

## NWCoC Board of Directors 01/19/2023

**Welcome/Introductions:** Maureen Hams, Karyn Novak, Matt Folstrom, Barbara Johnson, Cory Boushee, Margret Treuer, Laura Robertson, Catie LeMay, Lori Wollman, Lori Anderson, Rita Ostman, Jean Roper, Staci Ray, Jennifer Dunham, Elena Guerra, Kayla Madigan,

### **Approve November 17<sup>th</sup> Meeting Minutes.**

- Catie Lemay Motioned
- Rita Ostman Seconded
- All in favor; motion passes

### **Approval & Adoption of CES Procedural Manual**

- The purpose of this guiding document is to create a procedure manual for use of the NWCoC Coordinated Entry System (CES).
- On the January 19<sup>th</sup> CES Committee meeting the CES Committee completed the following:
  - Reviewed timeline of development of CES Procedural Manual
  - CES Committee voted and approved the CES Procedure Manual as presented with minor changes noted.
- Moving forward, the NWCoC Board Grants approval authority to the NWCoC Coordinated Entry Committee to approve changes to this document, which will ensure the CoC can quickly respond to the needs of the CoC and adjust the CES accordingly
  - Once the CES Procedure Manual has been changed 5 times by the CES Committee, it will need to be re-reviewed and approved by the NWCoC Board of Directors, to ensure proper system performance & operations
- Request to approve NWCoC Coordinated Entry Procedure Manual from NWCoC Board of Directors:
  - Lori Wollman Motioned
  - Laura Robertson Seconded
  - All in favor; motion passes

### **Approval & Adoption of Administrative Policy for the NWCoC**

- The purpose of the policy is to establish written rules for the administration of ESG and CoC specific assistance programs
- Request to approve NWCoC Administration Policy as presented:
  - Catie LeMay Motioned
  - Rita Ostman Seconded
  - Discussion:
    - The most significant change that should be reviewed by Board Members & NWCoC Staff is each agency's specific internal policies for individual HUD programs, especially income-based requirements for individual agencies
  - All in favor

## NWCoC Board of Directors 01/19/2023

### 2023 NWCoC Training Update:

- In effort to comply with the NWCoC Collaborative Application and to provide NwCoC staff & leaders with the necessary tools to succeed within their supportive housing programs, the NWCoC staff have offered trainings in the following areas:
  - Trauma informed care
  - Client or victim centered practices
  - Self-Care
  - Housing First/History of Homelessness
  - Technical practice

### 2023 NWCoC Board Orientation Process:

- A special thank you to the members that are leaving the Board of Directors
- Overview of Orientation Information:
  - What is the NWCoC:
    - The NWCoC is one of 11 CoC regions in the State of Minnesota, including the Minnesota Tribal Collaborative
    - A Continuum of Care (CoC) is a community strategic plan to coordinate, organize and deliver housing and services and promote community wide commitment to reduce the instances of homelessness.
    - CoCs also apply for funding to address homelessness from the U.S. Department of Housing and Urban Development (HUD). They are held responsible for the HMIS system under federal regulations.
  - Membership is comprised of 11-15 total members, made up of individuals representing relevant organizations from within the region
  - The NWCoC is made up of three categories of participation: general membership, board of directors and committees.
  - The NWCoC Board of Directors is governed by the Board's Governing Charter Document
  - NWCoC Board of Director's Responsibilities:
    - Plan and conduct a bi-annual recruitment process;
    - Appoint committees as needed to help conduct the business of the NWCoC assuring compliance with HUD regulations;
    - With input from committees and general membership, approve the standards for administering CoC assistance; outcomes for programs; HMIS lead, agreement and data system; funding priorities, and CoC application process;
    - Develop CoC plan
    - Review and approve the annual HUD CoC application

### NWCoC Updates:

- **Announcements:**
  - March 8<sup>th</sup>, 2023 will be the State of Minnesota's Homelessness Day on the Hill in St. Paul

## NWCoC Board of Directors 01/19/2023

- If any organizations would like to attend this opportunity, please contact Barbara: [barbaraj@nwmf.org](mailto:barbaraj@nwmf.org)
- The NWCoC will offer up to \$100 to organizations that are sending staff to this event on March 8<sup>th</sup>, in an effort to offset the costs of attending
- This is a great opportunity for individuals to have their voices be heard and represent the NWCoC's region for leadership & decision-makers at the state-wide level
  
- **PIT Count Updates:**
  - The 2023 PIT Count will take place on Wednesday, January 25<sup>th</sup>
  - If any organizations need additional support or have questions, please contact Barbara Johnson
  
- **General Questions & Updates:**
  - Working with local tribes in the region is essential, especially for individuals that are on the verge of becoming homeless, or qualify for assistance based on their imminent risk of homelessness
    - This further amplifies the need for mental health services & prevention services
    - At what point are specific time limits in place for clients facing eviction or owing significant amounts of back rent? To what degree are landlords and housing providers responsible for notifying supportive housing staff about these issues, especially for many years of back rent that is owed?
      - Legal Services of Northwest Minnesota is a great resource; please contact Karyn Novak: [knovak@lsnmlaw.org](mailto:knovak@lsnmlaw.org)
      - HomeLine is also a great resource for service providers needing to learn more about landlord laws & tenant rights: <https://homelinemn.org/>
      - Law Help MN is also a great resource to educate individuals on tenant & landlord rights/requirements: <https://www.lawhelpmn.org/>
    - Making sure to address late fees is really important, landlords cannot charge more than 8% of the total rent owed
  - The Cass Lake & Bena Shelter will be re-opening up again soon, and will need to continue to collaborate with local shelters in Bemidji to ensure individuals can remain housed during winter months
    - For more information, or questions on services available at Cass Lake & Bena area shelters, please contact Jean Roper: [jean.roper@llojibwe.net](mailto:jean.roper@llojibwe.net)

**The meeting was adjourned.**