Polk County Continuum of Care Board  
July 10th, 2017--12:00 PM – 1:30 PM  
River Place, 2309 Euclid Ave, Room 1A

Agenda

Welcome & Approve Agenda—Bi-Annual Meeting/Beginning of FY18

5 minutes  Consent items
  • June board meeting minutes, Housing Committee, Director’s Council,  
    Service Council, and Staff Report

15 Minutes:  Committee Items
  • Executive Committee: Matt McDermott
    o Nomination Committee: Carole Bodin
    o Operations Guide: Diogenes
    • Communication Strategy
  • Grant Committee: Kris Schechinger-Camper
    o NOFA and LOI update
    o ESG funding review
    o House of Mercy
    o Letter of Support:
      • IHYC
      • YESS

10 minutes  Flying High Award and final items
  • Lunch: Sponsor is needed for July, August, and September
  • Open items/Comments:
    o PTT: July 26th at noon to July 27th at noon, please sign up
    o Opening Doors: November 15th, 2017 and nominations are due  
      August 1st at www.openingdoorsdsm.org
    o Iowa Council on Homeless August 4th
    o August updates: Dashboard/scorecard and Youth progress
    o CoCB Membership: reminder, open to join

60 Minutes  Employment Conversation: Diogenes/Jane

Adjourn:  1:30 PM

Next meeting: August 14th, 2017
CONTINUUM OF CARE BOARD  
Monday, June 12, 2017  
12:00 – 1:30 pm  
Polk County River Place, Room 1A  

MINUTES  

Board Members Present:  
Diogenes Ayala, Miah Baum, Thomas Beil, Carole Bodin, Elisabeth Buck, Eric  
Burmeister, Phil Delafield, Angela Dethlefs-Trettin, Sam Fink, Russ Frazier, Nancy  
Galeazzi, Deirdre Henriquez, Chris Johansen, Matt McDermott, Valerie Miller-  
Coleman, Libby Nelson, Susan Osby, Kris Schechinger-Camper, Brad Spielman,  
Doug Stodgel, Susan Wright  

Board Members Absent:  
Jamie Gilley, Tom Jackowski, Janice Lane, Major Steve Waymire  

Guests:  
Jane Fogg, Eileen Mitchell, Cynthia Latcham, Kimberly Neal, Shelby Ridley, Margo  
Miller-Ramirez, Julie Sleeper, Jan Zeteke, Moriando Moore, Lynn McCormick,  
Charles Hill, Jennie Kerger, Tim Shanahan  

Staff:  
Mark Phillips  

Welcome  
Mark opened the meeting by introducing folks from the Kansas City Continuum of  
Care, led by Evelyn Craig, president and CEO at reStart. Evelyn said a few words  
to the group and thanked Mark for his help and for their cooperative work together.  

Call to Order  
Chair Libby Nelson called the meeting to order at 12:05 pm.  

Approval of Agenda  
A motion was made by Eric Burmeister to approve the Agenda; seconded by Kris  
Schechinger-Camper. Carried.  

Approval of Consent Items  
A motion was made by Russ Frazier to approve the Consent Items; seconded by  
Matt McDermott. Carried.  

Committee Items  
Executive Committee  
Libby welcomed and congratulated new board members Diogenes Ayala, Sam Fink  
and Brad Spielman, all recently approved by HCC.  

A motion was made by Matt McDermott to approve the employment contract for  
Jane Fogg for the next fiscal year; seconded by Deirdre Henriquez. Carried.
A motion was made by Miah Baum to approve the Memorandum of Understanding between Polk County Health Services, continue to act as our fiscal agent and house the CoC office; seconded by Phil Delafield. Carried.

A motion was made by Russ Frazier to approve the Memorandum of Understanding between Primary Health Care and Centralized Intake; seconded by Brad Spielman. Carried.

Operations Guide
Libby told the group that Diogenes has been working with Mark on the “Operations Guide.” This is a report, for the board to review by the July board meeting, that gives the CoC a written plan for expectations, operating procedures and consistency.

Diogenes walked through the documents. The Introduction contains the CoCB Purpose, Organization Statement, Vision, Values, Board Roles and Responsibilities, Governance, Board Orientation, Communication Standards, Conflict of Interest / Code of Conduct. The Appendixes contain more information. Mark said if anyone has questions or wants to talk further, to give Carole Bodin or Mark a call.

The Nominating Committee will meet to both review and suggest on this “Operations Guide” to adopt for the July board meeting.

Finance Committee
Libby announced that the Finance Committee met last week. The proposed 2018 budget mirrors last year’s budget. However, in the future, there will be a need to find other revenue sources. Future strategies will be important in planning how to be self-sustaining. Eric mentioned that going forward for this coming year, CoCB and PHC will work together to be joint applicants for CI management. This will serve both organizations well.

A motion was made by Russ Frazier to approve the proposed 2018 budget; seconded by Valerie Miller-Coleman. Carried.

Coordinated Services
- CI Policies & Procedures/MOU
Sue Wright explained that in January of this year, 2017, HUD issued additional requirements for a CoC’s Centralized Intake.

A motion was made by Sue Wright, on behalf of the committee, that the revised procedures (sent by Mark) be adopted; seconded by Diogenes Ayala.

Discussion: Sue noted that Jane Fogg had taken the lead in making revisions and spoke of the actual activities, policies and procedures that were made to ensure HUD requirements were being met by two preliminary committees.
She said Jim Cain noted categories that are no longer relevant and suggested that 4.1.3; 4.1.4; 4.1.6 be deleted in addition to the other changes made. Many of the changes are related to equity and compliance with a range of non-discrimination issues.

