**MCOC Steering Committee Meeting**

**December 4, 2017**

**MINUTES OF MEETING**

**Attendance:**

Vickey Rand – CHOM, Veronica Ross, Opportunity Alliance; Rob Liscord, Preble Street; Wendy Thomas, VA; Awa Conteh, City of Bangor; Donna Kelley, KBH; Scott Tibbitts, MaineHousing; Rob Parritt, City of Portland; Joanie Klayman, Preble Street Veteran’s Housing Services Street

Meeting convened at 10:04 a.m. Chet Barnes and Mike Mooney not able to attend due to other commitments.

**AHAR Submission:**

Scott reported that the AHAR report submitted on behalf of MaineHMIS has some data issues and asked the meeting to decide how to proceed. Scot reported that the numbers on our housing inventory and bed counts are not lining up with the report. HMIS/Mediware thinks the problem is with the report itself. MaineHousing ran the report again but they still have problems with “canned” reports. Sometimes the bed nights are under or over the housing inventory that are in overall projects. Scott hoping to go in and manually enter the data that we know to be correct and submit the report again. Scott informed the meeting that if we don’t get the AHAR right but it gets accepted, it will have minimal impact on our COC NOFA points. Vickey presented a motion to give MaineHousing to proceed as planned. Rob Lescott seconded and the motion was approved with no objection.

**Setting the MCOC agenda and big thinking topic:**

* Special guest at MCOC meeting
* 211 guests
* Standing agenda items

**Mention of the special guests & announcement at the MCOC meeting:**

Mark Winter and from Senator Collins’ office and Teague Morriss from Senator King’s office will be joining the COC meeting on December 21st, 2017 for a special announcement. **This meeting will be occurring at the Maine State Library instead of MaineHousing in Augusta, to accommodate for an anticipated bigger attendance.** There may be a press release announcing this event.

**Committee updates:**

**Resource Committee:**

Rob Liscord spoke about PIT counts. The committee has leads for each county except Waldo. The Committee will be setting up times with MSHA for trainings. Spoke about COC merger and revisiting Maine Homeless Planning website.

**Data Committee:**

Awa reported that the committee met and reviewed new data reports. Some programs have many data errors but that may be due to Mediware reports not being in sync with the new HUD Data Standards. The Committee advised the Project Committee to hold off on asking for “letter grade” reports until the issues are resolved. Awa Conteh advised members to please test their reports before final submission in sage. Data Committee also spoke about data sharing. If recommendations are made regarding data sharing, they will be shared at the COC meeting and we will need a significant amount of time for discussions.

**Policy Committee:**

Did not meet last month, but will be meeting this Friday.

**Project Committee:**

Reviewed the MCOC project monitoring form, tweaked and mapped some components of the report to correspond with the Sage APR. Review protocols of submitting monitoring information. Will be working on MaineHMIS monitoring tool. Future task is monitoring ESG programs.

**Veterans Committee:** Rob Liscord reported that the committee is meeting tomorrow from 1-3pm. Making some good headway in the benchmark to eliminate veterans homelessness. Working on save-the-date for an event regarding veteran homelessness. Previous VA Secretary had made veterans homelessness a priority for the VA, but the new VA Secretary has changed that priority and this has created some concerns

**Discuss inviting 211 and DHHS GA to Dec 21st meeting**

We will be inviting 211 to our next meeting to see how we can work effectively with them. Rob Parritt will reach out to 211 staff and coordinate their attendance to our meeting.

**Minutes of Strategic Planning Session**

Amy has not submitted the minutes of that meeting but since information from Board meetings are now standing COC agenda items. Upon receipt, the COC will share information at the following meeting.

**Next Meeting, Other Business:**

Vickey proposed that we don’t have a meeting January, 2018 unless there is an emergent need for it. All agreed.

Vickey asked if it is necessary to keep continue keeping the Steering Committee. Some thought it should stay, but others though it can be structured as a NOFA Committee. The Committee decided that we should meet in February and ongoing until the COC makes a decision about structure.

**Adjournment:** The meeting was adjourned at 11:10 a.m.

Minutes recorded by Awa Conteh, City of Bangor