Missouri Balance of State Continuum of Care Board of Directors

Board Minutes

April 25, 2024

**Board Members Present:** Angela Webb, Marica Rench, Angella Holt, Becky Poitras, Reginald Jennings, Anthony Smith, Sharon Cobb, Martha Sander, Ann Gosnell-Hopkins, Brian Williams, David Henrion, Glenna Wilson, Kelli Kemna, Lori Concepcion, Nicolle Hahn, Robin Durbin and Sonia Campbell.

**Board Members Absent**: Kari Utterback and Darius Johnson

**Lead Agency Staff Present**: Nathaniel Meece and Bonnie Pickel

**HMIS Staff Present**: Leah Woods, Tessa Cook, Belle Delacruz-Lysell and Kaitlyn Peopsel

**YAB Present**: None

**Guests**: None

Board Chair Sander called the Mo BoS CoC Board of Directors to order by virtual meetings on Thursday April 25, 2024 at 11:03 am. Secretary Wilson completed roll call. Quorum present.

Sander requested two items be edited to include 1. MOU agreements for Columbia Housing Authority (CHA), Kansas City Housing Authority (KCHA) and West Central Missouri Community Action Agency (WC) and 2. Submission of Point In Time Count (PIT) and Housing Inventory Count (HIC) numbers to Hud Exchange (HDX). Gosnell Hopkins made a motion to approve the agenda as amended, and second was provided by Poitras. Motion passed unanimously.

Minutes for March 2024 were tabled.

Youth Housing Demonstration Project (YHDP) Updates: Gosnell brought up that a question was asked about YHDP Round Up but the question was not answered in the email correspondence. Meece reported there were projects still in implementation. Rench asked about YHDP being staffed up, and Meece reported programs had staff hired, but were waiting on trainings/etc to get started. Sander has been meeting with HUD Technical Assistance (TA) and wanted to bring up that two projects are behind: Our Spot KC and Foster Adopt Connect. HUD TA is working with the Lead Agency to get subcontractors on track. Sander reported that the CoC is behind on getting YHDP standards completed. A lot of work is going on for YHDP and these need a priority. Rench asked what the board can do to get the YHDP standards completed. Sander responded the CE Committee is focusing on this and it will all go back to YAB once completed. Committee Chairs need to ensure the committees are equipped to make decisions to complete the standards. Kemna asked who is the point person communicating YHDP deadlines to committees and ensuring they understand what they are supposed to be doing. Meece reported this is the lead agency’s responsibility to relay this information to the board/committees/etc. Poitras stated all YHDP projects have to follow current CoC CE standards and working on where they would like to see changes specific to YHDP; those recommendations were sent to Policy and Planning Committee. This committee asked YAB to put together specific language to be sent to appropriate committees to review. The goal is to complete this by June 2024.

There are no new updates on DVIMS.

There are no new SNOFO updates; waiting to hear back from the HUD Field Office.

There are no YAB updates.

CoC Full Membership Meeting – June 2024: Full membership meeting will be held on 6/13/24 at The Inn at the Grand Glaze in Camdenton, MO. Lead agency working on registration/food/details for meeting. Lead agency is hoping to get information out next week for location/registration. Tentative agenda has been created by membership subcommittee. There will be hotel room blocks and they are working to secure lunch options. Working on September meeting to ensure location is in Jefferson City/Columbia for central location. Agenda consists of committee highlights, region highlights, trainings and landlord engagement. Required training is Fair Housing.