A friendly amended motion was made by Sue Wright to approve deleting 4.1.3; 4.1.4; 4.1.6 of “Prioritization for Referral to Transitional Housing” in addition to the other changes made; seconded by Kris Schechinger-Camper. Carried.

- CI Agency Participation Document
  Mark explained the Agency Participation document. This spreadsheet lists services on one document, done one time a year. This will be a good reference and be available on the website. He will e-mail it out after today’s meeting.

A motion was made by Sue Wright to approve the Agency Participation document; seconded by Nancy Galeazzi. Carried.

- Employment Strategy
  Jane Fogg spoke to the group and asked for guidance around the area of employment strategy for income and financial stability, regarding the population we are serving.

She said we know that insufficient income and lack of affordable housing causes homelessness. As much as we have tried to build an effective system to evaluate and assess homelessness and lead people to home ownership or a permanent home, many are on the waiting list. This means that without providing sufficient services and a home for individuals, we would miss the bucket if we didn’t also attend to ongoing income so they obtain stable housing and keep it.

A question requiring attention is what we do with employment and income. The board set performance measures to increase income by 10% with a stretch goal of 15%. Information gathered from the funded partners about income increases will be included in the HUD application. The application asks two questions about increasing income. One is about strategies to assist the CoC funded projects; the second is to describe how the CoC is working with mainstream employment organizations to aid homeless individuals and families.

Jane has been talking to providers in the employment and the employment readiness world. She has also talked with other CoC’s that are addressing this at the board level. In other words, how do we bring the sources together to begin to tackle this issue of employment and income? Good discussion ensured about the shortage of skilled workers, service delivery and creating sustainable work opportunities. There were many excellent comments made about housing workforce, mentoring and other thoughts. Where is the line that will help people navigate some solutions to housing stabilization? To begin tackling this, it was decided to invite identified representatives to a “listening conversation.”
Grant Committee
Kris Schechinger-Camper thanked Jim Cain for his summary of the CoC “Written Standards.”

A motion was made by Kris Schechinger-Camper to approve the “Standards for Providing Continuum of Care Assistance;” seconded by Eric Burmeister. Carried.

Kris gave an update on the “Letter of Intent.” The first round of letters received have been reviewed followed by communication with all parties who submitted. A second round was opened and four additional applications were received. Jim and Mark are going through these and at the next Grant Committee meeting there will be dialogue on further application submission. The NOFA has yet to drop.

Kris also shared an update on the runaway issue with regard to Point in Time and YESS. YESS has not heard back from HSS to know the youth numbers so these were not submitted to the Point in Time. Kris said we will continue to move forward until YESS hears something different by not including them in the Count.

Announcements:
- Mark thanked everyone for their hard work. He announced that the “Flying High” award is being given to Bill Swanson for the impactful work he has had in housing individuals in this community for the past 17 years.” Bill is retiring from Anawim at the end of the month and although he wasn’t present, Cynthia Latcham will deliver the statue to Bill. Congratulations to Cynthia as well, named as the new director of programs and services.
- Thanks to Nationwide for sponsoring the day’s lunch.
- Point in Time is July 26, noon to July 27, noon. Mark will e-mail out information for sign up.
- Shelby Ridley reported on work being done for a community plan on behalf of veteran’s. Once completed, it will be run through the Coordinated Services Committee as a sub plan.
- Mark highlighted upcoming and other committee work. Peer-to-Peer experienced record attendance at the recent meeting in Omaha.
- Mark shared a chronic update. A request was made to have the dashboards for the July meeting.
- August 26 is the date for the “Graduation Walk.” United Way is seeking volunteers to work with members of the DSM Public Schools to visit the homes of middle and high school students at risk of dropping out of school.

Adjourn
A motion was made by Russ Frazier to move into Closed Session at 1:25 pm; seconded by Matt McDermott. Carried.

Reconvene
A motion was made by Matt McDermott for a 3% (cost of living) increase for the salary of Mark Phillips; seconded by Sue Wright. Carried.
With no further business, the meeting was adjourned by Libby Nelson at 1:45 pm.

The next meeting of the Continuum of Care Board is scheduled for 12 noon to 1:30 pm, Monday, July 10, 2017 at the Polk County River Place, Room 1A.

Respectfully submitted,
Tracy Levine
Polk County Housing Trust Fund
Housing Committee--MINUTES
June 19th @ 1:00 PM – 2:00 PM
Peace Conf. Room, Plymouth Congregational UCC, 4126 Ingersoll Ave
Attendees: Eric, Margo, Cynthia, Sue W., Latoya, Amanda, PHC Intern, and Mark

Agenda

5 minutes Welcome and introductions

45 minutes Reviewed Items:
  • Mainstream update: Eric and Mark
  • Landlords:
    o Jeremy Hummel contact at Hubbell Apts: Mark and Jeremy to speak last week of June to work on a social
  • Review PCHTF and CoCB to work on items from Housing Tomorrow
    o Housing Plan is our focus, what does this look like?
    o Conversation focused on 30% AMI or less
  • Tiny Homes: encouraged to attend the informational meeting in June 29th with an update
    o Committee to work on providing direction to the CoCB in coming months

Adjourned: 2:01 PM
Participants:
Keshia Meissner, Leslie VanDerMolen, Melissa O'Neil, Catherine Gerdes, Roberta Victor, Marcy Fisher, Jim Cain, Kiana Hines, Leon Negen, Steve Eggleston, Dave Eberbach, Ehren Stover-Wright, Julie Eberbach, Kate Polush, Cindy Rybolt, Joe Stevens, Shelby Ridley, Margo Miller-Ramirez, Althea Holcomb, Carole Bodin, Sadie Gasparotto, Jane Fogg

Call to Order:
Catherine called the meeting to order at 10:05 A.M.

