**Missouri Balance of State CoC Board Meeting Minutes  
Thursday, May 26th, 2022**

Meeting was called to Order by Vice Chair, Becky Poitras, at 11:03 am.

**Roll Call**

*Present*: Ann Gosnell-Hopkins, Becky Poitras, Kelli Kemna, Mark Kirchhoff, Reginald Jennings, Stephanie Culter, Steve Hollis, Sharon Cobb, Tysa Coleman, Glenna Wilson, Nicole Hahn and Ex-Officio Members Nathaniel Meece, Melissa Stickel, Alissa Weber, Michael Tonarely, and Belle Delacruz.  Also, in attendance: Jessica Macy, Mark Kirchhoff (11:15), Kaitlyn Peopsel (12:04)

*Absent*:  Angela Webb, Angella Holt, Martha Sander, Calvin Garner and Alissa Weber.

**Approval of Minutes**

Motion to approve minutes was made by Ann Gosnell, second by Reginald Jennings. Motion carried.

**Approval of Agenda**

Motion to approve agenda was made by Tysa Coleman, second by Stephanie Culter. Motion carried.

**Old Business**

* *CoC Membership Meeting*
  + Lead Agency staff presented suggested training topics for feedback and confirmation from the Board for upcoming full CoC Membership Meeting. Discussion included using pre-existing training from other sources, including from HUD Workshop, NEAH, and other familiar resources, etc. Members specifically suggested Case Management Training as a potential topic, as well as Care Coordination and Housing Navigation.

The Lead Agency team agreed to pull together the outline and send it to the board to review as the full membership meeting comes closer.

**New Business**

* *Performance Committee*
  + HMIS License Policy- Lead Agency staff presented the proposed HMIS License Policy in effort to address the issue of lack of access (to HMIS) in areas of the CoC. The policy includes specific language around inactivity, license allotment, and self-pay option for licensing. There were no comments to the proposed policy.
  + Motion to approve the HNIS License Policy as presented was made by Mark Kirchoff, second by Glenna Wilson. Motion carried.
* *Youth Committee*
  + A Data Request was made on behalf of the Youth Committee for usage in the Youth Homelessness Demonstration Project (YHDP) Application. The requested was presented by Kaitlyn Peopsel later in the agenda.
* *Board Development Workgroup*
  + Board Development Workgroup Committee Chair, Becky Poitras, presented updated Regional Roles and Responsibilities- a culmination of work by the Workgroup.

Motion to accept the Regional Roles and Responsibilities document was made by Ann Gosnell, second by Anthony Smith. Motion carried. : Moved: Ann G., Second: Anthony S. Motion carries.

* *Lead Agency Report*
  + Lead Agency staff presented highlights from the Lead Agency Report.

Discussion that followed primarily included comments and concerns regarding the MFH grant funded Call Center, including perceived lack of improvement despite frequent training received, the importance of increased accountability by the Lead Agency Team, regular meetings to ensure open communication with all parties involved on a regular basis, and clearly communicating where there are errors. Additional recommendations included regional leads providing list of any concerns to include on an agenda for meetings with Call Center leadership. HMIS reported that they were not aware that there were issues with the data quality and that they rely on regional leads to let them know about issues so that ICA can work with the Call Center to remedy the issue.

Break from 12:05 back at 12:16

* *HMIS Lead Report* –   
  HMIS Lead Agency staff reviewed PIT and HIC numbers and the new software Business Objects. They discussed upcoming desk monitoring’s- data quality check for every project, including if they have a coordinated entry access point.
* PIT Presentation by Kaitlyn Peopsel
* Data Requests by Kaitlyn Peopsel
* Data request was made for Lead Agency usage in the Youth Homelessness Demonstration Project (YHDP) grant application. Data is client-level– demographics. This was a one-time data request, performed in conjunction with Hsun Tah, third-party academic researcher.  
  Motion to approve the data request was made by Mark Kirchoff, second by Reginal Jennings. Motion carried.

**Committee Reports**- There were no additional comments made by committee.

**Other Business** - No additional business presented.

**General Comments** **by Public and Members-** No comments made.

**Adjournment** - Motion to adjourn made by Ann Gosnell, second by Steve Hollis. Adjourned at 12:47pm