NOFO Subcontract—Poitras reported on Jessica Pauley’s quote and information was sent out in Board packets. Jessica provided two separate quotes. First proposal is 15,000 for running annual NOFO competition to include preparing NOFO policies and procedures, manual, training, rank and review process, review of process, oversight of appeals process, coordination with board/lead agency. Second proposal includes if needs assistance with collaborative application, priority listing that goes with collaborative application. Would we be able to score higher with assistance for collaborative application? Gosnell reported she would vote to outsource NOFO. Cobb reported she would also be in favor as the Lead Agency has a lot going on. Cobb had concerns on resume of person moving jobs frequently. Rench stated she was also in agreement with outsourcing NOFO due to amount of work currently going on within the CoC. Gosnell asked if we would still have a Rank and Review Committee, the answer is yes. If outsourced, the contract does include Rank and Review, so the consultant could review what we currently have in place and possibly develop additional ranking system/process. Would run process as non-conflicted third party. Woods asked where funding would come from; it would come from planning grant. Meece stated this will require lead agency to review budget as they currently don’t have room for 26K to be removed from their budget and might have to make personnel changes. Increase planning grant budget starts next cycle which is late 2024. Board has not been informed of changes of funding cycles. Current planning grant began 1/1 and should end 12/31/24. Lead agency is currently evaluating budget cycle. Planning grant dollars are under oversight of CoC Board and grant cycle changes/all changes need to be brought to the board. Kemna asked for clarification that we have 12-month worth of planning grant funds and we are trying to spend 12 months in 9 months, so when we start new planning grant period, we will have a higher monthly allotment. Williams asked about a copy of the planning grant as the board is unsure of the amount remaining in the planning grant. Currently remaining in planning grant is 207K. Poitras reported she has asked the last two years for contract services to be budgeted in the planning grant. There has been no response to this request. Budget line item for consultant fees/outsourcing for Gaps Analysis/NOFO/etc were built into prior planning grants. Rench asked that CoC planning grant was approximately $207K, to contract out NOFO would be $25K, and asked if the board receives a monthly updated planning grant budget. Sander reported there is a quarterly planning grant update in the board packet provided. Rench asked about budget approval. Sander reported board approves annual budget, but if board is not given updates, then we do not know of changes/updates/etc. Jennings wanted to remind everyone there are two different proposals, one is for 15K and one is for 10K. Poitras asked if the board would receive the budget update this month as previously told. Meece stated, due to staff turnover, they will not be able to provide it this month. Kemna asked for clarification about removing consultant money from budget as lead agency wants to increase staffing. Kemna reported she would advise against that as there is value in consultants. Rench reported she is unsure how to make a vote when she is unsure of ramifications of moving funds if a staff member is going to lose money. Sander reported due to moving to a 9-month grant from a 12-month grant, there is approximately $51K per quarter and the board is asking for $26K so there should be funding available, as the lead agency should have budgeted for 12-months with total budget. Meece reiterated there will have to be changes made within their budget and biggest cost is supporting their staff, so they are unsure if they can continue to support all staff members with removal of funds. Sander asked how much of planning grant is being used for YHDP. Meece said very minimal and none from this planning grant is being used for YHDP. Poitras reported she is unclear how there is not money available for staffing since 12-month grant is being moved to 9-month grant. Meece reported he has not gone through budget to see what things are already planned for. However, Meece stated the lead agency is already operating at the next planning grant’s budget level. Motion to approve NOFO Subcontract: Ann Gosnell-Hopkins and was seconded by Kelli Kenma. Abstentions: David Henrion and motion passes.

Motion for lead agency to provide updated planning grant budget with contracted NOFO services at May board meeting

brought by Reginald Jennings and second provided by Nicole Hahn. No abstentions and motion passes unanimously.

Application Policy: New policy approved by grants committee, sent to policy planning committee and provided in board packet for review. Motion to approve new policy by Jennings and seconded by Williams. No abstentions and motion passed unanimously.

Emergency Housing Voucher (EHV) MOU request from Columbia Housing Authority: Provided information CHA provided 50 EHVs until 9/30/23 but the filled vouchers are still in use. CHA is providing services as outlined in MOU. MOU should be edited to reflect CoC contact for EHV referrals should be the regional CE lead. Motion to approve with amendments was brought by Poitras and second provided by Gosnell-Hopkins. There were no abstentions and motion passed unanimously.

Stability Voucher MOU request from Kansas City Housing Authority with contact information for referrals to be the regional CE Lead. Motion to approve with amendments brough by Gosnell-Hopkins and second provided by Jennings. No abstentions and motion passed unanimously.

Stability Voucher MOU request from WCMCAA; edit date to current date and CoC representative to be regional CE lead.

Motion to approve MOU with amendments brought by Poitras and second provided by Cobb. There were no abstentions and motion passed unanimously.

Meece reported the Lead Agency is working on MOUs, nothing new to address at this time. Continuing to work on quarter one budget and will provide by next meeting. Gosnell asked when gaps analysis will be completed. Meece reported this should be done by early May. Lead Agency presented at MOCADSV and multiple agencies reported interested in CoC projects for DV survivors. Lead agency plans to send out letter of intent next week.

Woods reported that ICA is starting to work with HMIS committee to complete more comprehensive license policy. There are currently 3 different license pools which are General (155, 149 filled); CE only (35, 20 filled) and YHDP (40, 10 filled). There is an allotment per region. Beginning in May there will be 20 more general licenses available as that is when HMIS Expansion grant begins. ICA will be looking for another system administrator as needs continue to grow.

Follow up from last meeting, number of households being served by Synergy Services is 0, but there is a plan for engagement as they are having a hard time that people meet rural criteria. Poitras mentioned that Synergy might need more information about who they can serve as everyone they add should meet criteria. Sander asked if Synergy is billing down to ensure they are using funds correctly. Meece reported they might be adding people into DVIMs incorrectly. Meece reported APR was submitted for last review cycle.

Peopsel reported on preliminary numbers for Point in Time Count and Housing Inventory Count. The motion to Approve Pit/HIC submissions as put together by ICA to HUD was brought by Poitras and second provided by Williams. There were no abstentions and motion passed unanimously.

Sander will be sending an email to all committee secretaries to get on standardized note processes, working on getting committee workplans together for May board meeting. Sander reminded board members that everyone needs to be on a committee. The 501©3 filing has a goal of June 1 for submission.

Poitras made a motion to adjourn at 2:21 pm, second provided by Jennings. Motion passed unanimously.

Minutes recorded and submitted by Glenna Wilson, board secretary.