Approval of Minutes of May 2017 meeting:
Leon moved for approval of the May minutes and Althea seconded the motion. Minutes of the May meeting were approved.

Introductions and Providing of Agency Information:
Introductions, including that of our guest, Brenda Safranski, Special Assistant for Veterans and Military Affairs for Senator Joni Ernst, were provided. Each agency representative was then asked to provide information about the services provided by their agency, the sources of any federal funding received and how services would be impacted if that funding were reduced.

PCHC Directors’ Council Function and Meeting Time:
Notice of the possible change in meeting time was sent on April 17th that it would be on the agenda for the May meeting. However, because of the length of discussion on earlier items on the agenda, many people had needed to leave before this item was reached. It was tabled until the June meeting. Due to the meeting being devoted to providing information to our guest about the services provided and the needs of our clients, this matter was again tabled.

The meeting adjourned at 11:34 AM

Minutes submitted by Cindy Rybolt
Polk County Housing Continuum – S.C.
Meeting Minutes for Wednesday, June 21, 2017
10:00 A.M., Polk County River Place

Participants:
Shannon Bills, Jodi, Trimble Dirks, Carolyn Gathright, Megan George, Tia Hebert, Jennifer Juehring-Hill, Kiana Hines, Jennie Kerger, Latoya Lewis, Kevin Ludwig, Penny Orewiler, Kate Polush, Julie Sleeper, Jessica Thorius, Roberta Victor

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

Approval of Minutes of March 2017 Board meeting:
Minutes approved.

Iowa Homeless Youth Center – Kate Polush:
- 2 transitional living programs
- Work with clients on education, employment, life skills, parenting, budgeting
  - Buchanan House, 10 beds, for ages 16-22 years old, 21 month stay
  - Light House, housing for 6 mothers and their children, for ages 16-25 years old, 24 month stay
- 9 emergency beds, ages 18-21, with a 30-day maximum stay
- Opportunity Center for drop-in clients open 10:00 am – 6:00 pm Monday - Friday
  - Ages 16-22, or parenting or pregnant
  - Lunch served Monday-Friday Noon -1:00 pm
  - Dinner serviced Monday-Friday 5:00 pm – 6:00 pm
  - Computer lab
  - Art center
  - Living skills
  - Showers
  - Laundry
- Aftercare program – case management for clients who have aged out of foster care
- Looking to start a rapid re-housing program for youth
- Trying to develop a roof top garden program that will provide homeless youth an employment opportunities, access to locally grown healthy foods, and food and nutrition education
- Golf Tournament was held June 22, 2017
- Reggie’s Sleepout will be October 2017
- Staff are provided human trafficking training

Iowa/Nebraska Peer-to-Peer Homelessness Symposium – Julie Sleeper
- Held June 6-7, 2017 in Omaha, NE
- 259 people attended; 102 (39%) from Iowa
- Positive feedback on sessions and tracks
- Symposium will be held in Des Moines in 2018
- Anyone wishing to be part of the planning committee or have suggestions, please contact Julie
  - Suggestion was made to have repeat sessions; could send a survey once topics are known on which ones to make repeats
Emerging Issues:
• Concern was expressed with the sale of River Hills and the possibility of losing Section 8 units, as the tenants may not be able to find other location that will pass inspection.

Updates from Council Members:
• IMPACT does not have any fans or A/C units this year.
• If you have fans to donate, please take them to your local fire station in Des Moines and they will distribute from there.
• Jennie Kerger with Salvation Army is moving to a new location:
  o 1216 East 26th Court; Phone number: 515-266-3156
  o She may have possible opportunities for case management
  o Has received the OK to apply for a grant that would assist with Human Trafficking education
• CROSS Ministries back to school give away will be held on Saturday, August 5, 2017 at River Place
• Opening Doors will be held in November 2017, nomination information will be coming out shortly

Meeting adjourned
Minutes submitted by Julie Sleeper
Polk County Continuum of Care Board

Contractor Report for June 2017
Jane Fogg

Centralized Intake:
• Organize, facilitate and document CI Work Team meetings, agendas, notes and communications. Topics include preparing for meetings with CI Agencies and CI Funders, proposed training/refresh on HMIS data entry with CI agencies.
• VI-SPDAT prioritization policies, equal access, verification of homelessness or familial status, status of wait lists and CI evaluation.
• Ensure of flow of information and process between CI Work Team and Coordinated Services committee
• Participate and monitor CI pilot with CISS aimed to increase the number of individuals completing assessment
• Begin planning for evaluation of CI with Network partners and participants

Coordinated Services:
• Organize, facilitate and document C.S. committee meetings, agendas, notes, materials & communications
• Inform and support C.S. Committee co-chairs, underscore their role for county-wide, systems improvement and approval of modifications to the CI plan, policies and procedures
• Work with Mark and team to establish timelines for approval of changes, ensure documents are ready for Board consideration
• Working with Ad Hoc chair, Sue Wright, complete revisions to the CI Policies & Procedures. Submit the approved draft to the CoCB for their consideration & decision.
• Conduct interviews with workforce preparation and placement organizations leading to a strategy statement to support CoC System Target #4, Jobs & Income Growth.
  o Prepare brief presentation to the CoCB to introduce the topic of integrating assessment for housing and assessment for increasing income.
  o Working with Elisabeth Buck, Diogenes Ayala and other interested CoCB members lay the groundwork for increased understanding of the opportunities to improve employment outcomes for jobseekers who are experiencing or at risk of homelessness.
  o Work towards the formation of strategy and plan of action to connect persons completing CI intakes with work-ready assessment, workforce preparation resources and potential job placement
  o Assemble demographic data from HIMS most relevant to income, education
  o Research potential resources available through Workforce Innovation and Opportunity Act (WIOA) of July 2014. Delve in to what was written in Iowa’s plan to learn how WIOA impacts vulnerable youth and adults.
  o Webinar on Integrating Rapid ReHousing & Employment offered by Heartland Alliance

