Meeting was called to order at 9:05 a.m. by Beth Larson-Steckler.

Roll call was taken in the chat box.

A. Review and Approval of Agenda

1. Motion to approve the agenda by Angela Daly, second by Beth Humenyik, no further discussion. Motion carried.

B. Approval of Minutes – November 2, 2022

1. There are two Wendys and two Beths in meetings, add last initials for multiples names in the minutes.
2. Motion to approve the November 2, 2022 meeting minutes by Angela Daly, second by Liz Larsen, no further discussion. Motion carried.

C. CoC Coordinator Update

1. Membership and Board
   a. Currently there are 179 members representing 88 agencies.
   b. Board elections
      - Region 8: Heather Ingman
      - Chair: Beth Larson-Steckler
      - Secretary: Jenna Richardson
      - Motion to approve the board members by Katie Jo Armbrust, second by Cheryl Merck, no further discussion. Motion carried.
2. Membership Drive. CoC Membership Agreements, CARES Partnership Agreements, and CARES Interagency data Sharing Agreements are due on February 28, 2023.
3. Prioritization List/Referrals
   a. Total households on the list: 572, including DV alternative database numbers
      - Family Type
        o Family: 72
        o Singles: 407
        o Youth HH: 83
        o Unknown: 10
      - Age
        o 0-24: 89
        o 25-39: 211
        o 40-54: 168
        o 55 and over: 91
        o Unknown: 13
      - Gender
        o Male: 337
        o Female: 217
        o Gender other than singularly female or male: 7
        o Transgender: 7
        o Questioning: 1
        o Unknown: 3

- Race
  - American Indian/Alaska Native: 127
  - Black/African American: 73
  - White: 221
  - Two or More Races: 26
  - Other: 8
  - Unknown: 117
- Chronic
  - Chronic: 206
  - Not Chronic: 339
  - Potential Age-in: 8
  - Missing: 19
- Vulnerability
  - Highest: 4
  - High: 48
  - Medium-High: 233
  - Medium: 44
  - Low: 151
  - Mainstream: 82
- Location
  - Region 1:0
  - Region 2: 1
  - Region 3: 17
  - Region 4: 100
  - Region 5: 359
  - Region 6: 1
  - Region 7: 42
  - Region 8: 0
  - Minnesota: 31
  - Unknown: 21
- Days on List
  - Under 30: 71
  - 30-59: 59
  - 60-89: 47
  - 90-119: 38
  - 120-149: 59
  - 150-179: 61
  - Over 180: 221
  - Average Days on the List: 156

b. Exits
- There were 94 that were exited from the prioritization list in November, 108 in December, and 98 in January.
- January 2023
    - Sheltered: 5
    - Unsheltered: 13
    - Facility: 2
    - Rental/owned: 27
    - Family/friend: 3
    - Deceased: 0
    - Other: 0
    - Unknown: 48
- There were 768 exits in 2020/2021, 764 exits in 2022, and 98 in 2023 (through the end of January. The numbers listed below reflect exits for 2023.
    - Sheltered: 5
    - Unsheltered: 13
    - Facility: 2
    - Rental/owned: 27
    - Family/friend: 3
    - Deceased: 0
    - Other: 0
    - Unknown: 48
- There was additional discussion on how information for Vulnerability and Days on List are measured and assessed.

c. Referrals
- 61 referrals were made in November 2022, 42 in December 2022, and 57 in January 2023 (numbers listed are for January)
    - Successful: 5
    - Unsuccessful, Client Rejected: 16
    - Unsuccessful, Provider Rejected: 5
    - Pending: 31
- 1,256 referrals have been made through January 2023
    - Successful: 253
    - Unsuccessful, Client Rejected: 595
    - Unsuccessful, Provider Rejected: 211
    - Pending: 197
- Funding Source
    - CoC: 341
    - Emergency Housing Vouchers: 357
    - Emergency Solutions Grant-COVID: 353
    - Emergency Solutions Grant/North Dakota Homeless Grant: 67

