**Steering Committee Minutes**

**November 4, 2013, 1:30pm - 3:30pm**

**Maine Housing, Augusta, Maine**

**Attendance:**

**In person: Donna Kelly**

**Phone:**

**Awa Conteh, Cullen Ryan, Heather Rhoda, Mike Mooney, Wes Phinney, Sandra Kimball, Ginny Dill**

**I. Welcome/Introductions/Attendance**

Meeting convened and introductions were conducted.

**II. Approval of Agenda/ Additions/Adjustments**

No additions to the Agenda

**III. Review/Approval of Minutes**

Heather made a motion to accept minutes and Sandra seconded the motion

**IV. Monitoring Project Update**

Wes reported, the committee resubmitted the monitoring sheets for further explanations. Responses are due November 5, 2013. The committee needs the response to monitoring information to be timely and or complete for all renewals. The summary sheet for monitoring report did not have all the projects on it and it needs to be updated and finalized with all GIW projects to create a master. Wes reported the committee will complete it on Thursday.

**Scoring:**

The data committee came up a draft HMIS scoring template. The project committee plans to determine on November 7th if it should be separate document or incorporated into one scoring sheet. The group is waiting for the NOFA to be released so they can see HUD priorities and those will be compared to the scoring template. It will then be changed to reflect these priorities.

There was discussion about who to invite for scoring if it is needed. We did not do it last year due to having only renewals to rank. Donna suggested we could come up with scoring for renewals and rank projects on monitoring outcomes. It was pointed out that somebody who doesn’t understand the process would find the task difficult. Awa recommended having a scoring meeting, which is open to anyone who wants to attend. Sandra suggested an education piece might be needed for those who have not been involved. Anyone who wants to be involved in the process with renewals should be included as any project that loses funding will find it difficult. Project committee has a template (which needs to be updated). GIW is on website and can be used to update the template. It was recommended we keep the existing process for scoring renewals. Last year, monitoring was part of project committee and the group went line-by-line scoring based on the monitoring tool.

It was presented to steering who took it to the full CoC for final vote.

The question of repurposing funding as a new project verses a renewal was brought up. Should we change any projects and would that be considered as a new project? Wes reported Chet and he contacted HUD about repurposing and HUD steered away from it due to time constraints. In the likely event, we face cuts how do we consider what not to fund as we move forward. What are the pros and cons involved in planning? Hard decisions may need to be made regarding renewals. No one wants to lose couple hundred of Maine funding because transitional housing is no longer a priority of HUD. Cullen is worried about losing transitional housing because HUDS focus in on PH. Cullen suggested the HUD chronic homeless definition is serving HUD’s definition of the population and recommends using a definition that works for the continuum instead.

**Governance:**

Sandra reminded group that the governance committee needed to be resurrected and complete governance tasks. Donna has drafts of all the changes. Sandra offered to chair of committee. Sandra will reach out to existing members and anyone else who wants to participate may join.

**Committee Reports:**

**Resource Committee:** Mike reported he does not have any updates since the last meeting. They may not meet in November due to steering committee needs.

**Data Committee:**

The Data Committee met and created a scoring template for the HMIS project. The Committee removed some elements from the scoring template that will be used for the remainder of the projects. If the COC approves the scoring template for HMIS, a new Project Monitoring Tool would need to be developed and sent to the HMIS project for completion. The new monitoring tool should be designed to be aligned with the scoring template. The Data Committee recommends the scoring point system for all projects to be objective and measurable. When the scoring templates are finalized, this Committee would like to be given the opportunity to review and comment on points for the benefit of all projects.

**Weekly focus:**

No updates on the weekly focus due to the government shut down.

**HUD updates:**

No updates due to the government shut down.

**AHAR:**

Projects were asked to look and check their data. Waiting to hear from Maine Housing at to the next step

**Mapping:**

Heather gave an update on the last mapping performance measures meeting. The group is currently working on a Typology document. The next meeting is this Friday at 1:30. Kat Freeman will take spreadsheet and working with it. An update will be given at the next steering meeting and MCOC meeting before NOFA blackout.

**Anne:**

A recommendation was made to ask MSHA to invite Anne to one of our weekly steering meetings to devise a work plan and to review goals.

**V. New Business**

N/A

**VI. General Discussion/ Information Items**

**VII. Next Meeting (confirm time and location) / Adjournment**

The next meeting is on Monday, November 18th and will be hosted by DHHS. After discussion, it was decided to meet weekly on Mondays from 1:30-3:30, following the November, 18th meeting.