Polk County Continuum of Care Board
March 13th, 2017--12:00 PM – 1:30 PM
River Place, 2309 Euclid Ave, Room 1A

Vision: Everyone in Polk County will have a safe place to call home.
Mission: Our mission is to end homelessness in Polk County by marshalling community
resources and facilitating and managing effective partnerships focused on providing services,
supports and solutions to create a safe home for everyone.
Goal: Reduce Homeless by half by 2020

Agenda
5 minutes Welcome & Approve Agenda

10 minutes Consent items:
  • February board meeting minutes, Finance Committee, Housing Committee,
    Coordinated Services, Director's Council, Service Council, and Executive Director's
    Report

5 Minutes: Committee Items:
  • Grant Committee: Performance Plan, Quality Improvement Plan, and LOI
    o http://www.polkcares.org/committee/loa-items/
  • Governance Committee: Plan to adopt changes in April or May

45 Minutes Performance Measures Committee:
  • Review Progress to Goals
  • Point In Time 2017

25 minutes Flying High Award and final items
  • Website/eNewsletter: Remember to check it out
  • March 15th Annual Homeless Awareness Day on the Hill from 8.00 AM to 10.00 AM
  • Homeless Connect: April 20th, sign up to volunteer or be at event
  • Youth Work
  • Board terms
  • Open items/comments

Adjourn: 1:30 PM

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CONTINUUM OF CARE BOARD
Monday, February 13, 2017
12:00 – 1:00 pm
Polk County River Place, Room 1A

MINUTES

Board Members Present:
Miah Baum, Carole Bodin, Elisabeth Buck, Eric Burmeister, Phil Delafield, Nancy Galeazzi, Jamie Gilley, Chris Johansen, Matt McDermott, Kris Schechinger-Camper, Doug Stodgel, Susan Wright

Board Members Absent:
Thomas Beil, Angela Dethlefs-Trettin, Russ Frazier, Deirdre Henriquez, Tom Jackowski, Janice Lane, Valerie Miller-Coleman, Libby Nelson, Susan Osby, Major Steve Waymire

Guests:
Carol Behrer, Julie Eberbach, Tim Wilson, Eileen Mitchell, Toby O’Berry, Danell Vaughan, Margo Miller-Ramirez, Shelby Ridley, Julie Sleeper, Diogenes Ayala, Charles Hill, Bill Vaughn, Sadie Gasparotto, Jim Cain, Jennie Kerger, Karen Bougher, Mayor Frank Cownie, Sam Fink, Brad L.R. Spielman, Matt Anderson

Staff:
Mark Phillips

Call to Order
Vice-Chair Matt McDermott called the meeting to order at 12:05 pm.

Website Review
Mark Phillips spoke about the updated www.polkcares.org website and walked the group through the transition. He acknowledged the outstanding efforts by the folks who helped with the work. Mark urged everyone to sign up for the monthly newsletter. Meetings with agendas and minutes are listed. Going forward, everyone is to consult the website for complete information. Any questions, please let Mark know.

The “Flying High” award was presented to the work team who helped with the website revival. Thank you all.

Approval of Agenda
With a quorum present and a request for the Grant Committee to be moved under Committee Items, a motion was made by Eric Burmeister to approve the proposed meeting agenda; seconded by Nancy Galeazzi. Carried.

Consent Items
A motion was made by Eric Burmeister to approve the consent items; seconded by Susan Wright. Carried.
COMMITTEE ITEMS
Nomination Committee
Carolyn Bodin announced that three people have submitted applications for the board vacancies.

One stakeholder constituency group identified during work on last fall’s Youth Demonstration Project was a youth representative. Sam Fink with the Youth Advisory board applied. Other applicants are Diogenes Ayala, Simpson College and Brad L.R. Spielman, DMACC.

A motion was made by Chris Johansen to accept Sam Fink, Diogenes Ayala and Brad L.R. Spielman for nomination to the CoCB; seconded by Lis Buck. Carried.