  o Other: 138
4. Monitoring Visits
    a. 15 projects were monitored in October 2022
    b. There were no major findings in any of the visits
    c. All follow-up documentation was due to the CoC by December 23, 2022
        • 12 projects had follow-up documentation to submit and there were no concerns with the submitted documentation
    d. It is expected that CoC on-site monitoring visits will be limited in 2023 and the focus will be on YHDP projects.
5. CoC Spending Report (through September 2022)
    a. 2018: $42,257 has been recaptured by HUD. $15,879 remains for the Capacity Building Grant which expires June 2023.
    b. 2019: All grants have expired with a total balance of $389,493. These funds will be recaptured by HUD.
    c. 2020: $347,446 in funds had not expired as of this date. $224,029 have expired. Burleigh County Housing Authority is returning $178,424.
    d. Abused Adult Resource Center has $45,605 remaining. This grant ended after the report was sent, so there are still funds that could've been spent from this grant.
    e. 2021: Fourteen grant agreements have been signed as of this report. FHRA has not signed any grant agreements to date as their 2020 grants haven't expired yet. Red River Valley Community Action Agency's grant has been transferred to Grand Forks Housing Authority. The YHDP grants had not been signed as of this report, which will increase the amount of 2021 grants to closer to $3.0 million.
6. 2023 Training Calendar
    a. January: Youth and Housing First, Mark Heinert
    b. February: Housing Stability through Motivational Interviewing, San Mateo County
    c. March: Ethics and Boundaries, Dr. Jeremy Carney
    d. April: Human Trafficking, Amy Boyd and Mike Bolme
    e. May: Secondhand Trauma and Self-Care, Angela Metz and Tessa Sieble
    f. June: Mental Health, Trauma Informed Care, and Native American Policies
    g. July: De-escalation Crisis Training, Angela Daly
    h. August: Equal Access Training LGBTQia+, Housing Innovations
    i. September: Housing First, Kelly Gorz
    j. October: Domestic Violence, Power and Control, Angela Daly
    k. November: VAWA, U.S. Housing Consultants
    l. HMIS In-Person Training
        • May 1-2 Bismarck
        • May 4-5 Minot
        • May 16-17 GF
        • May 18-19 Fargo
        • Required for all CoC, ESG, YHDP, and NDHG funded agencies.
        • Sign-ups will be on the ICA training calendar soon, locations TBD.

7. Other
   a. Youth Homelessness Demonstration Program
      - No further action will taken with the Two Feathers contract. NDHFA cashed the $14,000 check. No additional refund was received and the YAB decided not to pursue any further.
      - All projects have been implemented.
   b. CoC Registration is due to HUD by March 2. Funded agencies do not need to do anything, this is only for the collaborative applicant. We are waiting to see if we can get a signed resolution with the Turtle Mountain Band of Chippewa Indians before completing the registration.
   c. Point-in-Time and Housing Inventory Counts
      - If you are an agency that normally submits for the HIC, work with Christina Morris as she is scheduling calls with all agencies this year.
      - We received signed agreements for Turtle Mountain Band of Chippewa, Standing Rock, and Spirit Lake Nation this year. One organized count occurred with Turtle Mountain Band of Chippewa.
      - There is a summer count tentatively planned for the last Wednesday of July.
   d. Upcoming meetings
      - We will go back to in-person meetings for May (Bismarck) and August (Minot). November and February meetings will continue to be virtual because of unknown travel conditions.
      - Since we now have monthly trainings, we are going to do agency highlights in place of the trainings.
   e. Legislation
      - ESG/NDHG transfer discussions have started in committee meetings.
      - If you have are interested in learning more about legislative advocated, join the ND Coalition for Homeless Persons for additional information.
   f. Acronyms have been added to the meeting agendas. If there is something missing, please notify Shawnel so they can be added.

D. **Policy Reviews and Approvals**
   1. Monitoring Plan
      a. Removed Board of Directors as a responsible party
      b. Updated the timeline to match what actually happened in the past year
      c. Most of the updates were on the monitoring audit. Those were changes made after going through the process this past year.
      d. Motion to approve the Monitoring Plan by Katie Jo Armbrust, second by Mark Heinert, no further discussion. Motion carried.
   2. CARES Policies
      a. CARES Access Receipt: No changes, but does need to be updated for each region.
      b. CARES Agency Denial Form: No significant changes.
      c. CARES Client Denial Form: No significant changes.
      d. CARES Interagency Data Sharing Agreement: No significant changes.
      e. CARES Policy Manual

- Updated HUD defined qualities for coordinated entry
- Updated Background information
- Updated Definitions section
- Other minor changes

  f. Data Sharing Principles Flyer: No significant changes.
  g. Housing Prioritization Reciept
  - Added eligible types of housing
  - Added description of Other Permanent Housing
  - Other minor changes

  h. Motion to approve all CARES Policies by Darianne Johnson, second by Melandie Deplazes, no further discussion. Motion carried.

E. Agency Highlight – Pathways to Success
1. Beth Larson-Steckler presented on the YHDP project.

F. Regional Updates
1. Region 1
2. Region 2
3. Region 3
4. Region 4
5. Region 5
6. Region 6
7. Region 7
8. Region 8
9. Statewide

G. Committee Updates
1. CARES
   a. Has not met for some time but will get approval for the CARES policies soon.
   b. The Housing Crisis Triage continues to be reviewed and hoping to have it ready for the spring HMIS training.
   c. Digital Chalk is being reviewed and updated.
   d. Survey will be sent out for the Housing Prioritization Tool to users in March.
2. Data Committee
   a. Supported the PIT and HIC.
   b. Worked with the NDCHP Legislative Committee to pull numbers for a flyer to advocate and lobby on behalf of NDHG.
   c. Continuing to have discussions on how to best support data quality.
3. System Performance
   a. Focus continues to be on data quality.
   b. Next meeting is scheduled for February 15, 2023 at 1:30 p.m. CST.
4. Ranking Rating: No update.
5. Youth Action Board
   a. YAB continues to meet weekly.

b. Working to figure out next steps prior to project monitoring.

c. Continue to recruit members, please refer! Lived experience is required.

