

Governance Advisory Board Meeting Minutes

March 25, 2019

Members Present:

Adriane Clarke (*DES*)

Camie Rasband (*Catholic Charities*)

Carole Benedict (*U.S. Vets*)

Cristina Benitez (*AZCH*)

Karia Basta (*ADOH*)

Ricardo Fernando (*DHS*)- Phone

Suzanne Payan (*CAHRA*)

Members Absent:

Barbara Mikkelsen (*Steward*)

Lizbeth Fullbright (*Verde Valley Sanctuary*)

Staff & Guests

Candee Stanton (*Consultant*)

Melissa Swain (*ADOH*)

David Bridge (*ADOH*)

Ryan Vernick (*ADOH*)

Joy Johnson (*ADOH*)

Everyone was welcomed, and the meeting was called to order at 9:03 a.m., and everyone introduced themselves.

Housekeeping:

The minutes from the last meeting from 11/14/18 were approved with a motion by Camie, seconded by Cristina, with unanimous acceptance. The conflict of interest policy was sent around for everyone to sign if not done already; this will need to be done yearly.

The upcoming retreat is scheduled for April 30 through May 2, 2019, at the Franciscan Renewal Center (5802 E Lincoln Dr., Scottsdale, AZ 85253).

Action Item: David will put together a notebook with important documents for yearly review, such as the Charter, User Agreements, Fiscal Policies, and Strategic Plans for the various AZBoSCoC groups (CE, HMIS, Veterans, etc.), as well as other opportunities or priorities that could be explored, such as the Youth Demonstration Project or Native American coordination.

Board Membership:

Jessica Sueskind resigned last year, and Valarie Donnelly recently resigned, creating two vacant positions in addition to the “has lived homeless” position that was previously unfilled. Two candidates with “lived” experience (Terrance Watkins and Chanania “Nay” Covington) and two general candidates applied (Jessi Hans and Alberto Moreno), as well as two previous applicants (Ross Altenbaugh and Heather Patel) were also considered.

Carole made a motion to accept Valarie Donnelly’s resignation, seconded by Cristina, with unanimous acceptance. Karia made a motion, seconded by Cristina, with unanimous acceptance, to accept both “lived” experience candidates for two of the three vacancies.

The other candidates were scored by each voting member, with Jessi Hans receiving the highest score. Karia motioned, with a second by Camie and unanimous acceptance, to accept the highest scoring candidate for a board vacancy.

Adriane’s, Barbara’s and Cristina’s terms are expiring, and both Adriane and Cristina have expressed interest in continuing with another two-year term.

***Action Item:* David will double-check with Barbara Mikkelsen to see if she wants to renew.**

Karia made a motion, seconded by Camie, with unanimous acceptance, to accept the renewals for all members whose terms will expire.

NOFA Update:

David gave a synopsis of the update for last year’s NOFA, and the timeline for this year’s submission.

***Action Item:* David will check with CRN that self-designated chronically homeless are being certified as such in HMIS (and vice-versa) during CE.**

PIT Count Results:

Candee passed out the preliminary PIT Count results and gave a summary of the findings, which are due to HUD by April 30.

AZBoSCoC Committee Updates:

David passed around a handout detailing the various committees’ (HMIS, Veterans, CE) results and other notable accomplishments/challenges.

Strategic Planning/Gaps Analysis Feedback:

Candee gave a summary of the raw data compiled that the collective group feels HUD will most likely want to see in terms of if the AZBoSCoC is performing at a certain level, and if not, why. This will be discussed further at the retreat.

Action Item: **ADOH will develop a survey to send out to all participating in CE, for identifying gaps in services.**

Action Item: **Karia will bring to the retreat both Ohio's Monitoring Tool and a list of trainings topics that will be helpful for the overall CoC.**

Other Topics:

ADOH in conjunction with CRN created a Data Quality Report based on all the housing providers (e.g. RRH, PSH, RHBAs) to assess the time from assessment to intake, then from intake to move-in date, then from move-in date to exit, and how many months of support is being paid on average. This data will be shared when it has been reviewed and quality-checked.

With no further business, the meeting was motioned for conclusion by Camie and seconded by Adriane, with a unanimous vote, and was concluded at 11:43 a.m.

	3/25/2019
Adriane Clarke (<i>DES</i>)	X
Barbara Mikkelsen (<i>Steward Health Choice</i>)	
Camie Rasband (<i>Catholic Charities</i>)	X
Carole Benedict (<i>US Vets</i>)	X
Cristina Benitez (<i>AZCH</i>)	X
Karia Basta (<i>ADOH</i>)	X
Ricardo Fernando (<i>DHS</i>)	X
Suzanne Payan (<i>CAHRA</i>)	

Commonly used acronyms:

Achieve= ACHIEVE Human Services, Inc.

AHCCCS= Arizona Health Care Cost Containment System

ADOH= Arizona Department of Housing

AZBoSCoC= Arizona Balance of State Continuum of Care

AZCH= Arizona Complete Health

BNL= By-Name List

CAHRA= Community Action Human Resources Agency

Catholic Charities Community Services

CE= Coordinated Entry

CRN= Crises Response Network (HMIS Managers)

DES= Arizona Department of Economic Security

DHS= Arizona Department of Health Services

DV= Domestic Violence

ESG= Emergency Solutions Grant

GAB= Governance Advisory Board

HMIS= Homeless Management Information System

HUD= U.S. Department of Housing and Urban Development

JAVC= Jerry Ambrose Veterans Council

NAVAHCS= Northern Arizona VA Health Care System

NOFA= Notice of Funding Available from HUD

OCCAC= Old Concho Community Assistance Center

PIT= Point-in-Time Count

Primavera Foundation

PSH= Permanent Supportive Housing

RBHA= Regional Behavioral Health Authority

ROI= Release of Information

RRH= Rapid Rehousing

SAVAHCS= Southern Arizona VA Health Care System

SSVF= Supportive Services for Veterans Families

Steward= Steward Health Choice

TA= Technical Assistance

UFA= Unified Funding Authority

US Vets= U. S. Veterans Initiative

VA= U.S. Department Veterans Affairs

VAWA= The Violence Against Women Act of 1994

VI-SPDAT= Vulnerability Index- Service Prioritization Decision Assistance Tool

VOCA= Victims of Crime Act

WACOG= Western Arizona Council of Governments