Following this approval, the names will go before the Governance Charter meeting at the end of February.

Coordinated Services
Mark explained why on the Coordinated Services Committee minutes, it says, “Last Intake at 4:30 pm, reviewed and adopted by the committee – need board approval.” This is because it is not stated in the Policies and Procedures and also to let the community know that we are going to do this.

Other discussion included last choice options for the homeless. The Safe Families for Children program was explained.

A motion was made by Nancy Galeazzi that Centralized Intake’s last intake in our community to be at 4:30 pm; seconded by Miah Baum. Carried.

Housing Committee: Eric Burmeister announced a planning meeting coming up for the Landlord Forum. If anyone is interested in attending the meeting to tell Eric. He encouraged all organizations having landlords to please send names and contact info to the PCHTF for invitations to the forum/training. The event date has not yet been confirmed but it will be during the first week of April.

Grant Committee: Mark explained that when Rapid Rehousing ESG funds were being reviewed one of the requirements was for clients to pay a minimum of $50 rent. The committee discussed this in January. Currently, it is in the written policies. Going forward, the committee wants to amend so it would be reduced to $0.

A motion was made by Kris Schechinger-Camper to remove the requirement to pay a minimum of $50 rent; seconded by Eric Burmeister. Carried.

Performance Measures Committee
Mark broadly highlighted data from the Performance Goals set in September and the progress being made:

1.) Length of time
baseline: 10% reduction in length of stay per year or stretch goal: get to 20 days
(on track with 10% reduction on length of stay)
2.) Extent to which persons who exit homelessness to permanent housing
(trending in the right direction)
3.) Number of homeless persons
(figures down)
4.) Jobs and income growth for homeless persons in CoC program funded only
projects
(figures going in wrong direction)
5.) Number of persons who became homeless for the first time
(number unchanged)
6.) Successful housing placement and retention into housing
(staying static)

The Performance Committee will analyze this information with a more detailed report to share.

Discussion with Matt Anderson, Assistant City Manager of Des Moines
Mark introduced Matt Anderson who talked a little bit about his background, the kind of things his department is doing and future opportunities.

OTHER
• March 15 Annual Homeless Awareness Day on the Hill
• Homeless Connect, April 20, sign up to volunteer or be at event
• Youth Work – Youth Planning Grant application to Mid Iowa Health
• Homeless Peer-to-Peer Symposium, June 6 – 7, Omaha

Adjourn
With no further business to conduct, Susan Wright moved to adjourn at 1:15 pm; seconded by Kris Schechinger-Camper. Carried.

The next meeting of the Continuum of Care Board is scheduled for 12 noon to 1:30 pm, Monday, March 13, 2017 at the Polk County River Place, Room 1A.

Respectfully submitted,
Tracy Levine
Polk County Housing Trust Fund
Finance Committee—MINUTES
February 7th, 2017
Co-Chairs: Eric Burmeister and Libby Nelson
Attendees: Eric, Brian, Libby, Susan, Larry, Mark

Agenda

5 minutes Welcome

45 minutes Reviewed

- Financials: January
- Reviewed D & O: renewal in March, renewed
- 2014 Planning Grant: Need to complete Annual Performance Review
- 2015 Planning Grant: Moving forward and paying for contract work

10 minutes Open Items:

Adjourned: 8:45 AM

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## Cash

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<th>CONTINUUM OF CARE</th>
<th>Jan-17</th>
<th>YTD TOTAL</th>
<th>BUDGET</th>
<th>% BUDGET</th>
<th>YTD</th>
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<th>BUDGET</th>
<th>% BUDGET</th>
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### Expenses

