**Maine**

**Continuum of Care**

**Augusta:** Scott Tibbitts (MaineHousing), Donna Kelley (KBH), David Sovetsky (Mid Maine Homeless Shelter), Melody Fitch (FVP), Chet Barnes (DHHS), Paula Weber (MaineHousing), Leah Bruns (MaineHousing), Lauren Bustard (MaineHousing)

**Portland:** Vickey Rand (CHOM), Rob Parritt (City of Portland), Cullen Ryan (CHOM), Adam Harr (City of Portland), Joanie Klayman (Preble Street) Ginny Dill (Shalom House), Kera Pingree (Youth Advisory Board), Erin Kelly (Preble Street), Rachel Boyce (Preble Street), Bill Higgins (HVJ), Mike Merrill (VOA), John Winnikka (Frannie Peabody), Ken Capron (MemoryWorks), Kelly \_\_\_\_ (Through These Doors).

**Bangor:** Don Lynch (FACT), Marcie Dean (Next Step).

**Lewiston:** Chris Bicknell (New Beginnings), Mike Mooney (New Beginnings)

**On the Phone:** Michelle Staples (YCSPI), Craig Phillips (Tedford Housing), Melanie LaMore Gagnon (Safe Voices), Kari Bradstreet (Hope & Justice Project), Emily Flinkstrom (Fair Tide), Heidi Bradley (CHCS), Sarah Derosier (CHCS), Gerald Botta (HOME, Inc.), Alice Preble (DHHS-OCFS), Boyd Kronholm (BAHS), Elaine Grade (KCHC), Melissa McEntee (RGH), Crystal Hatch (RCAM), Mike Tilton (ESM), Gail Garrow (OHI), Alley Smith Morrisey (Veterans, Inc.), Keri Alley (Partners for Peace), April Smith (\_\_\_).

 [If I missed anyone or misspelled your name, please let me know]

Disclaimer: These notes are not intended to represent direct quotes, things may not be in chronological order, and ideas may not always be accurately attributed. If you have corrections or comments, please let Scott know and he will edit accordingly.

**Meeting: Maine CoC**

**Date: August 16, 2018, 1:00 – 3:00 PM**

**Location: Tandberg Teleconferencing Sites**

**Review of Minutes:** Minutes of July 19, 2018 approved as submitted.

Reminder – If you call in, please email stibbitts@mainehousing.org to let us know you were there!

**Maine Consolidated Plan:** Paula Weber provided an overview of the process for updating the draft of Maine’s 2019 Annual Action Plan and gave a summary of the feedback already received. The draft will be done by October and everyone will have another chance to weigh in before the final version is prepared in November. Once this Annual Plan is done, Maine will begin work on the next 5 Year Consolidated Plan. Paula asked if there were any questions or additional comments. There was just one. Chet asked that the plan clarify that set-asides for special populations, particularly homeless households, should be required for all types of new development projects.

**The Coordinated Entry Grant:** Last year, MaineHousing applied for a $36,723 grant to help support our Coordinated Entry System. The grant proposal was to hire someone to assist with multiple aspects of CES implementation, including matching clients from a prioritized list to the most appropriate available units, but the system itself has not yet developed to the point where this matchmaking is possible, so the grant was not executed. MaineHousing has discussed the situation with HUD and based on their advice, intends to execute the grant immediately and submit for renewal in the current funding cycle, with the understanding that we will be amending the grant to focus more on other allowable activities that we can implement now: things like creating and distributing CES information and materials, conducting CES Trainings, and developing plans for tracking, reporting, monitoring and evaluating CES data. Eventually, we will get to the “Matchmaker” part, but we can phase that in later. HUD also suggested Maine use some Planning Grant funds to help develop the groundwork and structure for CES, and use the CES Grant for operating the system. It was asked that it be clarified, once someone is hired to be “CES Staff”, who they are working for. There is a difference between ‘collaborating with’ the CoC and ‘working on behalf of’ the CoC. Members felt the position should ‘work for the CoC’. **MOTION**: MaineHousing should move to execute the grant and implement the SSO components of the project to engage, educate, and train providers as necessary, and conduct assessment of the system to ensure all are able to use it, and that it is working as intended. **PASSED**.

**Scoring Templates:** New and Renewal Scoring Templates were reviewed. There is a new 20 point question about CE Participation. What evidence is required to show that an agency is participating? This question was included to demonstrate that MCOC is looking at CE participation as an important component of CoC funded projects, but the question was worded in such a way that all projects can say ‘yes’. If that is the intent, we need to be sure that Amy conveys this to the Selection Committee. There were no objection to using the tools or the process as outlined.

