Missouri Balance of State Continuum of Care Board of Directors

Board Minutes

February 27, 2025

Board Members Present: Maria Rench, Becky Poitras, Kari Utterback, Reginald Jennings, Anthony Smith, Martha Sander, Ann Gosnell-Hopkins, David Henrion, Glenna Wilson, Nicolle Hahn, Robin Durbin, Sonia Campbell and Amanda Stadler.

Board Members Absent: Shammy Johnson and Sharon Cobb

HMIS Lead Agency Staff Present: Kaitlyn Poepsel, Sandy Wilson and Leah Woods

Guests: Angie Berry and Michael Crowley

Board Chair Sander called the Mo BoS CoC Board of Directors meeting to order by virtual meeting on Thursday February 28th at 11:02 am. Secretary Wilson completed roll call. Quorum present.

Approval of Agenda with edits (adding A and E under new business) Gosnell and second Poitras. Motion carries

Approval of Board Minutes from January 30, 2025: Motion made by Gosnell and second by Durbin. Motion carries.

Housing First Tool Update: Henrion is creating a smart sheet where agencies can upload information. It in in process and continuing to be worked on.

CoC Full Membership Meeting, March 13, 2025: ICA will present on LSAs, Fortis suggested doing Mainstream Benefits training again. Do we want to have a portal where people vote during the meeting or have a portal open for one week for people to vote. Suggestion of recording discussion of charter updates for people to view information prior to voting. There will be a Q and A next week, the information has been out for 30 days. Decision was made to vote during the all CoC Meeting. Who is responsible for putting the all-COC meeting together? ICA will present their own information (35 minutes) YHDP needs to provide an update, Mainstream Benefits training will be provided by DMH (Stadler and Kemna); Jennings will present on Governance Charter. Decision each presenter will provide their own presentation during the virtual meeting.

Membership Committee: Membership Application Acknowledgements: No updates at this time.

Charter votes: will be voted on during all CoC Meeting in March

Membership committee needs to find/block hotel and determine location. When location is determined, hotel bids need to be received and meeting place determined to complete reservations. Decision was made to host June in person all CoC meeting in Columbia, which will also be the location of the Executive Board Retreat the following Day.

New Business

Letters of Support: Discussion of what to do with letters as none of them have project descriptions on them, what we want to do moving forward and who is responsible for that. The letters from CCSM and Welcome Home are renewal letters for SSVF grants (WH is different due to unsure of CE participation). The letter from Elevate Lebanon is a new project. Discussion of what we want to do for each program so that it is the same across the board. Poitras suggested we need project descriptions from all programs to be able to provide support letter. Are we making an exception to send letters of support without project descriptions or do we require all of them to provide descriptions for a letter of support. Policy is that each program provides cover letter, project description and budget. Board would rescind letters that are approved and ask them to provide items listed in CoC policy and ask them to move forward. New project does not need a letter of support at this time from the CoC. Renewal projects are required to get a letter of support from the CoC. We can ask SSVF providers for cover letter, budget and project description by Monday and the letters of support can be provided.

Motion to approve all 4 letters with document submission made my Poitras, second by Utterback. Abstain Durbin and Wilson. Motion carries.

Collaborative Applicant Search: Going to HUD TA for final revisions and should get back to board early next week. Goal is to get this out next Friday, being due around first week of April and then will meet to score and make a decision.

Independent Contractor Search: Transition team started meeting again on Monday and started working on each things looking for and being able to release RFP soon; should go out by mid-March.

Gaps Analysis: There are 4 things the CoC has to complete each year (NOFO, Grant Monitoring, PIT and Gaps

Analysis). There are no requirements what Gaps Analysis have to look like. Grants committee is working on a timeline to ensure what we want the timelines to look like each year. The Executive Committee is making a recommendation to the board that we complete a Gaps Analysis with the assistance of ICA. Possibly trying to do a regional analysis to find greatest need of bed space/etc. The CoC will complete a “deep dive gaps analysis” before the next NOFO whether that is started now or in the fall.

Cloud Based Server: Henrion provided information on using a cloud-based storage. Motion to use the current CoC Google Drive for storage of CoC Documents by Poitras and second by Gosnell-Hopkins. Motion carries.

HMIS Lead Agency Report:

Resubmit SPMs for FY23: Woods shared screen of report that was included with the board packet. Motion to re-submit Fiscal Year 2023 System Performance Measures by Gosnell-Hopkins and second by Rench. Motion carries. Motion to submit Fiscal Year 2024 System Performance Measures by Utterback and second by Poitras. Motion carries.

Discussion of what to do with un-sheltered PIT data: HMIS does provide sheltered and un-sheltered PIT data to the CoC yearly and can do this and did provide presentations to each region. Discussion of the difference of the dashboard information provided by ICA and the report the CoC has historically requested. Discussion of things to be considered there is no policy of who can request data, also if we use the PIT app how that would affect this.

Committee Reports: Committee chairs still need to provide reports and minutes.

Other Business: None

General Comments by Public and Members: None

Motion to adjourn at 1:45 pm made by Gosnell Hopkins, second by Jennings. Motion carries.