

# General Membership Meeting Notes

Thursday, December 21<sup>st</sup>, 2023

10:00 AM-1:30 PM

Erskine, MN

## Attendance:

Barbara Johnson, Megan Chavez, Heidi Danos, Karyn Novak, Sherry Mullane, Erica Maxwell, Randi Jenson, Lori Wollman, Laura Robertson, Reed Olson, Harold Lindsey, Cory Boushee, Amy Bowles, Maureen Hams, Carmen Zuniga, Megan Hernandez, Chris Ladzke, Joe Robillard, Haile Gudmonson, Birgette Simpson, Shelamar Henderson, Jason Wilson, Kacey Geffre, Carolina Alfonso, Debbie Wold, Hyacinth Stiffler, Jeff Phillipich, Erin Sollund., Jamie Myers, Elena Guerra, Sheril Schluchter, John Ward,

## Introductions and Welcome

Approval of September 21<sup>st</sup> meeting minutes:

- Motion: Randi Jenson
- Second: Sheril Schluchter
- All in favor

## U-Care Presentation: Haile Gudmonson

Haile began the presentation by introducing her role as Housing Specialist and Mental Health & Substance Use Disorder Services with U-Care. Welcome Haile!

Haile's role includes:

- Housing services
- Grant administration
- Connection to community resources: food, hygiene kits, housing, mental health, healthcare
- Substance use disorder services

If anyone would like to learn more, please contact Haile for more information:

[hgudmonson@ucare.org](mailto:hgudmonson@ucare.org)

## 2024 NWCoC Board Appointments

- Currently there are 6 vacant seats on the NWCoC Board of Directors
- 10 total individuals applied to be on the NWCoC board
- By-laws indicate that the board can have no more than 15 members, with requirements for a youth and adult to have lived experience of homelessness/housing insecurity
- A Menti poll was sent on December 13<sup>th</sup> to track voting for membership
- Newly elected Board members:
  - Amber Gamache
  - Laura Robertson
  - Jyll Gudvangen

- Maureen Hams
- Debbie Wold
- YAB Representatives: Elizabeth (voting member) & Kari (alternative)
- Motion to approve board membership as presented:
  - Motion: Laura Robertson
  - Second: Sherry Mullane
  - All in favor

### NWCoC Committee Recruitment

The next portion of the meeting focused on establishing committee recruitment and participation for the NWCoC's subcommittees.

#### Performance & Evaluation Committee:

- Established performance measures for Emergency Shelter Grant & CoC programs
- Reviews outcomes and reports on system performance
- Regularly monitors performance targets & benchmarks
- Provides input to data committee
- Committee meets a minimum of 6 times annually
- Current members:
  - Karyn Novak
  - Catie LeMay
  - Sherry Mullane
  - Rita Ostman
  - Laura Robertson
  - Sheril Schluchter

#### Coordinated Entry Committee:

- Plans a coordinated entry assessment process with NWCoC Board & General Membership
- Facilitated annual system mapping
- Annually evaluates system policies, participation, and performance
- Current members:
  - Sheril Schluchter
  - Hyacinth Stiffler
  - Dawn Palmer
  - Harold Lindsey
  - Elena Guerra
  - Patrick Harrington
  - Erin Sollund
  - Lori Wollman
  - Sara Nelson
  - Catie LeMay
  - Sherry Mullane
  - Carmen Zuniga
  - Staci Reay

#### Youth Committee:

- Develops Coordinated Community Plan for YHDP programs
- Works with youth action board to develop stronger partnerships and relations
- Oversee cross-system coordination work and strategize and problem solve
- Manage annual application process for YHDP applications
- Share resources on serving youth and young adults, establish a support network for NWCoC providers serving young adults living through homelessness
- Current members:
  - Shelamar Henderson
  - Elena Guerra
  - Harold Lindsay
  - Jason Wilson
  - Jennifer Modeen
  - Kacey Geffre
  - Randi Jenson
  - Shannon Lee
  - Sheril Schluchter
  - Sherry Mullane
  - Lori Wollman
  - Amy Bowles

#### Racial Equity Accountability Team:

- Review and recruit membership including those living through homelessness
- Review homeless response system for racial justice and equity within homelessness
- Provide recommendations to the NWCoC Board of Directors and subcommittees
- Current members:
  - Nate Dorr
  - Barb Fabre
  - Beth Dodds
  - Laura Robertson
  - Ashley Bunkder
  - Victoria McWane-Creek
  - Jean Roper
  - Heather Charwood
  - Marlena Hanson

#### Eccovia Pilot Request

John Ward shared briefly about the transition plan to a new vendor for the Homeless Management Information System (HMIS).

- On November 16<sup>th</sup>, ICA presents its findings from the last two months of research, testing and demonstrations with two finalists
- Governing voted unanimously to remove WellSky as the current vendor
- Board elected to move forward with establishing Eccovia as the new vendor for HMIS