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<th>YTD</th>
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<td><strong>234,500</strong></td>
<td><strong>38.4%</strong></td>
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| CASH ON HAND, END OF MONTH | $66,795.36 | $66,795.36 | 927 | 6126.4% |  |
| DESIGNATED/FUTURE LIABILITIES | ($12,888.11) | ($12,888.11) | ($12,888.11) | 100.0% |  |
| CASH AVAILABLE FOR OPERATIONS | $43,907.25 | $43,907.25 | ($11,961) | -367.1% |  |

### In-Kind

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<th>Category</th>
<th>Jan-17</th>
<th>YTD TOTAL</th>
<th>BUDGET</th>
<th>% BUDGET</th>
<th>YTD</th>
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| **TOTAL CASH + IN KIND** | | | | | |
|---------------------------| | | | | |

| REVENUE | $15,916.24 | 151,189 | $243,300 | 62.1% |  |
| EXPENSE | ($11,210.99) | ($95,321) | ($243,300) | 38.2% |  |
| **TOTAL** | **$4,704.25** | **$55,868** | **$0** | 97161530.4% |  |
Finance Committee—MINUTES
March 7th, 2017
Co-Chairs: Eric Burmeister and Libby Nelson
Attendees: Eric, Susan, Brian, Mark

Agenda

5 minutes    Welcome

45 minutes   Reviewed

  • Financials: February

10 minutes   Open Items:

  • Homeless Connect: April 20th and volunteers are needed
  • Review FY18 Budget in April mtg: new line item Programs for CI and PIT costs

Adjourned: 8:22 AM

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<th>CASH ON HAND, 1ST OF MONTH</th>
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<tr>
<td>City of DSM HUD SHF</td>
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<td>85,500</td>
<td>17.9%</td>
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<td>152,173</td>
<td>$243,300</td>
<td>62.5%</td>
<td></td>
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</tr>
<tr>
<td>EXPENSE</td>
<td>($17,228.82)</td>
<td>($112,550)</td>
<td>($243,300)</td>
<td>46.3%</td>
<td></td>
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<tr>
<td>TOTAL</td>
<td>($16,245.49)</td>
<td>$39,622</td>
<td>$0</td>
<td>68908504.4%</td>
<td></td>
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</tbody>
</table>

Shaded amounts are restricted funds.
Housing Committee--MINUTES
Continuum of Care Board
February 20th, at 1:00 PM – 2:00 PM
Peace Conf. Room, Plymouth Congregational UCC, 4126 Ingersoll Ave
Attendees: Eric, Amanda, Latoya, Pam, Sue, Cynthia, Mark

Agenda

45 minutes  Items Discussed:
• Mainstream update
  ○ Needs assessment to be completed
• Landlord forum
  ○ Group mtg on Feb 27th to discuss
• Reminder Affordable housing week: April 3 to 8

10 minutes  Questions and open discussion

Adjourned: 2:00 PM

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Coordinated Services Committee--MINUTES
Continuum of Care Board
February 22, 2017
10:00 AM – 11:00 AM
Attendees: Bill, Jim, Eileen, Margo, Shelby, Carole, Charles, Dee, Danell, Mark

Minutes

Welcome and introductions: Danell V. from WDSM Human Services

Items discussed:

- Reminder agendas and minutes will be posted on website www.polkcares.org
- January PIT results:
  - Full report in the March CoCB board meeting, thanks for all of your help
- Any feedback from CI agency meeting: Feb 2nd
  - Carole B mentioned her concern for families: Concerned about splitting families, do we need a emergency plan when housing is an issue for families or no place to go, discussed the need for a family homeless plan
  - CI work team to discuss and review reports within the Policies and Procedures
  - Eileen did mention the CI work team to review referrals and removing them

Reviewed the importance of the housing navigator:

- 1.4a. Implement a housing navigator model to build and continually update and expand inventory of area available housing options, supportive services offered by a wide array of agencies and their programs (include access to basic needs, application for public benefits, transportation assistance, access to medical care, legal defense, etc.)

