

## Governance Advisory Board Meeting Minutes

April 21, 2017

*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)  
Suzanne Payan (CAHRA, Pinal County)  
David Bridge (ADOH)  
Joy Johnson (ADOH)  
Glennifer Mosher (ADOH)  
Michele Meyerkorth (ADOH)  
Candee Stanton (Consultant)  
Erin Cochran (AZCEH)

*Members Absent:* Chantel Padilla (Advocate, Navajo & Apache Counties)

Eliza welcomed everyone and called the meeting to order at 9:03 a.m.

Eliza asked if there were any additions or corrections to the January or March meeting minutes. There was none. Carole motioned and Valarie seconded to approve the minutes as distributed. The motion passed unanimously.

There were no additional agenda items.

We reviewed the changes to the Governance Charter. After a brief discussion, Eliza motioned and Carole seconded to approve the changes in the Governance Charter. The motion passed unanimously.

### Continuum Quarterly Meeting:

Data needs to be as close to one-hundred percent (100%) as possible. Data on the PIT, AHAR, and Performance Reports is crucial as it affects the NOFA and ultimately funding. A funded program can be at risk when other entities are not entering quality data. Communicating with a positive spin is essential. The local leads need to share with those agencies that are not performing and encourage them to participate. The local leads need to emphasize while their particular agency may not be getting funding from HUD, their lack of participation is affecting the entire community.

Barbara Mikkelsen, from Health Choice, and Karin Uhlich, from Cenpatico, were present at the meeting representing the RBHAs. Both women are very interested in participating. Kelli Donnelly Williams is the new AHCCCS Housing Coordinator. Exits are being tracked by ADOH. The most negative exits occur within the first six (6) months of placement. The most positive exits occur when assisted three (3) or more years. Thirty-three (33%) of the negative exits were staying with family or friends. We need to determine a statewide standard to verify if staying with family or friends is temporary (negative) or permanent (positive). The second highest negative exits were return to jail.

*Action Item: Glennifer will create reporting groups to allow the local leads to run performance reports on their areas.*

HUD is moving toward pushing data quality down to the provider level. This means reports will not be able to be modified by ADOH before submitting to HUD.

#### **New Board Members / Job Description:**

We reviewed the job description created for the new board members. Valarie motioned and Carole seconded to accept the job description. The motioned passed unanimously.

#### **Landlord Mitigation:**

Catholic Charities will administer the program for the entire state, all fifteen (15) counties. This program is not open to Section 8 or VASH. The first step in recruiting landlords is having them sign an MOU. We want standardization so all landlords are retained and maintained consistently. Eliza asked the difference between an MOU and a contract. A contract is a legally binding document and an MOU is not. Eliza would like the MOU to be part of the landlord application. The landlord must commit to be in the program and to work with us.

*Action Item: Eliza and David will work together to create the landlord application.*

The housing provider will need to be able to review and approve any landlord claim for damages. If there are damages to a unit, this program could pay for up to \$3,000 toward the deductible. Eliminating a landlord's fear to renting to our clients is the goal.

#### **Strategic Plan Status Report:**

This document will be updated to include the Unified Funding Authority and Landlord Mitigation.

#### **Unified Funding Authority (UFA):**

Under the UFA, all funds would come as a lump sum to ADOH for disbursement instead in multiple payments. We have some pieces in place but we are not quite ready for this year. The goal is to be ready for 2018 and this needs to be in the Board's strategic plan. Some of the aspects the UFA utilizes:

- Fiscal accountability;

- Governance charter;
- HMIS usage;
- Coordinated Entry participation;
- Data informed decision-making process.

### **HMIS Committee:**

It is very exciting that Glennifer is adding more folks to the committee. Carole is interested in having Glennifer do some training. The case managers inputting are who need the refresher.

### **Board Member Activities:**

Eliza reported Catholic Charities is still looking to fill her old position (Case Coordinator in Cottonwood). A new person has been hired for the SSVF position. She received thirty (30) units in Prescott and all were leased in three (3) weeks.

Suzanne stated CAHRA is looking for a full-time Case Manager.

Valarie announced La Paz is having another meeting in a few weeks. They also have another VISTA volunteer.

Anita is working with Kathy Calabrese on an MOU. The Housing Authority is now governed by the Board of Supervisors and is part of the County.

### **Training from AZCEH:**

Based on feedback from the retreat, Karia and David met with AZCEH to determine the training needs. A survey was created to be distributed to the COC. We reviewed the survey and suggested a few changes. Erin will make these changes and submit to the Board for another review. Do we want to use the sessions as the AZCEH Conference for something other than the BOSCO Annual Meeting? It was suggested to keep that meeting to one (1) session with a focus on RRH and have the other session available for another topic.

Eliza asked about having a Facebook page for the COC. Karia stated there are some limitations and managing requirements but David will look into. David is also working on creating a website and would appreciate any feedback on the content.

Karia distributed the AZBOSCO HMIS report brochure created by CIR. More brochures are available, if needed.

With no further business, the meeting concluded at 11:48 a.m.