Polk County Continuum of Care Board
May 14, 2018 / 12:00 PM – 1:30 PM
River Place, 2309 Euclid Ave, Des Moines - Room 1A

1. Approve Agenda

2. Consent Items*
   2.1. Minutes March 2018 Special Meeting
   2.2. Minutes April 2018 Meeting
   2.3. Coordinated Service Committee Minutes
   2.4. Directors Council Minutes

3. Executive Committee (Libby Nelson)
   3.1 Budget
   3.2 Advocacy Policy

4. Nominating Committee (Carole Bodin)
   4.1 Update on Nomination Process

5. Grant Committee (Kris Schechinger-Camper)
   6.1 Primary Health Care Contract Amendments*
   6.3 Update on Letters of Interest
   6.4 Update on Youth Homeless Demonstration Project Grant Submission

6. Other Business
   6.1 4 Walls for All

7. Point in Time and Housing Inventory Count (Gary Wickering)

8. Public Comment/Announcements

9. Adjournment

Next Meeting is June 11, 2018
CONTINUUM OF CARE BOARD
Monday, March 26, 2018
11:00 – 11:30 am
Polk County River Place, Room 1A

MINUTES

Board Members Present:
Miah Baum, Carole Bodin, Eric Burmeister, Phil Delafield, Tom Jackowski (by phone), Chris Johansen, Libby Nelson, Matt McDermott, Renee Miller (by phone), Susan Osby, Catherine Reaman-Gerdes, Doug Stodgel, Susan Wright

Board Members Absent:
Diogenes Ayala, Thomas Beil, Lt. Cynthia Donahue, Sam Fink, Russ Frazier, Valerie Miller-Coleman, Kris Schechinger-Camper, Brad Spielman, Angela Dethlefs-Trettin

Guests:
Jim Cain, Julie Eberbach, Gary Wickering, Ehren Stover-Wright, Amber Lewis, Shelby Ridley

Call to Order
Chair Libby Nelson called the meeting to order at 11:05 pm.

Ratify Offer to Executive Director
A motion was made by Matt McDermott to ratify the offer (see attached) for the Executive Director position to Angie Arthur; seconded by Sue Wright. Carried.

Introduction
Angie Arthur introduced herself to the Board. She expressed her appreciation for the opportunity and excitement in taking on the Executive Director role.

Adjourn
With no further business to conduct, Miah Baum moved to adjourn at 11:20 am; seconded by Catherine Reaman-Gerdes. Carried.

Respectfully submitted,
Eric Burmeister
Polk County Housing Trust Fund
Ms. Angela Arthur
West Des Moines, IA 50266

Re: Executive Director Position COCB

Dear Angie:

This letter will confirm our offer of employment for the position of Executive Director for the Polk County Continuum of Care.

Salary: $63,000
Benefits: Benefits and retirement as mailed
Location of office: Polk County Housing Trust Offices
Vacation: 4 weeks

This offer is subject to approval by the COCB Board. I hope to have the approval on March 26, 2018.

Let me know if you have questions.

Sincerely,
Polk County Continuum of Care

Elizabeth A. Nelson
Chair
CONTINUUM OF CARE BOARD
Monday, April 9, 2018
12:00 – 1:00 pm
Polk County River Place, Room 1A

MINUTES

Board Members Present:
Carole Bodin, Eric Burmeister, Angela Dethlefs-Trettin, Lt. Cynthia Donahue, Russ Frazier, Tom Jackowski, Chris Johansen (by phone), Matt McDermott, Renee Miller, Valerie Miller-Coleman, Susan Osby, Kris Schechinger-Camper, Doug Stodgel, Susan Wright

Board Members Absent:
Diogenes Ayala, Miah Baum, Thomas Beil, Phil Delafield, Sam Fink, Jamie Gilley, Libby Nelson, Catherine Reaman-Gerdes, Brad Spielman

Guests:
Shelby Ridley, Margo Miller, Jim Cain, Pat Schacherer, Gary Wickering, Carrie Moreno, Aimee Smith, Jack Hackett, Joe Stevens, Tim Wilson, Margi Miller, Ehren Stover-Wright, Karen Bougher

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

Approval of Agenda
A motion was made by Susan Wright to approve the Agenda (with a shift in moving back the Finance Committee); seconded by Renee Miller. Carried.

Approval of Consent Agenda
A motion was made by Eric Burmeister to approve the Consent Agenda except the minutes of the March 2018 Special Meeting (not included); seconded by Tom Jackowski. Carried.