**Selection Process and Committee:** We reviewed the proposed outline for the 2018 Selection Process, which is very similar to last year’s except there will be two sessions – one for Renewals and one for New Projects, and the New Projects will be asked to provide the committee with a brief presentation and opportunity for Q&A. The process was approved. There was then a lengthy discussion about the make-up of the proposed roster for the Selection Committee, the vetting process for nominees and the need to clarify our conflicts of interest policy in regard to Selection. It was determined that, given the now separate sessions for New and Renewal Projects, some candidates might be able to serve during one, but not the other session. Several of the potential candidates had previously worked for applicant agencies, and there were questions about potential conflicts in these situations. People who have some knowledge of the CoC/NOFA/Application process can be very helpful on the committee, but there should be some guidance on how much time should pass between their having worked for an applicant agency, and when they can serve on Selection. Three or five years were proposed. These particular nominees had all since withdrawn due to other commitments, so there was no final decision made regarding the time frame, but it should be considered going forward. There was also one conflict of a more personal nature. There were a number of questions about this, mostly about the process of determining who gets on the list and how they might be removed, and for what reasons. Some questions tried to address the nature of the personal conflict itself, the details of which it was not appropriate to disclose at the meeting, but eventually it was agreed that this nominee should not participate. There was a **MOTION** to approve the amended roster of Selection Committee candidates. **PASSED**. Leah offered to draft a Conflict of Interest Policy that would help MCOC and potential candidates more clearly understand and identify real or perceived conflicts of interest.

**Scoring Tools and Process:** The Board recommended swapping the point values between TH and RRH in Question 1, making RRH worth 7 and TH worth 8. Also, the letter grade reports referred to in the tool are no longer available from HMIS. The Board recommended either dropping the question entirely, or giving everyone the points – the group decided to go with the latter option, keeping the question as a placeholder until another report can be created. There was a question about the Housing First question. In the HUD application, an applicant must answer yes to ALL the components of the question in order to be able to say YES to being Housing First. For MCOC scoring purposes however, this is not an all or nothing question. Applicants will receive a point for each of the components they can say yes to, even if they cannot say yes to all of them. We need to be sure the committee understands this. There was another question about the new Transition Project type – the tool does not have anything that addresses this type of proposal. We did not receive any applications for this type this year, so we can still use the tools we have, but will need to address this next year. Overall there were very few changes made to the tools or process – this is an area we scored well in on the CoC level last year, and we put a lot of work into it as part of the merger. **MOTION** to accept the Tools and Process as reviewed today. Several applicant agencies abstained, but there were no objections. **PASSED**.

**Ranking**: **MOTION** to use the same Ranking protocols that were used last year. **PASSED**.

**Appeals Process**: Updated versions of our Appeals Process were reviewed. Steps 1 & 2 describe Appeals submitted to and resolved by MCOC. Changes were made in light of the merger and the timelines were shortened to ensure more timely resolutions. Step 3 describes appeals to HUD. **MOTION** to approve the Appeals Process. **PASSED**.

**The NOFA:** The Opportunity Alliance informed MCOC yesterday that they will not be renewing their three CoC applications. This puts $376,945 back on the table as voluntarily reallocated funds. There was already approximately $60,000 of bonus funding remaining. Maine will lose this money if no one applies. The deadline for submission is currently this Friday. We can extend by 24 hours and still meet the HUD requirement regarding the timeline. If an agency is able to submit a new application on such short notice, will they be able to request the ability to amend it, so long as it is resubmitted in time for the scoring and selection process? Yes. Lauren emailed Dan at MaineHousing to inquire if additional Match funding could be made available if a new Construction/Rehab proposal was submitted. The answer was Yes. **MOTION** that MCOC extend its project submission deadline by 24 hours. **PASSED**.

**The NOFA Committee:** Will be meeting tomorrow at Shalom House in Portland from 10 to 1.

**NAEH Conference:** 8 folks from Maine attended and were able to meet with all 4 of our congressional delegates. Lots of good workshops.

**State and Federal Legislative Updates:** See updates posted on MaineHomelessPlanning.

**Statewide Homeless Council:** No meeting in August.

**Regional Homeless Councils:** No meetings in R1 and R2. R3 had SOAR Training.

**Long Term Stayers:** 76% decrease in LTS from 2013 to now. Currently 63 people listed.

**MCOC Board:** Most of the Board topics have already been covered here today.

**Board Members and Vacancies:** Erin Kelly from Preble Street has been nominated to fill the seat left by Rob Liscord. **MOTION** to Approve Erin’s nomination. **PASSED**. Will now go before the BOD for final approval.

**Committees:**

**Data Com:** Tabled for lack of time

**Project/Monitoring:** Tabled for lack of time

**Policy Com:** Tabled for lack of time

**Resource Com:** Tabled for lack of time

**Veterans Com:** Tabled for lack of time

**Youth Advisory Board:** Meeting monthly now. Propose using TAYVI-SPDAT, and replacing current ROI with a more trauma-informed version. We need to look into both for details.

**Other Business:** Cullen was recently at a conference in LA and saw Skid Row. The homeless environment there is so different. 52,000 are homeless in LA County alone. Maine has so many advantages, there is so much we can do, if we keep working together to solve homelessness here.

**Next Meeting:**

**SEPTEMBER MEETING WILL BE ON THE 13TH NOT THE 20TH**

 **Please see the next agenda for more details.**