CoC Coordination:
• Meetings with Mark to review work plan, progress & updates
• Work with Mark and team to establish timelines for approval of changes, insure documents are ready for Board consideration
• Work with team on creation of infographics on CI
• Participate in NOFA Work Team
• Identify resources and learning opportunities.
• Communicate and reinforce goals and performance measures of the CoC Board
Executive Director’s Report for June

CoC Grant: 2 LOI rounds released, reviewed and agencies contacted regarding next steps, NOFA has not dropped as of release of the July board packet.

Youth Work: Multiple workgroups continue to meet, YPI will give an update in August, and the youth work team has been asked to speak at a conference in September (more to come).

Mainstream: NDC completed and delivered the assessment and now working on a pro forma.

4 Walls for All: August board meeting will have a report on progress in 1 year.

Committee ownership of goals:
- PIT: Directors Council and Coordinated Services
- Length of Time: Directors Council and Coordinated Services
- Returns to homelessness: All agencies
  Jobs and Income Growth: Coordinated Services (Jane working on this)
- Reduction of first time homeless: All agencies
- Affordable Housing: Housing Committee

Committees/Meetings attended: Attended, led or participated in the following meetings—Board, CI agency and funder meetings, housing, centralized intake work team, youth committee meetings, directors council, grant committee, finance, Point In Time planning meetings, Point In Time meeting with ReStart from Kansas City and ICA, nomination committee, Tiny Home meeting, CI funding application meeting multiple board member meetings, and staffing/contractor meetings.
Nomination Committee--MINUTES
June 19th, 2017 at 3:30 PM
Attendees: Jamie, Carole, Mark

75 Minutes Reviewed
- Board job description and Board application
  o Review in July board meeting, make changes, and approve in August
- Reviewed Janice Lane and Catherine Reaman-Gerdes
- Replacement for Major Steve Waymire

Adjourned @ 4:45 PM
Polk County Continuum of Care
Board Director Application

Instructions: Potential Polk County Continuum of Care Board (CoCB) board directors are asked to answer the following questions for consideration and possible appointment to the CoCB Board of Directors. Please keep your answers brief and informative. Your interest in CoCB board membership is greatly appreciated.

Please attach your resume to this application. You are asked to submit your answers to the following questions to CoCB Executive Director Mark K Phillips via email at m.phillips@pchsia.org no later than XXXXXX. Board director candidates deemed qualified will be contacted for purpose of scheduling an in-person interview. Those with questions regarding either the CoCB board or this application should contact CoCB Executive Director Mark K Phillips at the email address listed above.

Name:

Professional and/or Volunteer Affiliation:

Address:

Email:

Phone:

Preferred Method of Contact (Email or Phone):

1. What makes CoCB’s mission meaningful to you?

2. What are some of your prior board and/or leadership experiences?

3. What skills, connections, resources, and expertise do you have to offer and are willing to share on behalf of CoCB?

4. Do you have any personal or professional aspirations that could be enhanced by CoCB board service?
5. Are you willing to become an individual CoCB member?

6. What motivates you as a volunteer?
Polk County Continuum of Care Board (CoCB)

Member of the Board of Directors: Job Description and Expectations

Board Purpose: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of CoCB so as to support the organization’s mission and needs.

CoCB Vision and Mission Statements

Vision: Everyone in Polk County will have a safe place to call home.

Values:

1. **Collaboration.** We will cultivate relationships and effective partnerships to identify and allocate diverse resources for our homeless community.

2. **Impact.** We will strengthen and support our homeless delivery systems with a focus on transforming the lives of our most vulnerable populations.

3. **Empowerment.** We will empower our community to function at the highest levels of service to develop safe places to call home.

Board Roles and Responsibilities:

- Implement and oversee the Strategic Plan.
- Be legally accountable for all aspects of the organization’s operations.
- Organization of the Board of Directors, officers, and committees.
- Formulation and oversight of policies and procedures.
- Financial management, including adoption and oversight of the annual budget.
- Oversight of program planning and evaluation.
- Personnel evaluation and staff development.
- Review of organizational and programmatic reports.
- Fundraising and outreach.
- Recruit new board members.
- Visit at least one CoCB member agency site for every year of board service.
- Measure the board’s performance against board responsibilities.
- Respect the authority and action of the board.

*Members of the board share these responsibilities while acting in the interest of CoCB. Each member is expected to make recommendations based on his or her experience and vantage point in the community.*

Length of Board Term: Three years, which may be renewed up to a maximum of two consecutive terms, pending annual approval of the board and confirmation by the Homeless Coordinating Council.

