North Dakota CoC Steering Committee Meeting  
March 18, 2019

Attendees
Sarah Hasbargen, Erin Dahl, JoAnn Brundin, Katie Jo Armbrust, Andria Elhard, Cody Schuler, Lorraine Davis, David Klein, and Kari Schultz

Meeting was called to order by Chairperson Sarah Hasbargen at 10:02 am. The meeting began with the discussion about the departure of Alison Tate and the review of NDCHP Governance. Sarah brought to the attention of the group that it is the expectation of the ND CoC Steering Committee based out of the North Dakota 500 Statewide Continuum of Care. Items that were brought to the attention of the group included the purpose and responsibilities of the ND-500 Statewide Continuum of Care. CoC Steering Committee in person meetings will be held in conjunction with the NDCHP quarterly meetings. Currently there are three more in person meetings schedule for May 2019 in Grand Forks, August 2019 in Minot, and October 2019 in Fargo. The CoC Steering Committee will hold monthly meetings via Zoom for the group. There will be continuation for development for policies and procedures and will be an ongoing development to make sure that the governance is being handled in an appropriate and timely manner.

Partner updates were provided by Kari Schultz, ICA regarding the ongoing items for the ND HMIS system. Kari let the group know that there is currently only four agencies that have not reported their HIC and PIT information and she is seeking the unsheltered PIT documentation. Kari will be working with Cody Schuler to obtain this information. Kari also informed the group that she will be releasing information about the System Performance Measures and the results from the LSA submission. It was reminded that HIC and PIT information is due to HUD by April 30 and SPMs are due by May 31 and it will be the responsibility of the CoC Steering Committee to provide approval of the submission of the data.

The statewide housing prioritization implementation will be reviewed to figure out list management due to the departure of Ms. Tate. Mr. Schuler will be working with Grand Forks and the Bismarck area along with Kari as to what the list currently looks like and what processes will need to be established to get this completed. They are moving to the delay of statewide coordinated entry to May 1, 2019, but further discussion will be taking place. Katie Jo Armbrust will be the new representative for Region 4.

Development of sub-committees was established. Due to the NOFA availability to open earlier, there is going to need to be the establishment of the Ranking committee. The Ranking Committee is to be established for non-recipients of NOFA funds. Mr. Schuler offered is expertise to this group, but no leadership at this time. The following members were identified at this time; Erin Dahl, Cody Schuler, Jill McDonald, but further consideration for others would be sought as will. Mr. Schuler made the suggestion that they may seek additional assistance from Carla, the West Central CoC Coordinator regarding their NOFA process procedures.

Monitoring and Compliance committee has been established via Lorraine Davis, Erin Dahl, and Cody Schuler. They will be looking at the HUD TA documents to assist in the outline of the monitoring and compliance

The Data Committee has been established for outlining the data needs for the CoC. The following members will work with Kari Schultz; Lorraine Davis, Native American Development Center, and Sarah Hasbargen, SENDCAA in the interim and will be working to seek out other committee members. There is
going to be an initial meeting to complete an outline about the data needs and look at it from a short-term perspective and the currently data quality plan. This committee will also be responsible for reviewing report requests once the data request policy is approved.

ND HMIS licensing fees have been established as of March 2018 as approved by the board and then further policies have been established about fee waivers, however there is no documentation to support the adjustment. The current structure is as follows:

- 1 - $225
- 2-5: $200
- 6 or more: $175

This fee structure is billed on an annual basis per user per year. Kari will discuss with Cody about licensing fee structure and what has already been established in the ND HMIS Policies and Procedures. Cody did state that the CoC has been in negation with ICA regarding the management of the HMIS licenses and also further management of the ND-500 grant and the HMIS Lead Agency. There will also be outline of how to onboard new users into the system and report them for billing purposes. For the next billing Sarah has identified that SENDCAA will complete the billing but look at automating the process accordingly.

Sarah also identified that she will be going on maternity leave beginning May 16 and be gone until August 2019. Katie Jo Armbrust will be the point of contact during the leave.

The ND CoC website will be revised to provide additional information and request feedback from the members of the Coalition. There will be a contact us and CoC Survey requesting the feedback and also looking at townhall meetings. It was suggested that the CoC Steering Committee members be identified as points of contact, so that those people that do have questions know who to talk to.

The next meeting has been identified for April 15, 2019 beginning at 10 am via Zoom.

Meeting was adjourned at 11:26 am.

Respectfully submitted by Kari L. Schultz, ICA
3/18/2019