North Dakota Continuum of Care
Steering Committee Meeting
Tuesday, April 16th, 2019
1:00pm Virtually Held on Zoom

Present – Sarah Hasbargen, Cody Shuler, Andria Elhard, Erin Dahl, Katie Jo Armbrust, Kari Schultz, David Klein

Welcome and Call to Order – Chairperson Sarah Hasbargen called the meeting to order at 1:05pm.

Review and Approval of Minutes – David Klein made a motion to approve the ND CoC Steering Committee meeting minutes from March 18, 2019. Erin Dahl seconded. All in favor, motion carries.

Partner Updates –
NCDHP – Cody Schuler stated that the NDCHP Board of Directors have hired Emily Schwartz on a 6-month contract as a project manager.
CARES Governance – Cody Schuler stated the CARES Governance Board meeting on April 15th included looking at staffing options through the $1.5 million North Dakota Homeless Grants that was allocated this legislative session. They have identified a need for 1 FTE Coordinated Entry staff person. Once the Governor signs the bill including the NDHG funds, Department of Commerce will use the old program requirements. No formal votes or action was taken during that meeting.
ICA – Kari Schultz provided and update on 3 items:

1) Longitudinal Systems Analysis. Kari reported that there is data clean up being done now prior to the AHAR report. They have received “warnings” which Kari and Brandy have addressed with agencies to help explain how to correctly collect the data while the “errors” are coding issues and are being addressed by the vendor. HUD pushed back the due date and it is currently unknown when the LSA will be due.

2) HIC/PIT Count. Kari stated that she just received remaining information this morning. In 2018 beds weren’t reported, and similar issues in 2019, there is a lack of understanding what that means. Brandy needs to approve Kari’s work before the CoC Steering Committee can approve. Discussion was held regarding the remaining unsheltered counts and potential unknowns. Kari stated that narrative will have to be submitted to explain the weather conditions. Cody Schuler will ask the FM area if there are any unaccounted for PIT counts, Katie Jo Armbrust will ask the Grand Forks area. Sarah asked about SSVF as Diana Hall had directed her staff to do what they could. It was unknown what Dickinson and Williston had for counts. Kari stated she will connect Sarah to Melissa.

Kari Schultz stated her last day with ICA will be May 17th.
Data Committee – Kari Schuler stated she and ICA put together the Data Request form based off other CoCs with the understanding of how North Dakota currently works. Discussion was held regarding the need for full Steering Committee or subcommittee needing to have final approval. Kari stated she had learned from others, like Wisconsin CoC, that they used Doodles instead of email chains for record keeping of votes. Cody shared FM’s similar experience using Doodles. The CoC Steering Committee agreed to use that method and that requests should come to the full Steering Committee immediately and approval will be done via Doodle. **Katie Jo Armbrust made a motion to accept the Data Request form, with changes discussed. Lorraine Davis seconded. All in favor, motion carries.**

CoC Update – Sarah Hasbargen provided an update on behalf of Emily Schwartz, new CoC Interim Coordinator hired by NDCHP. Sarah stated in regard to the financial state of affairs, Emily has asked for bids to assist with the last two years HUD findings, reconstruct record keeping, and create transparent financials. Janelle Moos is asking HUD for an extension on this. Emily Schwartz is working on the Grants Inventory Worksheet, hopefully submitting to HUD soon. Sarah stated in regard to communications, Emily is working to change email addresses, add a “general info” email address that would go to Alicia Rixen who is also contracted by NDCHP to assist with administrative activities. Sadie is also short term contracted to assist with revamping the website. Sarah reported for Emily that they are working on changing Google drive storage to Dropbox storage and coming up with a ‘who to contact’ list, and that NOFA prep will be coming. Cody Schuler explained that after Michael Carbone left, record keeping is absent or not accurately tracked and therefore Emily is looking to reconstruct documentation due to poor management by previous staff. NDCHP needs to demonstrate money was spent appropriately, fortunately HUD is understanding. Sarah stated Emily will participate in the CoC Steering Committee meetings going forward.

Statewide Housing Prioritization Implementation – Sarah Hasbargen stated there was nothing specific she wanted to discuss here but provide an opportunity to bring questions. Kari Schultz stated some new trainees didn’t know things were on hold, asked for clarification. Discussion was held regarding management of prioritization lists. Cody Schuler stated HUD may allow regional lists, such as “super” regional lists. Discussion was held regarding use of ND Homeless Grant dollars for Coordinated Entry and/or list management. Sarah asked for solutions to short term list management. Cody Schuler stated FM Coalition can’t take on any more, and therefore regions will have to provide their own temporary solutions. Katie Jo Armbrust stated she will have to do it for the Grand Forks region as no other projects are pulling from the list other than Grand Forks Housing Authority for LaGrave on First.

Organizational Chart – Sarah stated Emily Schwartz is creating an organizational chart with points of contact from each region and requested feedback. Cody Schuler provided history, stating the monitoring committee used to have staff with SSVF. Sarah stated the monitoring committee could provide support to CoC staff in the future, discussions to be continued.

The next meeting will be held as a CoC membership meeting on Tuesday, May 14th in Grand Forks.

Meeting adjourned at 2:30pm.