Meetings and Time Commitment:

- The Board of Directors meets the second Tuesday of every month from 12:00 PM to 1:30. Meetings are held at Polk County River Place at 2309 Euclid Avenue in Room 1A.
- Committees of the board meet monthly and on an as needed and as appropriate.
Expectations of Board Members:

- Attend and participate in at least 75% of all board meetings during every fiscal year or not to miss 4 consecutive meetings without notifying the board chair or Executive Director.
- Participate on a standing committee of the board, and serve on ad-hoc committees as necessary.
- Be alert to community concerns that can be addressed by CoCB’s mission, objectives, and programs.
- Help communicate and promote CoCB’s mission and programs to the community.
- Become familiar with CoCB finances, budget, and financial/resource needs.
- Understand the policies and procedures of CoCB.
- Financially and/or personally support CoCB in a manner commensurate with one’s ability.
- Ensure current and proposed programs/services are consistent with CoCB’s mission.
- Seek balance between the board’s responsibility to ensure quality, cost-effective programs and CoCB staff’s responsibility to initiate and conduct them.
- Support the Executive Director’s responsibility for hiring, developing, and releasing staff.
- Maintain confidentiality.
- Vote with wisdom and integrity.
- Resist pressures from groups or individuals who attempt to compromise values, goals, policies, or ideals, or who are self-serving.

As a CoCB Board Director, I agree to abide by the expectations detailed within this document and to serve the Board of Directors with integrity and commitment.

________________________________________________________________________
Name

________________________________________________________________________
Date

CoCB Board App/Job Description
June 2017
Polk County Continuum of Care Board
Nomination Form

The Homeless Coordinating Council is seeking nominations of individuals to serve on the Polk County Continuum of Care Board (CoCB), the governing body for planning and carrying out the responsibilities of meeting the goals of ending and preventing homelessness in Polk County. Interested persons may submit nominations of themselves or other candidates who represent one or more stakeholder constituencies to the Polk County Continuum of Care Board. Directors of the Continuum of Care Board are appointed by the Homeless Coordinating Council for three-year terms.

The CoCB is comprised of 25 directors who represent various constituency groups in support of the community goal of elimination of homelessness. The CoCB seeks directors to commit to monthly board meetings. Any CoCB director must identify any actual or perceived conflicts of interest and abstain from speaking, participating, in discussion or voting on any issue in which they have conflict. No CoC member or CoCB director may participate in or influence discussion or resulting decisions concerning the award of a grant or other financial benefits to the organization that the director is associated with.

Please submit this Nomination Form to the Polk County Continuum of Care Board Nominating Committee as directed accordingly. Please provide the following information regarding the individual being nominated for this appointment.

Name: Catherine Reaman-Gerdes
Organization: Children & Families of Iowa, Domestic Violence Services
Mailing address: 1111 University, Des Moines, IA 50314
Phone Work: 515-243-6147        Cell: 515-490-9745
Email address: catherinerg@cflowa.org

Stakeholder Constituencies:
Please check one or more of the following subpopulations that individual represents

___ Mental Health                      ___ Faith Community
___ Veteran                           ___ Health Care System
___ Housing Developer                ___ Mainstream System
___ Private Landlord                  ___ Education
___ Housing/Service Provider         ___ Law Enforcement
___ Domestic Violence                ___ Legal Services
___ Youth Services Provider          ___ Workforce
___ Philanthropic organization       ___ Substance Abuse
___ *Consumer or formerly homeless

As a consumer, an individual must have personally experienced homelessness, not as a volunteer or employee working with homeless people.
Please check all that apply:

- Local government agency (specify)
- Public Housing Authority (specify)
- Non-profit Organization (specify) Children & Families of Iowa
- Business/Business Association (specify)
- Other organization with interest in homelessness (specify): (e.g. law enforcement, hospital, funder, etc.)

**Information on the nominee**

Please indicate the nominee’s role within a category of stakeholder constituency:

- X Represents as a professional engaged in a field of work
- Represents through active leadership of a group whose mission aligns
- Represents a consumer or has experienced homelessness
- Has a strong interest in this work

Please provide any additional information that will enhance the work of the Continuum of Care Board, including affiliations with board or organizations, professional or personal experience related to homelessness, health, mental health, substance abuse, disability or related issues:

I have over 25 years of experience working in the human service field, 18 of which have been providing services to individuals who were homeless and residing in a shelter setting. My passion and much of my experience has been geared toward developing programs designed to keep individuals and families safe, prevent homelessness and build self-sufficiency. Please see my attached resume for specific information and work experience.
Catherine Reaman-Gerdes
3731 Pierce Street, St. Charles, Iowa 50240
email:creaman-gerdes@hotmail.com  641-297-2329 (home)  515-490-9745 (cell)

Professional Summary
I am a highly motivated, results and detail oriented team player, with proven leadership abilities. I have an extensive background and proven success in community planning and administering local, state, and federal contracts while ensuring compliance with all expectations and requirements.

Summary of Recent Activities and Accomplishments

- Developed innovative services to meet the self-sufficiency needs of domestic violence survivors, including education, employment, and housing options (FY12).
- Initiated Long Term Disaster Case Management services in Warren County and completed the FEMA certified training (FY 11).
- Actively participated in development of the 4 R Kids Early Childhood Iowa Board where four local Empowerment Boards merged into one service area (FY 10).
- Expanded transportation services to meet the needs of low-income residents of Warren County (FY 10).
- Developed and implemented strategies to monitor effectiveness of RRACAP services through outcome and evaluation tools (FY 10).
- Provided leadership and supervision as RRACAP developed and implemented the Back to Work and Housing Stabilization services throughout central Iowa (FY 09).
- Successfully completed the Family Development Specialist Certification (FY 09).
- Guided the development and implementation of a new, agency wide, training process designed to improve the quality of services and increase staff moral (FY 08).
- Explored programming options to meet the needs of young people with significant mental health issues. Applied for and received contracts to provide mental health services through private pay insurance companies, Children’s Mental Health Waiver and Remedial Services. Developed contractual agreements and protocols necessary to fully implement services in the YESS Counseling Department (FY 08).
- Received a Gubernatorial Appointment to serve on Iowa’s Criminal and Juvenile Justice Planning Council.

