Polk County Continuum of Care Board
December 11th, @ 12:00 PM – 1:30 PM
River Place, 2309 Euclid Ave, Room 1A

Agenda
Welcome & Approve Agenda

5 minutes Consent items
- November board meeting minutes, Housing Committee, Grant Committee, and Contractor Reports

30 Minutes: Committee Items
- Executive Committee: Libby
  - Update on next steps for transition
  - Contractor updates
- HUD AHAR Report December 2017: Mark
  - [https://www.hudexchange.info/resources/documents/2017-AHAR-Part-1.pdf](https://www.hudexchange.info/resources/documents/2017-AHAR-Part-1.pdf)
- Centralized Intake Update: Margo
- Employment Update: Renee, Brad
- Youth Plan Update: Mark
- 4 Walls For All: December 5th
  - Attendance: Anawim: Cindy, Hannah, CAP: Travis and Leah, CISS: Dee, Emma, and Jan, PHC: Bernadette, IHYC: Elizabeth
  - Count start: 93
  - 26 are JOPPA's over 100 days
  - 9 housed
  - 2 waiting to be housed with Anawim (hopefully next week)
  - Down to 54
  - On the list greater than 40 days: 33
  - On the list greater than 100 days: 7
  - 2 have HUD/VASH vouchers
  - 1 on GPD waitlist
  - 2 "vacation" to DSM: travel back and forth between family in other states, offered housing but do not want to be housed in Iowa.

10 Minutes Flying High Award and final items
- Open items/Comments:
  - December 21st @ 5:30 PM the Homeless Memorial will be held at the State Capitol
  - January 24 and 25, 2018 Point In Time: ICA and PHC will be leading and coordinating our efforts
  - CoCB Membership: open to join

Next meeting: January 8th, 2018
CONTINUUM OF CARE BOARD
Monday, November 13, 2017
12:00 – 1:00 pm
Polk County River Place, Room 1A

MINUTES

Board Members Present:
Miah Baum, Carole Bodin, Eric Burmeister, Phil Delafield, Angela Dethlefs-Trettin,
Lt. Cynthia Donahue, Russ Frazier, Deirdre Henriques, Tom Jackowski, Chris
Johansen, Matt McDermott, Valerie Miller-Coleman, Libby Nelson, Catherine
Reaman-Gerdes, Kris Schechinger-Camper, Brad Spielman, Doug Stodgel, Susan
Wright

Board Members Absent:
Diogenes Ayala, Thomas Beil, Sam Fink, Nancy Galeazzi, Jamie Gilley, Renee Miller,
Susan Osby

Guests:
Jennifer Miner, Toby O’Berry, Althea Holcomb, Julie Sleeper, Carrie Moreno, Jane
Fogg, Karen Bougher, Margo Miller, Jim Cain, Tiffany Schulte, Tim Shanahan

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

Approval of Agenda
A motion was made by Phil Delafield to approve the Agenda; seconded by Russ
Frazier. Carried.

Approval of Minutes
A motion was made by Susan Wright to approve the October 9, 2017 minutes;
seconded by Lt. Cynthia Donahue. Carried.

Approval of Consent Items
A motion was made by Eric Burmeister to approve the Consent Items; seconded by
Brad Spielman. Carried.

COMMITTEE ITEMS
Executive Committee
Steps for Transition: Mark Phillips has accepted a new position. Chair Libby Nelson
gave an update on moving forward to fill the executive director role. She
announced that there is a meeting after this one to talk with funders about the
direction they would like the CoCB to take. To be explored are the topics of
continued funding and the job position. The majority of the position’s salary comes
from Polk County and the City of Des Moines. An issue that arose in the fall was
the $11,000 shortfall (for the pension); the budget number had been reviewed but
was missed. Fiscal management, along with other items, will be discussed with the
above-mentioned funders, Polk County and the City, and then taken to the HCC. A job will be posted.

Good input was shared by board members on defining the future job responsibilities for running the organization and creating sustainability. A contract with Mark Phillips to continue his work with the CoCB (approved by his new employer) was signed through the end of the year.

Signing of Report
A motion was made by Eric Burmeister to approve the signing of the VA HUD Vash Chronically Homeless Performance Measure Exemption Report; seconded by Valerie Miller-Coleman. Carried.

Coordinated Services Committee
The number of days on the Family Shelter Waiting Lists to get into shelter, under current guidelines, can be up to 90 days. A change was recommended.

Susan Wright made a motion, on behalf of the Committee, for after 3 contact attempts to shelter a family, if the family does not respond to the shelter, the family will be taken off of the list. Family can be added back on this list after contact with PHC stating continued need for shelter; seconded by Valerie Miller-Coleman. Carried.

