



## ARIZONA BALANCE OF STATE CONTINUUM OF CARE

### AZBOSCOC Governance Advisory Board –

April 2, 2024 Virtual 9:00am to 10:30am

TOPIC	Person Responsible	Duration in minutes	OUTCOME/NOTES
<p><b>Welcome and Introductions</b></p>	<p><b>David Bridge Members</b></p>	<p><b>5</b></p>	<p><b>Membership</b>            David Bridge (ADOH)_Chair-present            Cristina Benitez (ADOH)-present            Camie Rasband (Catholic Charities)_Co-chair, Subrecipient, LCEH Lead-present            Carole Benedict (U.S. Veterans Initiative)_Subrecipient-present            Clayton Abernathy Idea'l Institute, At Large, Developer-present            Erin Cochran(DES) State Partner, ESG-present            Heather Patel-Pinal County, LCEH Lead-present            Katelyn Murphy (AHCCCS)_State Partner-present            Kelly Tanner (AZYP)_At Large-present            Kelly Williams (Mohave County)- Subrecipient, LCEH-present            Jenna Panas (ACESDV)At Large-present            Monica Antone (Gila River Indian Community)_At Large-present            Nicole Newhouse (AHC) At Large-present            Rita Rodriguez (AZED Homeless Liaison)State Partner-present            Ross Schaefer (FSS) At large, LCEH Co-Lead-present            Terrance Watkins (Catholic Community Services of SA) At Large-present</p> <p><b>Other Participants</b>            Shannon Haines (ADOH)-present            Connie Howell (ADOH)-present            Chirs Moeller—Solari present            Randy Hade—Solari present</p> <p>Candee Stanton, Independent Contractor , present</p>
<p>Review and approval of meeting notes from February 1, 2024</p>	<p>Camie Rasband</p>	<p>5</p>	<p>Terrance made a motion to approve the minutes. Katelyn seconded. The motion passed.</p>
<p>ADOH as UFA authorities            Action: Governance Advisory Board confirm ADOH authority to act under the auspices of the UFA designation related to the following:</p> <ul style="list-style-type: none"> <li>• Manage the overall operations of the AZBOSCOC</li> <li>• Provide fiscal management of CoC funds in alignment with HUD and ADOH financial policies.</li> <li>• Monitor subrecipient performances and take action as appropriate to work with subrecipients to correct deficiencies in alignment with ADOH financial policies.</li> </ul>	<p>David Bridge</p>	<p>20</p>	<p>David provided a summary of the responsibilities of the United Funding Agency. The major aspect is that ADOH is the single grantee for the HUD CoC funds which is different than other CoCs—where service providers have contracts with HUD.</p> <p>Key responsibilities of the Governance Advisory Board:            Approve yearly, Governance Advisory Board approves ADOH as UFA, to submit the yearly NOFO, receive the CoC funds, and ADOH enter into contracts with subrecipients to provide allowable services approved through</p>

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<ul style="list-style-type: none"> <li>Make reallocations that occur outside of the NOFO process after notification and concurrence of the Governance Advisory Board</li> </ul>			<p>the NOFO..</p> <p>As UFA, ADOH can move up to 10% of line items across all subcontracts.</p> <p>ADOH responsibilities</p> <ul style="list-style-type: none"> <li>Oversee operations including staff levels</li> <li>Establish and maintain AZBOSCOG financial policies</li> <li>Issue subrecipient contracts</li> <li>Monitor and issue subrecipient corrective actions</li> <li>Utilize UFA authority to adjust current contracted funding amounts within authority</li> <li>Coordinate state and planning funds to support LCEH activities.</li> <li>Provide timely reporting as requested by the Governance Advisory Board</li> </ul> <p>Governance Advisory Board responsibilities</p> <ul style="list-style-type: none"> <li>Reallocation of funds in conjunction with annual NOFO process</li> <li>Total movement of funding in excess of 10% of total budget line item.</li> <li>Termination of permanent changes in subrecipients</li> <li>Approval of final prioritized/ranked projects list for annual NOFO</li> </ul> <p>Monica suggested an overview of Governance Advisory Board responsibilities for the upcoming retreat/planning meeting. Kate asked if the financial policies are in alignment with state policies. David indicated that they are in the process of being updated and aligned with state and HUD requirements. Ross suggested that it would be helpful to know the status of subrecipients' spending related to the 10% threshold and performance on a quarterly basis. Ross indicated that she is comfortable with ADOH role as UFA and Collaborative Applicant.</p> <p>Camie made a motion to approve the responsibilities for ADOH and the Governance Advisory Board, Heather seconded the motion. David recused himself. The motion passed unanimously.</p> <p>Terrance indicated HUD didn't fund at current FMR levels for the 2023-2024 year.</p> <p>UFA Link  <a href="https://www.hudexchange.info/resource/6563/notice-cpd-22-01-ufa/">https://www.hudexchange.info/resource/6563/notice-cpd-22-01-ufa/</a></p>
<p>Update on status of CoC Subrecipients and LCEH Lead Agency(ies) for SE AZ Counties—</p> <ul style="list-style-type: none"> <li>OCCAC</li> </ul>	<p>David Bridge Cristina Benitez</p>	<p>20</p>	<p>David provided a status report on the subrecipient issues: OCCAC</p> <ul style="list-style-type: none"> <li>ADOH suspended funding based on monitoring and OCCAC</li> </ul>

