Interim Rule:

§ 578.7(a)(8) In consultation with recipients of Emergency Solutions Grants program funds within the geographic area, establish and operate either a centralized or coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services.

The Continuum must develop a specific policy to guide the operation of the centralized or coordinated assessment system on how its system will address the needs of individuals and families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking, but who are seeking shelter or services from nonvictim service providers. This system must comply with any requirements established by HUD by Notice.

§ 578.7(a)(9) In consultation with recipients of Emergency Solutions Grants program funds within the geographic area, establish and consistently follow written standards for providing Continuum of Care assistance. At a minimum, these written standards must include:

- (i) Policies and procedures for evaluating individuals' and families' eligibility for assistance under this part;
- (ii) Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance;
- (iii) Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid rehousing assistance;
- (iv) Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid rehousing assistance;
- (v) Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance; and
- (vi) Where the Continuum is designated a high-performing community, as described in subpart G of this part, policies and procedures set forth in 24 CFR 576.400(e)(3)(vi), (e)(3)(vii), (e)(3)(viii), and (e)(3)(ix).

State ETH application

Mark will get Mayor to sign off on the certification of consistency.

Adjournment

The meeting was adjourned at 11:59 am.