H. Partner Updates

1. ND Coalition for Homeless People

    a. Legislative Committee has been meeting weekly. If anyone is interested in these meetings, contact Angela Daly.

    b. May plan in-person meetings on the same days as the CoC membership meetings.

2. Institute for Community Alliances

    a. New HMIS manager has been hired, Michael Tonarely. He has worked for ICA for seven years and he has previous experience working in a shelter. They are working to establish roles and responsibilities. Michael will be working with ND and Boise.

    b. Working to change processes for contacting ICA support. Please use the Help Desk email to submit requests.

    c. New HMIS users are having difficulty completing training in the 30 days allotted. Please provide new users with the time and capability to complete the training. Average time to complete is currently 42 days.

    d. The Longitudinal System Analysis was submitted to HUD. The impression is that this is the best LSA that has been submitted in the last three years. Data quality has improved greatly. Error corrections are due February 28, 2023.

    e. Currently processing PIT and HIC numbers. Christina is leading this effort.

    f. Please be mindful of the working hours of staff. ICA responds to requests as soon as they can.

    g. Data quality in 2018 was 91% and in August 2022 was 95%.

    h. Data completeness in 2018 was 197 days and in August 2022 it was 8 days. Days to exit was 259 in 2018 and was 16 days in August 2022.

3. ND Department of Commerce

    a. Working with NDHFA to transition ESG and NDHG funds.

4. ND Housing Finance Agency

    a. Transfer of ESG and NDHG seems to be going well with no issues. The budget hearing was held on February 6 and the NDHG allocation was discussed. Various agencies were present to present on the use of NDHG funds.

    b. The $40 million Housing Incentive Fund bill was declined by the Senate. HIF will still be in the NDHFA budget.

    c. Public input opportunities are available for ESG/NDHG allocation plans.

I. Other Discussion

1. No other discussion.

J. Adjourn: Meeting adjourned at 11:50 a.m.

84 members were present during the meeting.

Minutes were approved at the membership meeting on May 3, 2023.

Acronyms	
AHAR	Annual Homeless Assessment Report
APR	Annual Performance Report
BIPOC	Black, Indigenous, and People of Color
CAPER	Consolidated Annual Performance and Evaluation Report
CARES	Coordinated Access, Referral, Entry and Stabilization System
CDBG	Community Development Block Grant
CE	Coordinated Entry
CH	Chronic Homelessness
CoC	Continuum of Care
CSBG	Community Services Block Grant
DV	Domestic Violence
ES	Emergency Shelter
ESG	Emergency Solutions Grant
eSnaps	Electronic Streamlined Noncompetitive Award Process System
FMR	Fair Market Rent
GPD	Grant and Per Diem
HCV	Housing Choice Voucher
HDX	Homelessness Data Exchange
HEARTH	Homeless Emergency Assistance and Rapid Transition to Housing Act
HHS	Health and Human Services
HIC	Housing Inventory Count
HIF	Housing Incentive Fund
HMIS	Homeless Management Information System
HOME	Home Investment Partnerships Program
HOPWA	Housing Opportunities for Persons with AIDS
HP	Homelessness Prevention
HPT	Housing Prioritization Tool
HQS	Housing Quality Standards
HUD	U.S. Department of Housing and Urban Development
ICA	Institute for Community Alliances
LGBTQIA	Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and Asexual
LOCCS	Line of Credit Control System
LOT	Length of Time (in days)
LSA	Longitudinal System Analysis
MGH	Maternity Group Home
NDHFA	North Dakota Housing Finance Agency
NDHG	North Dakota Homeless Grant
NDIACH	North Dakota Interagency Council on Homelessness
NOFO	Notice of Funding Opportunity
OPH	Other Permanent Housing
PATH	Projects for Assistance in Transition from Homelessness
PH	Permanent Housing
PHA	Public Housing Authority

PIT	Point-in-Time Count
PL	Priority List
PLM	Priority List Manager
PSH	Permanent Supportive Housing
RFP	Request for Proposal
RHY	Runaway and Homeless Youth
ROI	Release of Information
RRH	Rapid Rehousing
S+C	Shelter Plus Care
SH	Safe Haven
SNAP	Supplemental Nutrition Assistance Program
SNAPS	Special Needs Assistance Program Services
SO	Street Outreach
SOAR	SSI/SSDI Outreach Access and Recovery
SPDAT	Service Prioritization Decision Assistance Tool
SPM	System Performance Measures
SSDI	Social Security Disability Insurance
SSI	Supplemental Security Income
SSO	Supportive Services Only
SSVF	Supportive Services for Veteran Families
TANF	Temporary Assistance for Needy Families
TH	Transitional Housing
TLP	Transitional Living Program (RHY grant program)
UDE	Universal Data Element
USICH	U.S. Interagency Council on Homelessness
VA	U.S. Department of Veterans Affairs
VASH	Veterans Affairs Supportive Housing
VAWA	Violence Against Women Act
VOCA	Victims of Crime Act
WIC	Women, Infants and Children
YHDP	Youth Homelessness Demonstration Program
YYA	Youth and Young Adults