Professional Experience

Domestic Violence Services Supervisor
Children & Families of Iowa – June 2011 to present

Children & Families of Iowa (CFI) is a private non-profit organization with an annual operating budget of over $11 million. The agency is dedicated to restoring hope, building futures and changing lives of children and families throughout Iowa. The Domestic Violence Services includes a continuum of services designed to assist victims who have been impacted
by domestic violence. The continuum of services available includes a DV shelter, case management, advocacy, and educational/support groups.

- Responsible for the administration of CFT's domestic violence services.
- Maintain strong financial management and accountabilities.
- Ensure all programming is in compliance with contractual expectations.
- Monitor program effectiveness through the administration of results based accountability and outcome measures.
- Maintain positive professional working relationships with community stakeholders.

County Coordinator
Red Rock Area Community Action Program, Inc. (RRACAP) – July 2010 to June 2011

RRACAP is a non-profit agency which provides a continuum of services to low income families and individuals throughout Central Iowa (Jasper, Marion, Warren, Rural Polk and Boone Counties). The agency's mission is to "provide advocacy, coordination of services, access to other programs and direct services when necessary to meet the basic needs of the economically disadvantaged, elderly, victims of domestic violence, sexual assault, and those who are mentally and physically challenged".

- Accountable for the oversight of the Warren County Center, managed the annual budget, and provided day to day supervision of staff.
- Responsible for the development, implementation, and evaluation of all programs and services provided in the Warren County center. Wrote grants and developed funding proposals for ongoing services.
- Maintained strong community partnerships. Actively participated in the community planning process, developed implementation strategies and secured funding in order to address emerging needs.

Outreach Specialist

- Researched homeless prevention models in order to develop Back to Work and Housing Stabilization services in the five county area.
- Implemented program guidelines and procedures to ensure compliance with federal and state funding streams.
- Develop and track program outcomes to ensure program effectiveness.
- Provide direction and supervision to staff in the five county service area.

Associate Director
Youth Emergency Services & Shelter of Iowa (YESS) – February 2001 to September 2009

YESS is non-profit, human service organization with an operating budget of nearly $2.6 million annually. The agency provides a continuum of early intervention services designed to fulfill its mission of "keeping children safe and families together."
• Provided leadership and actively contributed to the decision-making process as a member of the agency’s administration team.
• Researched and secured funding opportunities to create new programming consistent with the agency’s mission.
• Responsible for the development and oversight of all agency programs. Ensured the agency was in compliance with all local, state, and federal licensing and contract requirements.
• Maintained positive professional working relationships with community stakeholders and funding bodies.

Decategorization Coordinator
Jasper, Marion, Warren and Madison Counties – December 1998 to February 2001

Decategorization is a community planning process with the overall goal of developing and coordinating non-traditional family and child oriented services and programs designed to meet the needs of young people who are involved with the Department of Human Services or Juvenile Court systems.

• Provided leadership and guidance while facilitating the community planning processes in all four counties. Coordinated the grant review process involving over $1,000,000 in funding for local Decategorization programs.
• Responsible for the initial development of Empowerment Boards in all four counties. Wrote community plans and submitted state grants that were ultimately awarded nearly $800,000 in new funding for early childhood services.
• Wrote individual contracts, provided fiscal oversight, conducted program audits, monitored program effectiveness, and produced program reports and evaluations.
• Assisted projects with developing outcomes and evaluation tools to measure impact.

Project Manager
Prevent Child Abuse Iowa – October 1996 to December 1998

PCA Iowa is a statewide organization with the goal of preventing child abuse through community education, programming, and advocacy work.

• Provided direction, support, and technical assistance to 127 child abuse prevention projects in 62 counties. Staffed quarterly meetings with council representatives.
• Managed the Young Families Initiative and the Iowa Child Abuse Prevention Programs. Coordinated the annual grant review and funding distribution process, developed and monitored program contracts for compliance and financial accountability.
• Produced newsletters, quarterly and annual reports.
• Assisted in the planning of the annual statewide child abuse prevention conference.

Research Assistant
Iowa State University – September 1994 to August 1996

• Collected, analyzed, and interpreted data.
• Developed and submitted summary reports on the research findings.

**Family Enrichment Coordinator**

Montgomery County Public Health – January 1990 to August 1994

• Coordinated services, administered intake evaluations, developed case plans, and provided home-based parent skill development services to families.
• Responsible for program budget and grant applications.

**Education**

*Iowa State University*

Bachelor of Liberal Studies:
Areas of Distribution: Psychology, Education, and Speech Communications

Completed Masters level course work in Human Development and Families Studies

**Community Planning Efforts and Memberships**

• *Community Management Team for Youth with Serious Emotional Disorders*
  Steering Committee Member (2004 – 2009)
• *Coalition for Children & Families, Shelter Care Committee*
  Co-Chair (2002 – 2004)
• *Community Prevention Policy Board*
  Member (2001 – 2006)
• *Criminal and Juvenile Justice Planning Committee*
• *Early Childhood Iowa Stakeholder Committee*
  Committee Member (2007- present)
• *Iowa Empowerment Advisory Council*
  Member (2000 –2005)
• *Mental Health in Shelters and Detentions Task Force*
  Member (2003 – 2009)
• *Polk County Decategorization, Governance Board Member*
  Provider Representative (2005 - 2009)
• *Polk County Decategorization, Providers Advisory Committee*
  Vice-Chair (2005 – 2009) 
  Secretary (2001 – 2003)
• *Polk County Youth to Adult Transition Workgroup*
  Committee Member (2001 – 2005)
• *Polk County Youth Development Cluster*
  Committee Member (2005 – 2009)
• *Warren County Empowerment Board*
  Board Member (2008 – present)
Polk County Continuum of Care Board
Communication Standards

Purpose Statement: To support our shared work together, Polk County Continuum of Care Board (CoCB) has developed the below listed Communication Standards. These Standards are intended to guide and inform CoCB’s board, work group, and task force meetings for continued success and professionalism.