Additional Items discussed:

- Shelby/Margo – Review the role of Amanda Murphy as Housing Navigator
- Question to all: How are supportive services being offered? Comprehensive? Coordinated? What needs to happen to improve?
  - Email any ideas to Jane or Mark
- Information: Special populations & SPDAT – Intellectual disabilities
Community to decide a process for specific populations, to be reviewed in CI work team

- HUD Additional Requirements for COC Centralized or Coordinated Assessment System (2017) – completed by Jan. 23, 2018

Adjourned: 11:15 AM

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Polk County Housing
Continuum Board – Directors Council
Meeting Minutes for Wednesday, February 8, 2017
10:00 A.M., Polk County River Place

Participants:
Keshia Meisner, Melissa O’Neil, Catherine Gerdes, Roberta Victor, Jim Cain, Pam Carmichael, Leon Negan, Kate Polush, Doug Stodgel, Margo Miller-Ramirez, Cindy Rybolt

Call to Order:
Catherine called the meeting to order at 10:06 A.M.

Approval of Minutes of January 2017 meeting:
Leon moved for approval of the minutes and Keshia seconded the motion. The January minutes were approved.

By-Laws:
Catherine asked that everyone review the proposed changes which have been sent out and come to the March meeting prepared to discuss and vote on them.

Data:
No data report.

Emerging issues and Trends:
Ideas to address shortage of landlords who will accept TBRA/Rapid Re-housing: Pam reported that IFA’s consolidated plan includes an increase in HOME (including TBRA) funds. The concerns of landlords need to be addressed so that they are more willing to accept tenants with subsidies. One important component is for the subsidy to be for a longer time, especially for chronic homeless. Landlords are understandably leery when the lease is a year but the subsidy is much shorter. Pam proposed putting together a package of services for landlords and a pool of money that could be used to pay for substantiated damages up to one month’s rent beyond the deposit paid by the tenant. Inspections by a neutral third party would be done at move-in and move-out. Pam would be willing to write a grant application and use H.O.M.E. Inc.’s counselors and mediation. The council expressed support for this proposal. Jim suggested this proposal go up through the coordinated services committee and that it include education of landlords, not just about rights, but also about the needs of clients. Margo mentioned that Amanda, PHC’s housing navigator, is doing some of these things, including: mediation, heading off problems and asking landlords to contact the case manager when problems start.

Jim reported from the COC webinar that HUD is moving to systemic outcomes and Length of Stay is going to be a problem for Polk County for future applications. Melissa commented that we have to do something differently. We are competing against each other for the same funds and doing the same thing over and over and nothing is changing. CISS served 2068 unduplicated people in 2016. It is the most ever and more people
are from outside of Polk County. Leon and Catherine report the same trend. Pam mentioned that the Capitol Crossroads 2.0 plan has a section on housing and building/designing housing for different income groups, but nothing about homeless people. They are trying to get people to come into the area. They need to understand that 10% of the people coming in are going to be vulnerable/homeless and have need for services when they cross the county line. Pam proposed preparing a white paper that conveys the message about the work that is being done to house people but that new people keep coming. 179 people from CISS were placed into housing but 173 new people took their place. Pam will talk to her marketing person and think about what data would be helpful. Melissa will forward the draft white paper that CISS had started. Family data will be included as well.

Community Mapping of Services and Committees:

There are a multitude of meetings that are essentially the same meeting. One could spend 7-8 hours/month attending them. A better understanding of their function and overlap would be beneficial.

The meeting adjourned at 11:29 AM

Minutes submitted by Cindy Rybolt
Polk County Housing Continuum – S.C.
Meeting Minutes for Wednesday, February 15, 2017
10:00 A.M., Polk County River Place

Participants:

Call to Order:
Roberta Victor called the meeting to order.

Approval of Minutes of November 2016 and January 2017 Board meeting:
Both sets of minutes approved.

By-Law Changes – Jim Cain:
• Service Council by-law changes were presented and voted upon
  o Changes were approved.
  o Contact Jim Cain with questions.