The second item from the Committee has to do with consultation. There is a need to require consultation in cases in which families are frequently entering shelters.

Susan Wright made a motion, on behalf of the Committee, that families who enter shelter within 12 months are required to enter consultation; seconded by Miah Baum. Carried.

Finance Committee
The CoCB’s 990 is included in the 990 for Polk County Health Services because the Polk County Health Services is a fiscal agent. Therefore, the CoCB files an electronic e-Postcard.

Eric Burmeister made a motion, on behalf of the Committee, that the CoCB electronically file the short form e-Postcard 990; seconded by Matt McDermott. Carried.

Performance Committee
Gary Wickering, System Administrator with the ICA, shared feedback given to the Committee from the Directors Council on the “Exit to Permanent Housing” definition.

A motion was made by Eric Burmeister to approve the definition that states "if a client plans is exiting to a destination of staying with family or friends that exit can be considered permanent tenure if the client plans on staying for a least 90 days with all other scenarios considered temporary tenure; if a client has a signed lease
or a confirmed placement in Permanent supportive housing then alternate destination options will be considered as opposed to temporary tenure;” seconded by Deirdre Henriquez. Carried.

Additionally, the Performance Committee was asked to consider how to funnel community wide reporting with the idea being to have this Committee be a gatekeeper on the data.

A motion was made by Deirdre Henriquez to accept the Performance Committee as a gatekeeper for the data; seconded by Eric Burmeister.

Discussion: The question is whether the Performance Committee becomes a gatekeeper on a data request. It was decided that this might require more time for consideration.

The decision was to table this motion for Mark to review and come back with a report at the December meeting.

Gary acknowledged the Committee is shrinking so escalating items up from the Committee was a concern as was representation from the Committee to this board.

Youth Plan
There is a community wide meeting on December 4 to review the Plan.

Legislative Items
Please send any items, for the next legislative term, to Mark Phillips.

Lunch
It was determined to not offer lunch at future CoCB meetings. A bill to pay CSI for September, October, November lunches was approved.

Final Items
- November 13 – Hunger and Homeless Awareness Week
- November 14 – IFA holding an affordable housing community conversation
- November 15 – Opening Doors; please purchase tickets
- December 21, 5:30 pm – the Homeless Memorial will be held at the Capitol
- January 24 and 25, 2018 – Point in Time, details forthcoming
- CoCB membership: open to join

Adjourn
With no further business to conduct, Phil Delafield moved to adjourn at 12:55 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, December 11, 2017 at the Polk County River Place, Room 1A.

Respectfully submitted,
Tracy Levine
Polk County Housing Trust Fund
Housing Committee
Continuum of Care Board
November 20th @ 1:00 PM – 2:00 PM
Peace Conf. Room, Plymouth Congregational UCC, 4126 Ingersoll

Attending: Eric Burmeister, Steve Eggleston, Sadie Gasporato, Cynthia Latchem, Latoya Lewis, Valerie Miller-Coleman, Margo Miller-Ramirez, Amanda Murphy, Mitch Slater, Sue Wright

1. Eric explained that the CoCB Housing committee is combining with the Opportunity Group Housing work group.

2. Tiny Houses:
   - There has been no response yet from HUD concerning the status of the JOPPA Tiny Houses.
   - Steve Eggleston will pursue the issue with HUD. He suggested that we keep him informed of future HUD inquiries so that he can facilitate as appropriate.

3. Mainstream:
   - One of the offers was accepted by Mainstream and a purchase agreement is on the table.
   - Should close in January
   - Purchaser is committed to providing a significant number of units for below 30% of median.
   - Should know more after December 6th

4. Landlords:
   - We are doing nothing currently to try to set up an even with landlords.
   - We will now wait until the April symposium – usually Tuesday during Affordable Housing Week – 1st or 2nd week in April.
   - We need to develop strategies for increasing unit availability.

5. Housing Strategies:
• Reviewed data relative to need & actual availability of affordable housing in Polk County

• Discussion of strategies for increasing available units
  o Naturally occurring low income housing – housing that is decaying and could be recovered if groups will work on it. Know that Grays Lake Apts has preferred employer arrangement. Employees of preferred employers get small rent discount.
    ▪ We could serve as “matchmaker”
  o Look at leveraging relationships with businesses
    ▪ Find out which businesses provide housing support through employee assistance funds.
    ▪ Try to generate units near employers that are providing assistance.
    ▪ Make housing availability requisite to relocation or expanding in central Iowa.
  o Connect with suburbs – chambers of commerce
    ▪ West Des Moines is doing a housing inventory. Try to encourage WDM to support affordable housing.
  o Look for additional sources of subsidies for low-income units.
  o Invite more employers to Landlord Symposium

• We will discuss these and other options next month.