Values Statement: CoCB’s Communication Standards are based in the Values of Positive Communication, Courtesy, Openness, Essential Technology Use, and Productivity.

Positive Communication
- One person speaks at a time
- Actively listen and directly communicate
- Honor others’ input
- Ask for clarification, if needed
- Ask respectfully, “How did you come to believe that?”
- Be respectful of information shared
- Praise followed by polish

Courtesy
- Begin and end meetings on time as a leader
- Arrive on time to meetings as an attendee
- If arriving late, seat yourself quietly as the meeting continues
- Assume good intent (what a person says is true for them)
- Remember that conflict is OK but it should be healthy and relevant

Openness
- Be open and honest
- Remember that everyone has expertise of some sort
- Be respectful of differences of opinion and experience
- Remember what respect really means (no needless interruptions, no side conversations, and no domination of the group by a single person/agency)

Essential Technology Use
- Technology (phones, laptops, etc.) should be used primarily for board, committee, or task force purposes
- If you need to use technology for a non-group matter please step out of the room

Productivity
- Think/speak with your ‘system/community perspective’ rather than your ‘agency/program perspective’ alone
- Be solution-focused (not problem-oriented)
- Board/committee decisions already made and matters already resolved should not be unnecessarily revisited
- Read minutes and other similar materials pre-meeting
- We all are responsible for honoring these Communication Standards together
CoCB Grant Committee--MINUTES
June 27th, 2017
11:00 PM – 12:00 PM
River Place Conference Room 3 - Polk County Health Services
Attendees: Chris J, Angie DT, Kris, Corinne, Jim, Lisa, Susie, and Mark

Agenda
Welcome

50 Minutes
CoC Grant Items Reviewed:
- NOFA update—It has not dropped as of week of June 26th.
- Letter of Interest
  - Round 1: Chris J follow-up comments
    - Discussed year around educational session for applicants
  - Round 2: 4 applicants to review
    - Reviewed and Mark to email applicants
- House of Mercy: Grant ends February 28th, 2018 and how to address this, page 2
  - Reviewed, motion by Angie and Corinne 2nd to move to the July board meeting for final approval

Letter of Recommendation from YESS for state SAF and ESG grant
- Reviewed via email, move to July board meeting

ESG amounts for 2017:
- Estimated: $309,179
- Receiving: $304,561
- Difference: $4,618
  - Motion made by Corinne to reduce amounts by a prorated amount by percentage of funding, 2nd by Angie, approved and Susan Osby abstained. This will need to be approved in the July CoCB board meeting.

10 Minutes
Additional questions or items
- Reviewed Consolidated Plan comments to WDSM: Mark did notify Carole Bodin to change the program type from Transitional Housing to Rapid Rehousing.

Adjourned: 12:20 PM
## 2017 ESG

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<tr>
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<th>Preliminary Allocations</th>
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<td><strong>Total</strong></td>
<td><strong>$309,179</strong></td>
<td><strong>$304,561</strong></td>
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House of Mercy
Grant end: February 28, 2018

Concern:
Current openings will be filled with clients with high needs who may not be stabilized when the grant ends in February. Traditionally permanent supportive housing means the client would not have to leave the unit, but each client will have to leave the unit at some time because each unit is located on House of Mercy owned property. Clients who are chronic or score high on the VI-SPDAT may be likely to re-enter the homeless system after six or seven months in the House of Mercy program. Being housed for this amount of time would also affect a client’s length of time homeless and chronic status. If they leave House of Mercy without a plan for housing, increased income and other supports needed, they will likely re-enter the system but may no longer be chronic due to their time housed.

Proposal:
House of Mercy is proposing that prioritization for the grant be waived for the remaining period of the grant. That families or individuals with lower VI-SPDAT scores be referred as there will be fewer barriers for them to overcome in the remaining months of the grant and they will be more likely to successfully exit the program to other permanent housing. Following a meeting with Centralized Intake, House of Mercy is proposing to fill the open units in June and July with clients who meet unit size, disability and fall in the rapid rehousing score of the VI-SPDAT. All client’s entering the program would be notified of the grant end date and would be provided case management support to find permanent housing following the end of the grant.
Hi Mark. Hope all is well. We are applying for two federal grants this month...1) the Street Outreach and 2) the Maternity Group Home (funds 50% of our Lighthouse) here in DSM. Like last year, would you be able to sign a letter of support for each of our grant applications. Here are drafts of both letters. If I could get them back by Tuesday June 11th it will help us complete our applications. Thanks and happy Fourth of July eve!

Toby

TOBY O’BERRY // IHYC DIRECTOR
IHYC / 612 LOCUST STREET, DES MOINES, IA 50309

Follow us on Facebook @IowaHomelessYouthCenters // Follow us on Twitter @ihycdsm

This message may contain confidential information that is protected under state and federal confidentiality rules (42 CFR Part 2). This message and any attachments are intended only for the use of the addressee and may contain information that is privileged and confidential. The federal rules prohibit you from making any further disclosure of this information unless otherwise permitted by law. If the reader of this message is not the intended recipient or authorized representative of the intended recipient, you are hereby notified that any dissemination of this communication is strictly prohibited. If you have received this communication in error, please notify YSS immediately by replying to this message or emailing the message to yss@yss.org and deleting the message and any attachments from your system.
July 5, 2017

Toby O’Berry, Director
Iowa Homeless Youth Centers
1219 Buchanan St
Des Moines, IA 50316

Dear Mr. O’Berry:

I am pleased to write this letter in support of Iowa Homeless Youth Centers (IHYC) Street Outreach grant application to the Administration on Children, Youth, and Families- Family and Youth Services Bureau. IHYC’s Street Outreach Program emphasizes the establishment of healthy relationships between Street Outreach Advocates and runaway, homeless, or at-risk youth in order to promote the safety and overall emotional well-being of youth. This program’s ultimate goal is to protect and empower young people who are unstably housed and at risk of abuse or exploitation.