Refugee Crisis – Rev. Ekram Kachu
• Shared story of her move to Des Moines 16 years ago
• Current state of affairs in U.S. with refugees and non-citizens
  o Discrimination
  o Lack of feeling of safety and belonging
• Listen and don’t judge – be kind!

Topics for future meetings:
• Affordable housing availability
• Please contact Roberta or Julie if you have ideas!

Updates from Council Members:
• Iowa/Nebraska Peer-to-Peer Homelessness Symposium
  o June 5th and 6th in Omaha Nebraska
  o Accepting presentation proposals

Meeting adjourned at 11:05am
Minutes submitted by Julie Bardin Hewitt
Executive Director’s Report for February—Continuum of Care Board

CoC Grant:  Performance Plan, Quality Improvement Plan, and LOI have been emailed to the public asking for comment due by March 20th, work team had a meeting to prep and will meet again first of April, and NOFA cycle update: goal for HUD going forward is a NOFA cycle similar to 2016 (that means registering in May and NOFA document dropping end of June).

Centralized Intake:  Reviewing funding strategy, reviewing processes and making it the most efficient for our clients and agencies, all agencies inputting into the system.

- We are still having families not follow through with shelter when referred; this may be due to being on the waiting list first. The wait list has recently been up to as high as 30 days or more (depending on SPDAT. Someone with a low SPDAT will be on the list longer as families with higher scores and more barriers will be placed in shelter prior to lower scores).
- Motel stays have decreased
- In February 37 adults entered permanent housing. This was directly connected to the RRH and ESG programs helping CI identify and housing them quickly. Several of those were parents; this family does not include the number of children who entered housing.
- Single Intakes completed YTD: 245
- Family Intakes completed YTD: 105

Youth Work:  March 10th we will know if IHYC received funding.

Homeless Connect:  This will be held on April 20th, 2017.

- Please sign up as we need volunteers: http://www.polkcares.org/get-involved/homeless-connect-2017/

4 Walls for All:  Update will be sent out after our March board meeting as the next meeting is March 14th.

Monthly Committee meetings:  Attended the following monthly meetings—board, finance, coordinated committee, centralized intake work team, performance, governance, Veterans work team, and grant committee.

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CoCB Grant Committee--MINUTES
February 24\textsuperscript{th}, 2017
1:00 – 2:30 PM
River Place Conference Room 3 - Polk County Health Services
Attendees: Jim, Susan, Susie, Angie DT, Kris, Mark

MINUTES

15 Minutes reviewed changes made to LOI: Mark/Jim

60 minutes reviewed Performance Management Plan: Mark/Jim

- Timeline for approval for LOI and PMP
  - February 24\textsuperscript{th} email to CoC and ESG recipients and Directors
  - Council asking for comments by March 20\textsuperscript{th}
  - March 8\textsuperscript{th} reviewed in Director's Council meeting, must attend
  - March 24\textsuperscript{th} Grant Committee review any changes
  - April: Ask for comments in committee work
  - May CoCB adopt LOI and Performance Mgt Plan

15 Minutes Additional questions or items

- Reviewed NOFA work team mtg review: score, questions submitted, dead period once cycle opens/all questions to CoCB

Adjourned: 2:20 PM

Next Meeting – March 24\textsuperscript{th}, 2017

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Governance Committee--MINUTES
March 1st, 2017 3:00 PM – 4:30 PM
River Place, 2309 Euclid Ave, Room 1A (same as CoCB Board meetings)
Attendees: Chris Coleman, Chris Johansen, Matt McDermott, Chief Wingert, Jane, Catherine, Kate Polush, Julie E., Mark

Agenda

Reviewed the Governance Charter updates
  • Reviewed comments from Omaha HUD Field office, attached
  • Youth Member

Open discussion
  • Review at the April CoCB and Director's Council mtg
  • May adoption

