

## Governance Advisory Board Meeting Minutes

April 28, 2016

*Members Present:* Karia Basta (ADOH)  
Anita Baca (Housing Authority of Cochise County, Cochise County)  
Carole Benedict (U.S. Vets, Yavapai County)  
Valarie Donnelly (WACOG)  
Eliza Louden (Catholic Charities, Yavapai County)  
Glennifer Mosher (ADOH)  
Michele Meyerkorth (ADOH)  
Candee Stanton (Consultant)

*Members Absent:* Chantel Padilla (Advocate, Navajo & Apache Counties)  
Suzanne Payan (CAHRA, Pinal County)  
Joy Johnson (ADOH)

Anita welcomed everyone and started the meeting at 9:34 a.m. Roll call was taken.

There were no additional agenda items for this meeting.

We reviewed the Action Items from the Retreat.

*Action Item:* Share the System Performance Measures at the regional meetings to alert folks that funding is based on these. **COMPLETED.** This was covered during the Regional Meetings.

*Action Item:* Create a needs assessment to gather information using Survey Monkey. This was tabled until further notice.

*Action Item:* Decide what word (homeless coalition, network, etc.) will be used when describing local "continuums".

**NEW:** Karia will have an article in the next newsletter discussing the difference.

*Action Item:* Candee will create a draft strategic plan for review. **COMPLETED.**

*Action Item:* Candee will create a draft of the manual for review.

**NEW:** This has been started. Candee will continue to work on it.

*Action Item: Candee will create a draft of the RFP. COMPLETED. We are awaiting approval from Director Traylor.*

We reviewed the Charter one last time. It was suggested to add "Other Committees to be included as needed." under the Annual Ad-Hoc Committee. Anita motioned and Eliza seconded for this change to be made. This change was voted on and approved. Eliza motioned and Valarie seconded to approved the Charter as amended. The amended Charter was voted on and approved. The attached charter will in effect until the next annual review.

Board Membership. We discussed attendance to Board meetings as two (2) members have missed some meetings. As their contributions to the Board are vital, they will not be replaced. Participation at the Retreat was added to the Meeting Attendance Log. The term for two (2) members, Anita Baca and Eliza Loudon, expire this year. They both have the option of extending their term for another two (2) years. Anita would like to stay on the Board but would like someone else to be the Co-Chair. Eliza would also like to stay on the Board. Valarie motioned and Carole seconded for Anita and Eliza's term be extended through June, 2018. Their term extension was voted on and approved. Carole nominated and Valarie seconded to have Eliza as the Co-Chair. Eliza accepted the nomination. Her appointment to Co-Chair was voted on and approved. We then discussed adding members to the Board. Eliza feels the size of the Board is fine and we have quality over quantity. Other categories of members to add include law enforcement, CDBG contacts, health care, etc. These do not need to be members of the Board necessarily but should participate in local and regional meetings. The Board liked the idea of having guest speakers at their meetings. Candee discussed having a representative from HCIC and Cenpatico as members of the Board. Carole stated if we have mental health as Board members, we would need someone who could make an impact. Carole motioned and Valarie seconded tabling adding members to the Board until a needs assessment could be done. It was unanimously voted to not add any members to the Board at this time.

COC Membership: Yuma is trying to expand into La Paz County but is having issues with trying to find funding for mileage reimbursement.

HMIS Committee: ADOH tries not to be lead on committees but as the HMIS Lead Agency, it was decided that having Glennifer serve as the chair of this committee makes sense. Glennifer discussed the HUD HMIS Lead call. The committee discussed why information is not entered directly into HUD. ADOH is going to be more consistent with monitoring and getting data cleaned up. Cenpatico is working on using HMIS. DES (ESG) is also thinking of using HMIS. A reminder that training videos are available was made.

Membership Committee: No report.

PIT Committee: Candee is working on submitting the sheltered and unsheltered count to HDX. The unsheltered numbers are getting firmer but we are still reviewing the data. The report should be available in the summer. Why were all the surveys not used?: 1) sheltered surveys are not counted; 2) the survey was not complete or not enough data available to use. We had more volunteers and more trainings this year with the PIT count.

Veterans Committee: There was a meeting on April 8<sup>th</sup>. It was discussed at length if a five (5) day notice from a landlord could serve as proof of eminent loss. It was recommended that as a COC we define eminent loss. It was proposed the definition say a five (5) day notice from the landlord with no ability to pay and no other resources for housing (i.e. family, friends, etc.) would be eminent loss. If you wait for a court order, this is just adding more costs (court fees, etc.) and diminishing the chances of the landlord wanting to cooperate. As a continuum, Karia stated that all the programs needed to be on the same page. Chris Pitcher will be working on the By-Name list matrix and will schedule the next Vets@Home call.

Coordinated Entry: We are responsible for the entire continuum of care ~ all thirteen (13) counties ~ but Coordinated Entry must be done at the local level. Local leadership is needed to make it work based on the framework established in HMIS, the use of VI-SPDAT for triage and case conferencing. Training is needed so everyone is using VI-SPDAT the same way. AZCEH will assist in coordinating training. Members of the committee are going to take responsibility and reach out to their local partners to discuss Coordinated Entry. Setting a specific time for case conferencing is key. Eliza asked if there was a specific report that will show just veterans.

*Action Item: Glennifer will research and if available, send the report to Eliza.*

Strategic Plan: This plan needs to be action oriented. Candee distributed a draft. When reviewing this document, think of it in three (3) stages: 1) assess; 2) capacity; and 3) impact.

*Action Item: Candee will send the Strategic Action Plan file to Michele to distribute to the Board.*

*Action Item: The Board will review and prioritize the Strategic Action Plan and return to Candee by mid-May for revision.*

There were no other items to discuss. The next meeting will be July 27<sup>th</sup> from 1:00 p.m. - 3:00 p.m. The meeting adjourned at 12:52 p.m.