Present: Andrea Olson, Erin Prochnow, Dave Flohr, Janelle Moos, Sarah Hasbargen, Denise Steinbach, Katie Jo Armbrust, Sandy Wilson, Joey Huber, Theresa Hugg, Willy Soderholm, Oswald Scanlenburry, Emily Contreras, Wendy Dahlberg, Stan Stelter, Melanie Heller, Bonnie Malo, Shantel, Dewald, Tami Conrad, Cody Schuler, Mark Heinert, Andrea Werner, Amy Winkelman

Janelle called the meeting to order at 12:03 pm.

Janelle reviewed the purpose of today’s meeting to vote on a new collaborative applicant. The meeting invite was as follows:

“Our hard work and patience has paid off! We are pleased to announce that NDHFA's Board and the Industrial Commission have both voted unanimously to support NDHFA becoming the collaborative applicant in ND! Several NDCHP and CoC Steering Committee members along with Elizabeth Clark from HUD had a call last week with NDHFA staff to review and discuss the next steps. The first step we need to take is to host this special meeting in order to outline any other details (not in this email), answer any questions you all may have and to have CoC members vote to approve the change in collaborative applicant. We would like to invite you to attend a joint special meeting of the NDCHP and CoC membership on Monday, December 16th at noon CT. See the details below for how to join the meeting via zoom.

If you all remember during the June meeting in Bismarck the CoC were presented with several options to consider re: the collaborative applicant. CoC members in attendance had an opportunity to discuss the pros and cons of each option and then vote (one per agency) on which was more viable for the future of the CoC. Upon reviewing the vote count, it was decided that the CoC would like the NDCHP Board to begin the process of identifying a new collaborative applicant and selected ND Housing Finance Agency as the preferred candidate.

Since then, the NDCHP Board and a few members of the CoC have had several in person and conference calls with staff at ND Housing Finance. NDHFA also had several conversations with HUD regional reps, Dept. of Commerce staff, CoC members and also requested data from NDCHP including an history of and overview of the role of the CoC and staff, and an outline of current funding available to support the CoC.

We will then forward the information to NDHFA so they can begin the process of creating the CoC job description, classifying the position and advertising in order to hopefully have the position filled by February.”

NDHFA will be the collaborative applicant, an HMIS Lead discussion will take place in the near future. CoC Governance documents are being reviewed and will be ready for showcasing at the February 5th meeting.

June CoC meeting was a state of the state meeting, and the membership voted for NDCHP to explore conversation with NDHFA taking over as collaborative applicant. NDHFA board and industrial commission both approved moving forward with becoming CA. Talked briefly about steps for turning over the role, and steps to get position approved and transitioned. NDHFA has finalized job description and submitted for re-classification. Anticipating it be approved quickly then will have to approve.

Stan asks about the supervision and location of position, and how it will be funded. The position will be within NDHFA and supervised internally. Funding will come from planning grant. NDHFA talked with South Dakota Housing to compare ideas and budget, NDHFA will be subsidizing the position through agency revenue through whatever funding is not sufficient. All funds available will be transferred to NDHFA to fund the position. Salary has not been determined yet, will be dictated by human resource classification from the state. Coordinator position that will be considered a management position.
Janelle called for an official vote to approve NDHFA as the new collaborative applicant. Roll call vote is as follows with only one vote per agency allowed:

- Andrea Olson - Yes
- Erin Prochnow – Yes
- Deb Christianson - Yes
- Janelle Moos - Yes
- Sarah Hasbargen - Yes
- Denise Steinbach - Yes
- Joey Huber - Yes
- Theresa Hugg - Yes
- Willy Soderholm - Yes
- Emily Contreras – Yes
- Wendy Dahlberg - Yes
- Stan Stelter - Yes
- Melanie Heller - Yes
- Tami Conrad - Yes
- Cody Schuler - Yes
- Mark Heinert - Yes

Janelle adjourned the meeting at 12:27 pm.