6. **Upcoming Agenda**: Email agenda items to Eric. Next meeting will be December 18th, 2017.
MINUTES--CoCB Grant Committee
November 28th, 2017
11:00 PM – 12:00 PM
River Place Conference Room 3 - Polk County Health Services
Attendees: Kris, Susie, Matt, Lisa, Corinne, Jim, and Mark

Agenda
Welcome

50 Minutes  Reviewed CoC Grant Items:
  • Grant Schedule for 2018, finalize by December and email projects
    o Yes, goal is to get visit dates set in December
    o 2nd Agency review: February/March
      ▪ Yes
    o Letter of Intent Period: March
      ▪ Mtg with
    o Grant Work Team: Convene end of February to review calendar and
      report back to Grant Committee.
      ▪ Agreed
    o Do we include ESG in this process?
      ▪ Yes
  • CoC Work List Review: Jim’s work list
    o Jim and Mark to review the week of December 4th
  • Agency evaluation review
    o Reviewed/discussed
    o The CoCB will have 2 on-site visits per year.
  • ESG Update/Progress of programs: Chris Johansen
    o Chris was on vacation: PHC has drawn funds and Susie reported she
      is working with Chris/City on drawing funds.

10 Minutes  Additional questions or items: None

Adjourned: 12:15 PM

Next meeting: December 26th, 2017=not yet confirmed
<table>
<thead>
<tr>
<th>Identified item</th>
<th>New Owner</th>
<th>Action steps</th>
<th>New Progress/Updates</th>
<th>Completed or Transition complete</th>
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<tbody>
<tr>
<td>2015 Planning Grant APR</td>
<td>Mark</td>
<td>Mark to complete in Sage, submitted final draw on October 12, 2017</td>
<td>Finalizing and submitting week of Dec 4th</td>
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<td>2016 Planning Grant</td>
<td>New fiscal agent</td>
<td>Coordinate with City of DSM and PCB.</td>
<td>In process</td>
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<td>Coordinate with City of DSM, Penny, submitted reimbursement for $62,240 for</td>
<td>Completed, submitted reimbursement for FY18 in Oct</td>
<td>Re: the July to Sept reimbursements, ongoing</td>
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<td>each month (July, Aug, Sept) on October 12, 2017</td>
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<td>Contractors</td>
<td>Mark</td>
<td>Supervise, capture, process invoices, and review work by Jim and Jane. Update</td>
<td>In process, working on transition plans.</td>
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<td>work file with Jim after the 2017 GoC Grant has been submitted.</td>
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<td>Grant Committee</td>
<td>Mark</td>
<td>Work on agendas with Kris and Sue. Updated work list with Jim, prepare a grant</td>
<td>Nov 28 held and items to be addressed from this email</td>
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<td>schedule for 2018</td>
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<td>Housing Committee</td>
<td>Housing Comm/HCG</td>
<td>Coordinate agendas with HNC, coordinate with Bill, Jim, and Kris on Mainstream,</td>
<td>Unit is leading and reporting on current plan.</td>
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<td>NDC bill will be paid by City of DSM, focus on the coordination of the 1 to 3</td>
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<td>items for the GoC to work on from the Housing Tomorrow Plan</td>
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<td>Finance Committee</td>
<td>Mark</td>
<td>Coordinated agendas, financial, and fiscal agent review with Libby, Jim, and Kris</td>
<td>Ofc 990 submitted, Dec finance comm rug cancelled but invoices and financials due</td>
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<td>sent to committee for review</td>
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<td>Coordinated Services Committee</td>
<td>Mark</td>
<td>Work with Jim, Susan, and Dee for agenda items and leading the committee</td>
<td>Jan 28, Nov 28 moved forward with rug each month</td>
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<td>meeting</td>
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<td>Performance Committee</td>
<td>Renee, Julie, and Gary</td>
<td>Coordinated agendas with Renee, Julie, and Gary. November rug cancelled on</td>
<td>Nov 28 rug cancelled due to holiday but need to permanent housing was adopted in the Nov GoC board rug</td>
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<td>Thanksgiving. October committee in to ask members to partner with someone and</td>
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<td>come back to the December rug with a debt or a stranger</td>
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<td>Family Processes</td>
<td>Mark</td>
<td>Mark, Jim, and Cynthia to review and</td>
<td>Jim, Anac, Shelly, and Cynthia met to review aspects to engage clients to sort cases,</td>
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<td>education with some regarding risks, and monthly meetings regarding cases and how to</td>
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<td>best serve them</td>
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<td>Service Coordination for Hard to</td>
<td>Mark</td>
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<td>Jim, Anac, Shelly, and Cynthia met to review aspects to engage clients to sort cases,</td>
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<td>House</td>
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<td>education with some regarding risks, and monthly meetings regarding cases and how to</td>
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<td>Professional Development</td>
<td>Mark</td>
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<td>best serve them</td>
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<td>Item</td>
<td>Details</td>
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<td>Prevention/Coordination</td>
<td>Jil, Danell, and Shelby met again and are working on getting more info from NAHAI and Danell from Missouri. Next step is to start crafting a strategy.</td>
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<td>Centralized Intake</td>
<td>Assisted in coordinating work team</td>
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<td>Discharge</td>
<td>Mtg to be held on Dec 6, Rachel with PHC leading</td>
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<td>CoC/CBG Progress report</td>
<td>Diagnose will work on assessing our progress by calendar year end 2017.</td>
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<td>Youth Plan</td>
<td>Diagnose will continue coordinating a mg meeting.</td>
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<td>Youth's Homeless Demonstration Grant</td>
<td>Being released on Dec 24th</td>
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<td>Board agenda items</td>
<td>Waiting for the NQA period to open, once open create a work group to lead it.</td>
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<td>Point In Time</td>
<td>Waiting for committee to make decision.</td>
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<td>PHC and ICA to assist in leading the</td>
<td>Add to Dec board agenda</td>
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<td>HCHS Connect 2018</td>
<td>Do we do this again?</td>
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<td>Website costs</td>
<td>Can I cancel this in December and update where the change should be directed?</td>
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<td>Meetings Mark can attend</td>
<td>Cancelled or have attended these meetings</td>
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<td>Chronic Task Force</td>
<td>I will include the update from last week in the CoC conference agenda</td>
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<td>CoC/CBG Meeting scheduling</td>
<td>Yes, Jan will lead between now and when new person is hired, starting October 24th. She will provide update so me and I will distribute it to work list.</td>
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<td>CoC/CBG Meeting scheduling</td>
<td>Completed</td>
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<td>Bike clean up</td>
<td>In progress</td>
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Polk County Continuum of Care Board