- The Institute for Community Alliances has asked the NWCoC to consider being a pilot CoC, to test the new system before going live
- Next steps:
  - Secure contract
  - Plan
  - Data migration & testing
  - Build custom workflows & reports
  - Training
  - Launch: go live! (hopefully within the next 6-12 months)
  - Ongoing support & continuous improvement
- Questions & comments for John:
  - The option to participate in the testing and data migration phase represents an important opportunity to make system improvements for the NWCoC and statewide HMIS
  - Will there be additional training for the NWCoC to pilot this project before going live?
    - This resource will be available to providers, and can help establish “HMIS Super Users” to provide training to their local agencies
  - Would each provider or agency be required to participate, or can agencies decide if they’d like to participate?
    - This will be a voluntary basis, and no agency is required to participate
  - Overall, the system has proved to be very user friendly, and will reduce system errors in HMIS
  - Will this change reporting capabilities, or will reporting still be under Business Objects?
    - Eccovia has its own reporting tool, Client Track, and Client Insight; main focus will be on client track
    - One thing that ICA is working on is establishing custom reports for each CoC
    - CoCs will still have access to WellSky data and reports, and can access information in WellSky across CoCs until the official launch takes place
  - If anyone has more questions, please contact John: [john.ward@icalliances.org](mailto:john.ward@icalliances.org)
- Motion to approve request for NWCoC participating in the voluntary Eccovia Pilot Project:
  - Motion: Erica Maxwell
  - Second: Reed Olson
  - All in favor

## Review of the 2024 Calendar-See attached

### YHSI Funding Opportunity

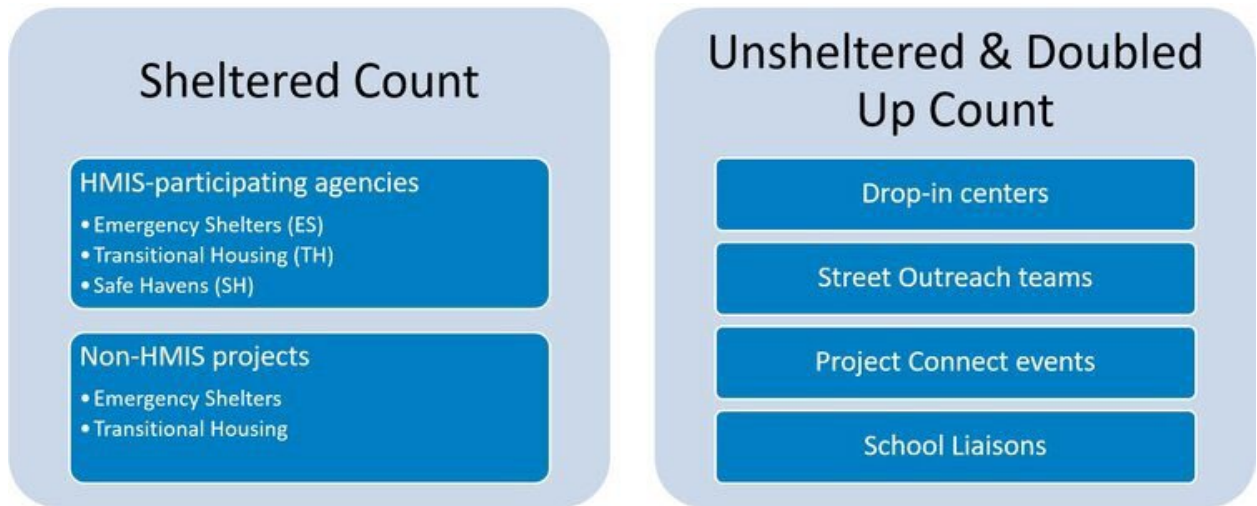
- The Office of Housing and Urban Development (HUD) has released a Notice of Funding Opportunity (NOFO) for \$50 Million, with a focus on improving systems for youth housing
- Grant terms are from **June 1<sup>st</sup>, 2024 to December 1<sup>st</sup>, 2026** (30 months)
- Award Minimum: \$200,000
- Award Maximum: \$2,000,000
- Application Deadline: February 15<sup>th</sup>, 2023
- Grant Eligibility: organizations can be local government, non-profit, and/or tribal government
- Priority is given to projects that can provide a 10% match

If the Northwest Minnesota Foundation determines that pursuing this grant is a priority, NWCoC Board approval will be needed in January. More information to come in the next weeks.

### 2024 Point-in-time count (PIT):

- The PIT Count is a nation-wide annual count of all persons experiencing homelessness, in both sheltered and unsheltered situations, this also includes individuals that are considered to be “doubled up” or “Couch hopping”
- January 24<sup>th</sup>, 2024 will be the official night of the Point-in-time- count

### Who participates?



- **Emergency Shelters, Transition Housing HMIS participants:**
  - For Emergency Shelter, Transitional Housing, and Safe Haven agencies that participate in HMIS, the night of the PIT is business as usual!
  - The data you enter into HMIS about the people your program served on the night of the PIT will be included in the final PIT Count.
- **Emergency Shelters, Transitional Housing non-HMIS participants:**
  - Data may be collected through a face-to-face survey or (rarely) aggregate numbers.
  - Each CoC will communicate with the non-HMIS agencies in their region to connect them with the PIT process.

The unsheltered and doubled-up count is collected through face-to-face surveys of folks experiencing homelessness.

### Next Steps:

- Make sure ICA is aware of changes to your programs, closures or new programs
  - November-December: Notify ICA of any program changes
- Make sure your HMIS data is up to date
  - January: A spreadsheet will be sent out for you to review your projects, submit updates, etc.
- Participate! Even if you don't use HMIS, the HIC records all homeless-specific shelter and housing programs in a community.

- February: Review client counts in HMIS for accuracy

### Board Onboarding Session

- In November, the NWCoC Board discussed an onboarding process for the new NWCC Board members in 2024
- This is in the interest of improving relations and creating more inclusive spaces for the Youth Action Board members
- This will also help new members understand expectations and requirements of NWCoC board members
- Should the NWCoC move forward with this process?
  - It's important to include information about what is within the scope of the NWCoC board
  - Relying on past board members to serve as "board buddies" for newer board members

### Lunch and Networking