Grant Committee
NOFA: Prioritization & Ranking of 2018 CoC Application
Jim Cain reviewed the ranking in Tier 1 and 2 for new projects funded through the Permanent Housing Bonus.
- Priority 1: Permanent Supportive Housing (PSH) for victims of domestic violence.
- Priority 2: Rapid Rehousing (RRH) based on need for parenting youth ages 18–24.
- Priority 3: PSH for adults without children.
- Priority 4: PSH for families there is over 4 times the amount of demand for adults than for families.
- Priority 5: Unaccompanied youth funded with CoC funds – opportunity to evaluate for PSH.
• Priority 6: Assist in meeting youth plan goals to end homelessness and reduce number of youth in emergency shelter.

A motion was made by the Grant Committee to approve the Priorities and Rankings; seconded by Eric Burmeister. Carried.

Letter of Interest Comments (LOI)
The Grant Committee reviewed the LOI for new and renewal projects. Due to last year's feedback on the renewal projects, Jim has designed it to be more streamlined.

Memorandum of Understanding (MOU)
This confirms the agreement between the Polk County CoCB and the Iowa Department of Human Services, Iowa Homeless Youth Center and the Youth Action Board. The MOU sets forth the general understanding and specific responsibilities of each party for the Youth Homeless Demonstration Project grant submission.

A motion was made by the Grant Committee to approve and execute this MOU; seconded by Susan Wright. Carried.

Youth Grant Submission
The Des Moines City Council approved submission of this grant at their March 12, 2018 meeting. Jim shared an update of the progress to date which is moving forward to completion. Last year’s plan received a high score on the rating actor: Financial Resources. At that time, a $40,000 commitment was made by the Mid-Iowa Health Foundation. It is understood that HUD requires letters with actual dollar commitment to receive points. The closer the total commitment is to the budget; the more points are scored.

There will be follow-up with the City Council about similar financial support and with Suzanne Mineck at the Mid-Iowa Health Foundation for a letter of support as well as the likelihood of additional grant funds.

A motion was made by Lt. Cynthia Donahue to approve submission of final version of the Youth Homeless grant when it is completed subject to further change as per Angie Arthur and Jim Cain; seconded by Kris Schechinger-Camper. With a Friendly Amendment to the Motion by Tom Jackowski: Subject to Executive Committee final review of the document.

Above motion carried.

Finance Committee
A motion was made by the Finance Committee to approve the February 2018 financial statement; seconded by Sue Wright.

Highlight: The fiscal agent for the organization will be changed from the Polk County Health Services to the PCHTF. This will be done in conjunction with
amending the 2016 Planning Grant – asking HUD to amend the grantee of the Planning Grant from Polk County Health Services to PCHTF.

Above motion carried.

Executive Committee
Matt extended a warm welcome to Angie Arthur, recently named as the Executive Director of the Polk County CoCB. Angie comes to her new position having previously served as the Executive Director of the Central Iowa Workforce Development Board, a group that provides strategy as well as oversight to the local workforce system in Polk County and its surrounding counties -- working with state as well as federal regulations and a diverse group of providers and employers within this community. Angie explained that it helped her understand a larger picture of the interconnections between housing, economic development, childcare as workforce issues. Before this position she was with Principal Financial Group in the health insurance division. Personally, she has served as a volunteer for Family Promise for 15 years. Angie told the group how much she is looking forward to her new position and getting out in the community to meet everyone.

Nominating Committee
Carole Bodin explained that there are five seats on the board to fill. Some of the areas these seats represent are substance abuse, business and service provider. She and Angie have talked about a clearer understanding of all areas. Board (past and present) and community people are being sought to serve on the Nominating Committee. Candidates will fill out an application. The HCC and the CoCB will need to review and approve these. Chris Johansen will help coordinate a meeting with the HCC.

Coordinated Services
Susan Wright reported that last fall the policies and procedures of the Coordinated Services Committee were reviewed:
-- The Centralized Intake assessment process will be evaluated on a regular basis to ensure that it is operating at maximum efficiency. Evaluation to be carried out primarily by the Coordinated Services Committee.
  -- A forum, hosted and convened by the CoCB, with people experiencing homelessness who have been through the coordinated assessment process, will take place every six month.

The Coordinated Services Committee determined that a forum was not necessarily the best place to collect information and instead settled on a computerized, on line survey administered through ICA during the two Point in Time Surveys, although it will stay posted. The first survey was done in January. ICA collected and analyzed this data. Margo Miller and Shelby Ridley shared some results. Noted: 100% reported that housing or shelter was offered or talked about.

Public Comment/Announcements
-- Centralized Intake will be closed on April 19; re-open on the 20th.
-- ICA staff will be out April 26 -27 will be out of office for summit in Minneapolis.
-- Affordable Housing Week’s Landlord Forum is April 16.

Adjourn
With no further business to conduct, Tom Jackowski moved to adjourn at 1:05 pm; seconded by Eric Burmeister. Carried.

The next meeting of the Continuum of Care Board is scheduled for 12 noon to 1:30 pm, Monday, May 14, 2018 at the Polk County River Place, Room 1A.

