**Portland Continuum of Care**

September 22, 1:00-3:00

Back Bay Room, 196 Lancaster Street

Attendees: Jon Bradley, Aaron Geyer, Adam Harr, Vickey Rand, Rob Parritt, Veronica Ross, Rachel Boyce, Ginny Dill, Amy Grommes Pulaski. Chester Barns by phone.

1. **Introductions & Overview**

The group introduces themselves.

1. **Accept Meeting Summary 9/9/16**

***Vickey makes a motion to accept the meeting. Seconded by Rob. All vote in favor.***

1. **NOFA Overview, comments**

The group has set a standing meeting for going forward and an interest in moving the PCOC forward.

Jon has contacted HUD to change the contact for Logan Place and Florence House to be Preble Street from AVESTA. The CoC should take a vote for when the change does happen to give Preble Street the benefit of attendance toward those applications, regardless of when HUD approves it.

Will Florence House be re-classified? Lynn’s direction is to leave it as it is. The background is: there was a small grant for Florence House classified as permanent housing. The options were safe haven/permanent or safe haven/ transitional. They chose safe haven/ permanent. Over the last 8 years HUD has re-categorized safe haven into shelters, which contradicts how it was originally funded. So the project straddles the current structure. Jon will continue to have discussions with Lynn regarding this, especially as it is being transferred from Avesta to Preble Street.

One suggestion is to look at other examples in other states who are also safe havens. Jon will look into this as well.

1. **Formula comments update**

Adam submitted the comments yesterday for ESAC and the CoC.

Rob provides an overview of what the formula change proposed and some comments, most specifically that HUD would continue to fund the Annual Renewal Demand (ARD).

1. **Governance**

The group discusses some of the issues and conditions that Adam is looking for 24 CFR 578.7(c) Continuum of Care Planning. They are asking for policies and procedures. The group discusses the written standards etc.

1. **Nomination of chairs**

Aaron’s term has terminated, so they are looking for a chair to replace Aaron.

***Ginny nominates Rob. Seconded by Jon. Unanimously approved.***

R**ob’s term will begin today and end in September 2019.**

The group discusses Jon’s longevity as chair. Jon will agree to be chair for one more year.

**Jon will continue his term, which will end next September 2017.**

1. **Subcommittees and chairs**

The group discusses the challenges of getting people interested in subcommittees. They question how to engage other members of the community. This is very detailed and tedious work, and not many folks have been involved. To draw others in, perhaps we create some big thinking topics to engage others. How do you structure the meetings so that people come to the meetings they are interested in, that may be one way to engage others?

One idea is that the CoC is charged to addressing family homelessness. Then talk about subcommittees etc. There are already initiatives regarding addiction etc. There’s not a need to do the same.

The review the governance and the committees listed in the document. There are seven committees listed. They discuss what committees make sense as having a joing committee with the MCOC.

* Steering Committee is comprised of the chairs of the PCOC, the chairs of the committees. This should be a Portland only committee.
* Monitoring Committee. The Monitoring committee will remain a Portland Committee. ***Ginny makes a motion for Vickey to chair of the Monitoring committee, seconded. Approved.***
* Project Ranking Committee. The group discusses whether this should be a joint standing committee. There is a lot of discussion about the pros and cons of combining. The MCOC also has two committees, a Selection Committee and also a Selection Tool Committee, which is different. There is a suggestion to have this discussion at the next CoC BoD.
* Resource Committee. This committee can provide trainings and reporting on other ongoing trainings. This will also include the Point In Time this time. This is a new addition to this committee. The Point In Time committee can be an ad hoc committee at that time. There is language in the Governance which states that the Resource committee will work to assist current projects in securing resources for programs, both financial and otherwise. The group discusses whether this is feasible or not. Do we want this to change, or continue doing work that we’ve done in the past?

**Aaron agrees to continue to chair the Resource Committee**, as he has in the past. *There is also discussion of adding a member from TOA and Norm from Shalom House. They would like to add one more persons to this Committee.*

**The group decides to create the PIT Ad Hoc committee in October.** The MCOC resource committee will be brining methodology for the PIT to the MCOC October meeting. Because of the joint collaborative applicant there is a lot of pressure to have the same methodology for both PIT. **There is a suggestion that someone from the MCOC Resource Committee bring the Methodology for the PIT that is being presented to the MCOC in October to the PCOC in October as well.**

* Data Committee. There are a few members that are interested: Rachel, Veronica, and Vickey, however the Joint Board will be discussing data at the next meeting. They decide to postpone until later.
* Policy Committee. This is a joint committee, Cullen and Vickey chair this committee.
* Veteran Committee. This is a joint committee of which Phil is the chair.

The group would like to expand the attendance of the PCOC meetings, to add to the committees etc. Ideas for recruiting new members:

* P reach out to several organizations to recruit them as experts to invite them to participate. Milestone etc.
* UNE and USM (Jon)
* Healthcare for the Homeless (Dawn)
* Needle Exchange, COP
* HCD
* If no other method works, the ESHAP program requires participation in the CoC.
1. **Notification information and posting**.

Information will be posted on the City of Portland and the Maine Homeless Planning sites.

1. **Staffing PCOC (Coordination, agenda planning minutes, etc)**

Paula will be staffing the PCOC moving forward. Adam will be posting to the website and supporting Paula as needed, plus providing the room etc. Adam coordinates for tech support etc. Rob will draft an invite for the PIT topic of the next meeting. Create a phone meeting.

November and December Meetings

* The November meeting will be scheduled for 12/1.
* December meeting will stand 12/22.
* Paula to send out the meeting dates for the next several months.
1. **Upcoming Meetings:**

Paula to send out the meeting dates and reminders, agenda etc.

* October Meeting 10/27
	+ 1:00-2:00 Steering Committee
	+ 2:00-3:00 Point In Time
		- What work, what didn’t
		- Ad Hoc Committee for PIT,
		- Methodology, etc.
		- Invite Milestone, Amistad etc.
* The November meeting will be scheduled for 12/1.

Future Meeting Topic: Targeted group: Youth and Families. Discuss the option of having a joint committee or stand alone for Portland. Invite Jeff and Family Crisis Services