Balance of State Continuum of Care

Operation/Guidance Workgroup

Meeting Minutes

June 3, 2013

Attendees:

Dave Wolf, Mohave County

Mike Simpson, Crossroads Mission

Mike McCluskey, Achieve Human Services

Barbara Montrose, CPSA

Karia Basta, ADOH

Joy Johnson, ADOH

Discussion Topics:

* Dave called the meeting to order at 10:01 am
* Roll was taken and the minutes from the previous meeting were approved
* Dave made changes and additions to the Charter; all such changes and additions are in red. Each was read and discussed.
* Barbara asked if ESG should be included; Dave stated that it is mentioned under rapid re-housing
* Karia stated that direction and leadership, the first bullet under 5A needs to be further specified; however, this cannot be completed until all of the procedures that ADOH follows in the application process is written down
* Dave stated that perhaps a procedural manual can be developed for the Steering Committee once the Charter is adopted
* Regarding the terms of the Steering Committee members, Karia stated that members can be elected to staggered terms for the first year then two year terms thereafter. Karia will send Dave language on staggered terms
* Dave mentioned that members of the Steering Committee will not go through the entire application process. This will be true for the first year only
* The responsibilities of the Steering Committee were approved
* The HMIS committee is working on the listed responsibilities in the Charter; outreach needs to take place to work with those agencies that currently do not enter into HMIS to help them to understand the importance of the basics being entered
* The HMIS committee is responsible for developing a security and data quality plan
* Item B, HMIS and Performance Committee will be discussed again during our next meeting
* Membership Committee; all grantees should have at least one member on the membership committee
* Dave has been trying to combine duties outlined by HUD with already established committees instead of developing other committees
* Ad Hoc committees can always be appointed by the Steering Committee when needed
* The PIT is currently listed under duties of the Membership Committee; it was suggested that this should stay with the HMIS Committee. Good arguments were made for both placements. This item will be discussed further during our next meeting
* Item #6, ADOH will apply for UFA-unified funding agency status during the next application rounds. ADOH is currently the CA-collaborative agency
* All changes discussed and approved upon will be sent out by Dave
* Mike S. discussed engaging veteran organizations to join the BOS; however, HEARTH mandates that each COC formally invite agencies to join the COC annually so the Charter will refer to the HEARTH Act’s list of agencies that should be included in the COC
* Mike S. stated that because of budget cuts, Crossroads Mission will be closing one of their transitional housing programs and 11 employees have been laid off. Additionally, they are looking for volunteers
* The meeting was adjourned at 11:00.
* The next meeting will be on Monday, July 8, 2013 at 10:00 am.