Respectfully submitted,
Tracy Levine
Polk County Housing Trust Fund
Meeting Minutes

Attending: Cynthia Latchem/Anawim; Jan Zeleke/Central Iowa Shelter & Services; Angie Arthur/CoCB; Jim Cain/Family Promise; Sadie Gasparotto/Home Inc.; Kiana Hines/New Directions Shelter; Shelby Ridley, Margo Miller-/Primary Health Care; Carole Bodin, Danell Vaughan/West Des Moines Human Services; Carie Moreno/Veterans Administration; Andrea Dencklau/Youth Policy Institute of Iowa; Sue Wright/CoCB -Chair

I. Those in attendance were welcomed; a round of introductions was completed. New CoCB Director was welcomed and offered some comments.

2. Minutes for the March meeting were approved.

3. Counting Homeless – Carole
   - Carole explained her concern that current reporting does not adequately represent the number of individuals who are served in family units.
   - She said that individuals in families should be added to reports so that the story can better be shared about the number being served. Eg., 871 family households served includes 1411 kids.
   - Need Public School voice at committee meetings.
   - Need to check with ICA about report status.

4. Discharge Planning – Jim
   - Issue of people being discharged from hospitals, etc.
     - There is a hole in application as well as general work.
     - Shelby met in February on the planning grant through Mercy (though all three hospitals are involved). They may visit Minneapolis to view their operation.
     - Need to know who to call if there is a post-discharge issue.
     - Current planning only involves hospitals. Also need to plan for incarceration and mental health discharges.
     - Question raised about local versus statewide plan. Discussed fact that there are 12 coordinated service areas. Must connect first with local service organizations.
     - Have discussed having a greater-Iowa set of principals for discharge. L
     - Polk County does not share data with Balance of State.
     - Jim will raise issue at Policy Committee of Council on Homelessness
     - Angie will reach out to Rachel at PHC.
   - Concern about the fact that organizations send people to facilities without checking on available space.
     - Hospitals send people to CISS without checking about available space.
     - Jan noted that sometimes troopers drop people off at CISS. Need formalized process.
Cynthia noted that Anawim works well with Eyerly Ball. People must be released to a home, not into homelessness.

- VA has people who work with prison and jail reentry.

5. Update on Youth Plan – Andrea
   - Andrea indicated that there currently is no funding. But new application has been submitted.
   - A priority is to improve relationships with Des Moines Public Schools. Trying to start a conversation about how to ensure services are available for homeless youth.
   - The Youth Plan will be presented at the Homeless Symposium. Also will have a youth panel.
   - They also are working on prevention strategies. Working with DHS on this – focus is on issue of aging out of system into homelessness.

6. Centralized Intake Update – Shelby and Margo
   - Activity has been slow. Typical of time when people have income tax refunds.
   - Anawim had openings but are filling those up. Anawim is taking on tough cases.
   - HUD dictates that if there are no PSH available, move to next available option.
   - Expect steady increase in number of families over next two months.
   - Question raised about possibility of getting increased Polk Co. funding for motels. Shelby responded that people placed in motels are not following thorough. 82% of people given motel support don’t follow through with intake at PHC. Some people even decline shelter then call 211 to get motel for weekend.

6. Other issues and Announcements
   - Cynthia – need to look at how to create more beds under other than PSH.
     - Some move to Section 8. Would like to have Section 8 vouchers allocated to PHC or some organization. Some other communities do this.
       - Jim noted that he and Mark talked with Jackie Lloyd and Chris Johansen. Noted that Polk County is resistant to do Section 8 set-asides. This is due to the excessive demand for Section 8 vouchers.
   - VA 2K walk will be May 16
   - There will not be a Homeless Connect event this year.
   - West Des Moines Human Services is having a fund raiser “Checkers for Charity” on May 10, 6-9 pm at the Foundry on Railroad in West Des Moines.
   - Revised CI Policies and Procedures will be ready for Committee review in May.

Future Meeting Dates: 10:00 am, 4th Wednesday of each month -- May 23, June 27
Participants:
Leslie VanDerMolen, Joani Moller, Brandon McNale, Roberta Victor, Carolyn Gathright, Kiana Hines, Sadie Gasparotto, Julie Eberbach, Kate Polush, Toby O'Berry, Cindy Rybolt, Angie Arthur, Margo Miller, Carrie Moreno, Carole Bodin, Althea Holcomb.

Call to Order:
Kate called the meeting to order at 10:09 A.M.

Approval of Minutes of March 2018 meeting:
Carole moved for approval of the minutes and Roberta seconded the motion. The March minutes were approved.

Introductions and agency updates:
Toby reported on the Ending Youth Homelessness Event that was held last week, including youth panel who shared their stories.