Adjourned: 4:10 PM
Performance Committee—MINUTES
February 23rd, 2017
10:00 AM – 11:30 AM
Attendees: Lynn, Ehren, Leon, Carol Behrer, Elisabeth, Jim, Mark

30 minutes  Reviewed measures/goals: Mark, Ehren
  • Review progress to goals
    o Review permanent housing exit definition community wide,
      this will continue at the March committee mtg
    o How do these relate to upstream items? We will update the
      report through calendar year end and work on identifying
      what we want to focus on to work on achieving our goals.
  • Measure to be reviewed at the March board meeting item below or
    another one? We will review PIT and review performance measures

45 minutes  Reviewed Performance Management Plan: Mark/Jim
  • This will be presented and discussed in the meeting

15 Minutes  Open discussion

Adjourned: 11:20 AM

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Polk County System Performance: Progress Report

1. Reduction of the Overall Homeless Population (based on PIT Count)
   - **Adopt a goal of:** 15% (at least 85 people) reduction each year
   - Ultimate target – reduction by 50% by 2020
   - **Current progress:** On target, reduction of 117 people

2. Reduction in the Length of Time Homeless
   - **Adopt a goal of:** 10 % reduction in length of time
   - Ultimate target 20 days or less
   - **Current progress:**
     - Median on target for Emergency and Transitional
     - Median on target for Emergency only.
     - Average on target for Emergency and Transitional.
     - Average not on target for Emergency only.

3. Reduction in returns to homelessness
   - 20% reduction in the number of person who return to homelessness each year
   - Ultimate target of 5% or less return to homelessness
   - (24 months following an exit to Permanent Housing)
   - **Adopt a baseline goal of:** 10% reduction in the number of person who return to homelessness each year
   - **Adopt a stretch goal of:** 20% reduction in the number of person who return to homelessness each year
   - **Current progress:**
     - **6 month**
       - Total: No
       - Permanent Housing: No
       - Emergency Shelter: Yes
       - Transitional Housing: Yes*
       - Street Outreach: Yes*
     - **2 year**
       - Total: No
       - Permanent Housing: No
       - Emergency Shelter: No
       - Transitional Housing: Yes*
       - Street Outreach: Yes*
       - *made stretch goal

4. Jobs and Income Growth – CoC and ESG Funded Programs
   - 10% increase in the number of persons who have increased employment/income at exit
   - **Adopt a baseline goal of:** 10% increase in the number of persons who have increased employment/income at exit
   - **Adopt a stretch goal of:** 15% increase in the number of persons who have increased employment/income at exit
   - **Current progress:** No progress

5. Reduction in Persons/Households who become homeless for the first time
   - 20% reduction in the number of persons/households who become homeless for the first time.
   - **Adopt a baseline goal of:** 10% reduction in the number of persons/households who become homeless for the first time.
   - **Adopt a stretch goal of:** 20% reduction in the number of persons/households who become homeless for the first time.
   - **Current progress:** 71%, no change
JOIN US:

HOMELESSNESS AWARENESS DAY ON THE HILL

Join members from the Iowa Council on Homelessness, service providers and Iowans who are currently or have recently experienced homelessness for the 2017 Homelessness Awareness Day on the Hill.

Meetings with State legislators will provide an overview of needs, services, successes and challenges affecting those experiencing homelessness and progress towards ending homelessness in Iowa. Hy-Vee Johnston will be providing pastries and coffee for purchase.

Following the event, the Iowa Council on Homelessness will be holding their regular council meeting at 10 am at the Iowa Finance Authority located on 2015 Grand Ave, Des Moines, IA 50312. This meeting is open to the public.

Date: Wednesday, March 15
Time: 7:30 am – 9:30 am
Where: Capitol 1st Floor Rotunda – East & North

Contact Information:
David Binner (515-245-3263)
Tim Wilson (319-491-4432)
Diogenes Ayala (612-720-4351)