Contractor Report for November 2017
Jane Fogg

Centralized Intake:
- Organize, facilitate and document CI Work Team meetings, agendas, notes and communications.
- Topics include:
  - Protocol for situations arising during VI-SPDAT administration
  - Obtaining verification
  - Possible TA request from HUD regarding chronic
  - Use of script during assessment
  - Evaluation of Centralized Intake – develop process & provide comments on what is being collected and how
  - Diversion – use of weekend hotel stay, reliability of information received from those seeking shelter, if they follow up with housing request
  - Review HMIS data
- Identify remaining CI Policies and Procedures items to meet HUD’s requirements
- Ensure flow of information and process between CI Work Team and Coordinated Services committee

Coordinated Services:
- Sue Wright leading sub-committee whose task is creating an evaluation instrument. My role is to support, monitor, participate, facilitate information sharing.

CoC Coordination:
- Attend November CoC board meeting
- Work with Mark on transition items and work plan

12/4/17
12/4/14
November 19, 2017

Mark K. Phillips  
Executive Director  
Polk County Continuum of Care Board  
2309 Euclid Ave.  
Des Moines, IA 50310

Dear Mark,

This letter communicates my intent to terminate my current contract with the CoCB. As stipulated in the contract agreement, advance notice should be 30 days. Therefore the end date of my contractual work will be December 20, 2017 unless otherwise notified. Final invoices will be submitted immediately following that date.

During my last few weeks of service I will continue work previously directed by you including but not limited to the following:

- Facilitate CI Work Team, record actions and move to appropriate next step.
- Facilitate Coordinated Services activities and communications, supporting chairs in current work items.
- Continue to address HUD-required compliance items to be included in the CI Policies and Procedures.
- Amend current CI Policies and Procedures document to reflect changes either already adopted by the CoCB or those which are proposed for consideration.

Per my contract and to the best of my knowledge, all documents created as part of my work have been consistently shared with you. During this time of transition, please make me aware of other documents or resources I can provide.

It's been my privilege to work with you Mark, for the CoCB and its partners striving to improve the system of services for homeless individuals and families in central Iowa. Thank you for the opportunity of make a contribution to the effort.

Sincerely,

Jane Fogg

CC: Elizabeth A. Nelson