Cross Ministries’ Trivia Night and Silent Auction is at Westminster April 14th at 5:30. Biggest fundraiser of the year.

CISS Heros for Homeless will be held April 18th at the Marriott. Also, CISS is having a Plant Sale on weekends 5/4 – 6/17.

West Des Moines Human Services is having a fundraiser 5/10 6-9 p.m. Human Checkers at The Hall.

Hawthorne Hill’s fundraiser is at West End Salvage on 4/26. Food and drink and Silent Auction.

VA2K is 5/16 10:00am -2pm at the VA Hospital to raise awareness for homeless vets.

Introduction of Angie Arthur:
Angie Arthur is the new Executive Director of the COCB. She was most recently with Central Iowa Workforce Development Board which does regional planning and services. Previously she was with Principal Financial Group. Angie was on the board of Family Promise when it first started and has been involved with issues surrounding homelessness. She will be reaching out to folks in the near future but feel free to contact her as well.

Goals for 2018:
There was another lengthy discussion about the potential goals that had been identified at prior meetings. Many items were fleshed out and clarified. Some were grouped together as they seemed to overlap extensively. Others were removed from the list. The remaining items were divided into those that the Directors’
Council could work on independently and those that would need to be elevated to the COCB for action. Most, if not all, of the items to be elevated to the COCB would require work by this group to prepare them for that step. Two lists will be sent out prior to next month’s meeting, and members are asked to rank the goals within each group.

**Committee Updates:**

Kate asked if there were people who would be willing to report out on the activities of the other COCB committees or if this agenda structure should be revised. The following people agreed to report for the respective committees:

- Housing – Sadie Gasparotto
- Service Council – Roberta Victor
- Coordinated Intake – Margo Miller
- Performance Measures – attendee from ICA (Julie “volunteered” Ehren or Pat)

**Trainings/Resources:**

National Alliance to End Homelessness training is July 22-25 in Washington D.C. It is always an excellent training but it is expensive.

Peer-to-Peer June 13-14 at DMU. Registration is now open. This year it will not require tracks/break-outs to be selected at registration.

Polk County Housing Trust Fund Landlord Forum April 16th 8-11 at Polk County River Place. The focus this year is on refugees.

**Youth Grant Update:**

Angie reported that the Board approved the submission of the grant application after one final review by the Executive Committee. It is due 4/17.

**Point In Time:**

The July Point in Time will be July 25th.

**Housing Committee:**

Angie reported that the Polk County Housing Trust Fund is facilitating funding for short-term case management by CISS to assist the new owners of Mainstream/Unity Place.

**Service Council:**

In April, the Service Council presentation will be by Catholic Charities.

**Coordinated Intake:**

Coordinated Intake just presented to the COCB the results of the survey that each person who completed an intake during the week of the January PIT count was asked if they would be willing to complete. Families declined to participate more often and this may be because the intake itself takes longer. Next time they may offer incentives, such as Hy-Vee gift card.
**Other:**

DART is offering Vets free rides during the month of May. This is a pilot, but if it works it may become permanent.

Kate shared info on a phone interpretation service that IHYS is using and is more affordable than many others: CTSLanguageLink.com

**The meeting adjourned at 11:24 AM**

**Minutes submitted by Cindy Rybolt**
Primary Health Care Contract Amendment
May 14, 2018

Primary Health Care (PHC) submitted a request to amend its contacts for the Rapid Rehousing 1 (families) and Rapid Rehousing 2 (singles) programs. The Grant Committee reviewed and approved the contract amendments at its April 2018 meeting. The contract amendments are being recommended for approval by the Polk County Continuum of Care Board.

Primary Health Care Rapid Rehousing 1

For the families grant, PHC would like to increase the Case Managers time from 0.7FTE to a 1.0FTE and decrease the outreach worker portion from 0.37 to 0.0FTE. The Outreach Worker can be paid from another grant at this time. By increasing the Case Managers time in the grant, we can serve a larger number of families. The grant is still under-spent at this time and it will shift about $5000 from client assistance into a salary section to cover the Case Manager. This change will also allow us to draw down closer to the full portion of our grant by increasing the number of families served thus spending more client assistance. We will continue to enroll families through the summer and the Case Manager will be able to give more of her time to those families who have high needs.

Primary Health Care Rapid Rehousing 2

For the singles grant, PHC would like to ask that the definition of a client change from a single person to a household of two adults with no minor children. This definition change would allow for a couple who is homeless to be enrolled. Over the last year, CI was able to identify that there are no HUD funded programs in the community that are able to serve couples experiencing homelessness. Both this rapid rehousing program as well as the chronic grants for permanent supportive housing only serve single individuals. The proposed amendment would not change the budget as the households would still be seeking a one bedroom unit, as budgeted, and households would still have to meet AMI guidelines.