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<p>Approve reallocation of funds for projects in Apache and Navajo for the remainder of 23/24 and for the projects for 24/25. During the 2024 NOFO, funds will be placed in the reallocation category and require application for the funds for 25/26</p> <ul style="list-style-type: none"> <li>• CPSA/Intermountain</li> <li>• Catholic Community Services of Southern Arizona as LCEH Lead Agency for Cochise, Graham, Greenlee, and Santa Cruz</li> </ul>			<p>performance.. ADOH has issued a formal repayment notice/administrative resolution. David indicated that no one has been displaced.</p> <ul style="list-style-type: none"> <li>• ADOH proposes to move grant and renewal to Catholic Charities through the June 2024 and then again for the grant year July 2024-June 2025. For the 2024 NOFO, funds will be included for reallocation—to provide an open competition for the 2025-2026 program year. There were no questions related to what David presented.</li> </ul> <p>Ross indicated that she felt it was important to make sure there is open and equitable process. Camie indicated that they are in discussions with organizations in Apache/Navajo to subcontract with for the services. David indicated that the application for the reallocation funds can have requirements related to geographical preference. Ross made a motion to approve the recommended actions related to OCCAC, Terrance seconded. The motion was approved unanimously Camie recused herself.</p> <p>CPSA CPSA had approached ADOH about not doing CoC projects anymore. Subsequently they came back and asked to keep the CoC grants but no longer wanted to be the LCEH Lead Agency for Cochise, Graham, Greenlee, and Santa Cruz. The local coalitions in the four counties agreed that Catholic Community Services of Southern AZ would take on the responsibilities as the LCEH lead agency.</p> <p>Camie clarified that Catholic Charities and Catholic Community Services are two separated agencies and not affiliated with each other.</p> <p>KAAP Kingman Aid to Abused People (KAAP) notified ADOH that they would like to discontinue to provide services. ADOH is providing TA to see if there are any options.</p> <p>Monica indicated that the shelter in Gila River Indian Community—that they are also having the same challenges. There is not a clear understanding as to why the shelters are being utilized. Jenna indicated that the Coalition is not seeing falling rates—Conversation will continue at the retreat.</p> <p>Ross agreed that a conversation should take place at the retreat—to brainstorm about how to build capacity in the BOS geographic area. David asked Jenna for help in outreach to building capacity with providers who focused on DV. Jenna indicated she would like to provide joint TA with KAAP to help out.</p>
Update on DWEL Action— Approve Charter	David Bridge	10	David indicated that he will be sending the DWEL charter out. DWEL is the

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			collaboration among the universities, the three CoCs and AHCCCS to build a data warehouse to more effectively coordinate care. The warehouse is funded through a private funder. There is data from all three CoCs in the test site. The charter will provide an overview of the obligations for each party
Legislative Update, Impact on HTF, LCEHs	Nicole Newhouse David Bridge	10	Nicole provided an update on the legislative session.
April 24 <sup>th</sup> and 25 <sup>th</sup> Retreat/Planning Meeting Ideas for Agenda Discussion	Members	10	Cristina provided an overview of the purpose of the upcoming Governance Advisory Board Retreat/Planning meeting.  Monica indicated that she is on the Governor's Office Committee related to the sober living. There are some challenges related to the AHCCCS funds related to the sober living facilities.
Audit Update	David	10	David indicated that actions on the audits have continued: <ul style="list-style-type: none"> <li>• Developed correction action plans</li> <li>• Working with various entities to close out the audits.</li> </ul>
Learning Portal update	Cristina	10	Cristina reported that the learning portal is up and running and individuals have been taking classes. Content will be added related to BOS
Documentation: On March 5, 2024, by email, the Governance Advisory Board approved revised versions of the AZBOSCOC HMIS Policies and Procedures, the AZBOSCOC HMIS Privacy Policy and Notice, and the AZBOSCOC HMIS Security and Confidentiality Policy			
Other Items			Chris Moeller indicated that the training on the CE process is being rolled out to the various LCEHs.  System Performance Measures will be reviewed at the retreat.
<b>Adjourn</b>			