For nearly two decades IHYC has administered the only Street Outreach Program expressly for youth in Central Iowa by providing a comprehensive package of services to run away, homeless, and at-risk youth. These support services aim to help youth move from the streets into safe housing and prepare them for independence. In providing service and guidance as well as advocacy and educational opportunities, I am confident youth served by IHYC will gain the skills necessary to become self-sufficient, contributing members of our community.

As a community based center of Youth and Shelter Services Inc., Iowa Homeless Youth Centers has been a trusted ally in ensuring vulnerable youth in our community are able to pursue life’s many opportunities. The collaborations formed between the Street Outreach Program and other agencies here in Polk County have been highly successful at making a difference in the lives of homeless and at-risk young people. I wish you the best of luck with this application and look forward to continued involvement with your program in the future.

Sincerely,

Mark K Phillips, Executive Director
Polk County Continuum of Care Board
July 5, 2017

Toby O’Berry, Director  
Iowa Homeless Youth Centers  
1219 Buchanan St  
Des Moines, IA 50316

Dear Mr. O’Berry:

I am pleased to write this letter in support of Iowa Homeless Youth Centers (IHYC) Maternity Group Home grant application to the Administration on Children, Youth, and Families - Family and Youth Services Bureau. IHYC’s Lighthouse Maternity Group Home Program helps homeless youth between the ages of 16-22 and their children receive safe housing as they work towards transitioning into their own permanent housing in our community.

IHYC administers the only Maternity Group Home Program expressly for homeless transition age youth in Central Iowa by providing a comprehensive package of services to address issues surrounding homelessness on an individualized case-by-case basis. These support services aim to help youth move from the streets into safe housing and prepare them for independent living. In providing service and guidance as well as advocacy and educational opportunities, I am confident youth served by IHYC will gain the skills necessary to become self-sufficient, contributing members of our community.

As a community based center of Youth and Shelter Services Inc., Iowa Homeless Youth Centers has been a trusted ally in ensuring vulnerable youth in our community are able to pursue life’s many opportunities. The collaborations formed between this Program and other agencies here in Polk County have been highly successful at making a difference in the lives of homeless and at-risk young people. I wish you the best of luck with this application and look forward to continued involvement with your program in the future.

Sincerely,

Mark K Phillips, Executive Director  
Polk County Continuum of Care Board
June 29, 2017

Stephen Quirk
Youth Emergency Services & Shelter (YESS)
918 SE 11th Street
Des Moines, IA 50309

Dear Stephen,

It is with great pleasure that I write this letter in support of Youth Emergency Services & Shelters’ (YESS) Basic Center grant application to the U.S. Department of Health and Human Services, Administration for Children and Families. It is my hope that this grant will allow YESS to continue serving runaway, homeless and at-risk youth in the community.

The Polk County Continuum of Care Board (CoCB) serves as the local Homeless Coordinating Board in Polk County, Iowa and is a collaboration of organizations charged with overseeing the care of the homeless, from the street to self-sufficiency throughout all of Polk County. The mission of the CoCB is that everyone in Polk County will have a safe place to call home. YESS has been an active partner with the Continuum since the organization’s inception and provides valuable insight about our community’s homeless and at-risk youth.

The CoCB recognizes YESS as our community’s only youth shelter for young people from birth up to 17, and we are pleased to support the agency in their efforts to obtain Basic Center funding. YESS has a long and proud history of outstanding service to our youth and I am certain YESS will administer Basic Center funds in a cost-effective manner, which will have a positive impact not just on the lives of youth and families served, but on the larger community as well.

Best Regards,

Mark K Phillips

Executive Director, Polk County Continuum of Care Board
June 29, 2017

Stephen Quirk
Youth Emergency Services & Shelter (YESS)
918 SE 11th Street
Des Moines, IA 50309

Dear Stephen,

It is with great pleasure that I write this letter in support of Youth Emergency Services & Shelters’ (YESS) Shelter Assistance Fund grant application to the Iowa Finance Authority. It is my hope that this grant will allow YESS to continue serving runaway, homeless and at-risk youth in the community.

The Polk County Continuum of Care Board (CoCB) serves as the local Homeless Coordinating Board in Polk County, Iowa and is a collaboration of organizations charged with overseeing the care of the homeless, from the street to self-sufficiency throughout all of Polk County. The mission of the CoCB is that everyone in Polk County will have a safe place to call home. YESS has been an active partner with the Continuum since the organization’s inception and provides valuable insight about our community’s homeless and at-risk youth.

The CoCB recognizes YESS as our community’s only youth shelter for young people from birth up to 17, and we are pleased to support the agency in their efforts to obtain Shelter Assistance Funding. YESS has a long and proud history of outstanding service to our youth and I am certain YESS will administer Shelter Assistance funds in a cost-effective manner, which will have a positive impact not just on the lives of youth and families served, but on the larger community as well.

Best Regards,

Mark K Phillips
Executive Director, Polk County Continuum of Care Board