2024 Board Attendance

Member	2/1/2024	4/2/24							
David Bridge (ADOH)	X	X							
Cristina Benitez (ADOH)-nonvoting	X	X							
Camie Rasband (Catholic Charities)	X	X							
Carole Benedict U.S. Veterans Initiative	X	X							
Clayton Abernathy Idea'l Institute	X								
Erin Cochran DES	X	X							
Heather Patel, Pinal County	*	X							
Jenna Panas ACESDV	X	X							
Katelyn Murphy AHCCCS	X	X							
Kelly Williams (Mohave County)		X							
Kelly Tanner AZYP	X	X							
Monica Antone Gila River Indian Community	X	X							
Nicole Newhouse--AHC		X							
Rita Rodriguez AZ Department of Education		X							
Ross Schaefer (Flagstaff Shelter Services)	X	X							
Terrance Watkins (Catholic Community Services of SA)	X	X							
Heather joined the Governance Advisory Board in March 2024									

<p><b>Arizona Department of Housing</b>  <b>Contact Information</b>                  1-Cristina Benitez                  Continuum of Care Coordinator  <a href="mailto:Cristina.Benitez@azhousing.gov">Cristina.Benitez@azhousing.gov</a>                  602-771-1017</p> <p>2-David Bridge                  Special Needs Program Administrator  <a href="mailto:David.Bridge@azhousing.gov">David.Bridge@azhousing.gov</a></p>	<p>Resources for Funding and information—many of them have list-serves so you will be updated on information:</p> <p>USICH resource tool for funding for Social and other related Services  <a href="https://www.usich.gov/tools-for-action/federal-health-and-social-service-programs-that-support-people-experiencing-homelessness/">https://www.usich.gov/tools-for-action/federal-health-and-social-service-programs-that-support-people-experiencing-homelessness/</a></p> <p>National Alliance to End Homelessness  <a href="https://endhomelessness.org/">https://endhomelessness.org/</a></p>
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(602) 309-6542

**Link to ADOH Bulletin List Serve**

[https://visitor.r20.constantcontact.com/manage/optin?v=001jarSHX2McaSRycGIQd2zdIkxkSWYEQC-MuzYbNIJBZGWeXqaUpUTOPciYTxRW\\_hI0MACBdDhOjfZuyjAeuNAu300I63kKkqAwNuJ9moVyXg10ivkFNKnG-4Zry2dA34qGqhDyXB26kVzRfrEQ2MnZIDiLBNYUBixMCNuqmUWdG-Ujg-KZQavPaZhbSziPBoCdh4zrG9EGas%3D](https://visitor.r20.constantcontact.com/manage/optin?v=001jarSHX2McaSRycGIQd2zdIkxkSWYEQC-MuzYbNIJBZGWeXqaUpUTOPciYTxRW_hI0MACBdDhOjfZuyjAeuNAu300I63kKkqAwNuJ9moVyXg10ivkFNKnG-4Zry2dA34qGqhDyXB26kVzRfrEQ2MnZIDiLBNYUBixMCNuqmUWdG-Ujg-KZQavPaZhbSziPBoCdh4zrG9EGas%3D)

**ADOH website:** <https://housing.az.gov/documents-links/forms/special-needs-continuum>

Special Needs-Continuum -What you will find are updates regarding NOFO  
AZBOSCOG Policies/guidelines/initiatives/Governance Charter, AZBOSCOG annual meetings note; Coordinated  
Entry Committee; Governance Advisory Board agenda's/notes; HMIS committee/

**Special Needs Portal:** <https://housing.az.gov/portals/document-upload-portals/special-needs-portal>

**Special Needs:**

**Special Needs Housing Manual & Forms- HUD and Housing related**

[Arizona Landlord Incentive Program- https://housing.az.gov/documents-links/forms/special-needs-forms](https://housing.az.gov/documents-links/forms/special-needs-forms)  
[Az Landlord Incentive Program documents](#)

**System Performance Measure Link**

<https://public.tableau.com/app/profile/hmisaz/viz/BOS-SystemPerformanceMeasures/CountyComparison>  
<https://public.tableau.com/app/profile/hmisaz>

All things HUD

<https://www.hudexchange.info/>

United States Interagency Council on Homelessness

<https://endhomelessness.org/ending-homelessness/policy/united-states-interagency-council-homelessness/>

Housing Assistance Council—focus on rural areas

<https://ruralhome.org/>

Local First Arizona –Rural Development

<https://localfirstaz.com/rural-development>

[Arizona Housing Coalition- https://www.azhousingcoalition.org/](https://www.azhousingcoalition.org/)

[Vitalyst Health Foundation- http://vitalysthealth.org/](http://vitalysthealth.org/)