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.

**Maine**

**Continuum of Care**

**Attending in Portland:** Vickey Rand (CHOM), Ali Lovejoy (Preble Street), Jill Grazia (Shalom House), Dan Hodgkins (Preble Street -Veterans Services), Bill Higgins (Homeless Advocacy for All), Susanne Randall (Homeless Advocacy for All), Mike Merrill (Volunteer Of America)

**Attending in Augusta:** Scott Tibbitts (MaineHousing), Norm Maze (Shalom House), Ginny Dill (Shalom House), Chet Barnes (DHHS –SAMHS), Pam Morin (Family Violence Project- FVP), Tracy Allen (Kennebec Behavioral Health – KBH), Laurie Murray (MaineHousing), Rota Knott (Tedford Housing), Arwen Agee (VA), David Sovetsky (MidMaine Homeless Shelter), Rick Hayward (Protech Solutions), Alice Preble (DHHS-OCFS), Janice Daku (Rural Community Action Ministries – RCAM), Mike Shaughnessy (MaineHousing), Melanie Beaulieu (Family Violence Project), Kelly Watson (MaineHousing)

**Attending in Lewiston:** Chris Bicknell (New Beginnings), Rebekka and Alix (YAB)

**Attending via GoToMeeting:** Kelsey Brown (HUD), Emily Flinkstrom (Fair Tide), Joe McNally (Milestone Recovery), Julia Kimball (Bread of Life Ministries – BOLM), Melanie Bubar (Homeless Services of Aroostook – HSA), Tyra Parker (Volunteers of America – VOA), Heidi Bradley (Community Health and Counseling Services –CHCS), Brianne Brasslett (CHCS), Sarah DeRosier (CHCS), Amanda Cost (Partners for Peace), Aaron Geyer (City of Portland), Rebecca Hobbs (Through These Doors – TTD), Hope and Andii (Youth Action Board), Noelle Coyne (Safe Voices), Kat Freeman (Home Fire Consulting), Josh D’Alessio (PCHC), Gerald Botta (HOME, Inc.), AJ Doody (PCHC), Marcie Dean (Next Step), Sean Scovil (Shaw House, Community Care), Andrew Parlin (Western Maine Homeless Outreach), Linda Holmes (City of Biddeford), Donna Kelley (Waldo CAP)

[Reminder – If you call in, please email [stibbitts@mainehousing.org](mailto:stibbitts@mainehousing.org) to let us know you were there!]

**Meeting: Maine CoC**

**Date: February 20, 2020, 1:00 – 3:00 PM**

**Location: GoToMeeting**

**Member Introductions:** Vickey welcomed everyone, and each attendee introduced themselves. A reminder for all those calling in - please email Scott Tibbitts to be sure you are included in the minutes.

**Review & Approval of minutes:** Minutes were posted on the Maine Homeless Planning website.

***Aaron G. made a motion to approve the Jan. 16, 2020 minutes, this was seconded by Dan H. There was no additional discussion. No one opposed. Minutes were accepted as presented.***

**Big Thinking Topic: FUSE**

Vickey provided an overview of the FUSE (Frequent User Systems Engagement) PowerPoint from the Corporation for Supportive Housing that was shown to the Board and the Statewide Homeless Council in January. She also reviewed LD 2056, which would establish a FUSE Collaborative for Maine, bringing together a number of ongoing efforts. Though no funding would be attached at this time, once the group is able to organize data and develop a plan, funding could then be sought from a number of potential sources.

***There was a MOTION was made by Bill H. and a 2nd for MCOC to express support for LD 2056. DHHS abstained. None opposed. Motion PASSED.***

**Big Thinking Topic: Project Monitoring Process/ Form**

Mike S. explained that the Committee was asked to make a change to the forms that would allow for Occupancy to be based upon the number of Units, not just the number of Beds, when determining Utilization Rate. The Committee agreed that Units were a more valid way to measure utilization for projects that serve Families.

**A MOTION was made by Norm M, 2nd by Janice D., to approve this change. PASSED without objection.**

**State and Federal Updates:**

Please see highlighted items in the Policy Committee Update posted on [www.mainehomelessplanning.org](http://www.mainehomelessplanning.org)

**Statewide Homeless Council**

SHC held a Strategic Planning Retreat earlier this month where the group established four areas for focus for the coming year:

1. Addressing Unsheltered Homelessness
2. Increasing Coordination Among Agencies at all Levels
3. Increasing the supply of Affordable and Supportive Housing
4. Improving Data Collection and Measurable Outcomes

**Long Term Stayers Update**

No new figures were available at this time

**Document Review Committee**

The only significant changes since the last review were in regard to Committees and the Conflict of Interest policy.

Committees were split into two general categories: “Standing Committees”, for those created by MCOC and tasked with specific functions directly related to the work of MCOC, and “Advisory Boards and Committees” for those groups that are more autonomous and serve a purpose that, while connected to the work of MCOC, is not driven or directed by MCOC. For example, the NOFA Committee, HMIS & Data Committee, and Project Monitoring Committee, exist because of their relationship to the MCOC, whereas groups like the Statewide Homeless Council, Maine Coalition to End Domestic Violence, and the Homeless Veterans Action Committee, exits independently of MCOC.

-It was pointed out that HVAC specifically requested to be considered a “subcommittee” of the Continuum, because there some guidance on their end that required it. The YAB is similarly required to be a committee of the Continuum. On the other hand, groups such as SHC or MCEDV might not want to be considered “committees” of MCOC. Being a committee of the MCOC implies that the Continuum, or the MCOC Board, has some level of control or oversight of them, which may not the intent, even for those required to be called committees.

-We will need to consult with each of the groups that were placed in the ‘Advisory’ category and review any relevant guidance they have about the nature of their relationship to the Continuum before finalizing this section. It may be just a matter of clarifying the roles and definitions of different types of committees.

The Conflict of Interest section, and related sign-off statement, are not very clear in regard to who is expected to sign the policy statements. All agreed that the intent was to have only the Board Members be required to sign, since they are ultimately responsible for funding related decisions. MCOC members are still expected to disclose any conflicts of interest they are aware of, but are not expected to sign the policy statements. This section will be re-written to clarify that distinction.

**COC Board Update**

The Board has approved 5 new members:

* Kate Easter - MCEDV
* Kathryn Freeman – Home Fire Training and Consulting
* Tyra Parker- Volunteers of America Northern New England
* Kelly Watson - MaineHousing
* Laurie Murray - MaineHousing

The Board also modified their By-Laws to increase the possible number of Board members from 21 to 25.

There was a presentation from Peter Kraut about data, IAP, and how this relates to FUSE and other efforts that are in the works. The complexities of data sharing on this scale were also discussed.

**CES Updates**

The Coordinated Entry Committee is looking at how their proposed Policies and Procedures relate to real life implementation by various agencies. HMIS Data needs to go live April 1st this year. Mary W. will present at the next meeting to let folks know what this will look like. The Committee also decided to request HUD Technical Assistance to help with implementation.

-The Youth Coordinated Entry System now has a draft Governance and Policies and Procedures manual based largely on the MCOC model but adapted for Youth specific programs, such as placing more emphasis on Vulnerability and less on Length of Time Homeless, and keeping the early stages of any grievance or appeal within the Youth Provider Group to protect privacy.

-There was a **MOTION** by Bill H. and Seconded by Chet B. to approve this document. Discussion included tying in to HYDP efforts, that Youth 18 to 24 might also be in the ‘regular’ CES and we will need a policy on that, and that Youth under 18 will require different approach to things like consent. MOTION **PASSED** with Comments that updates will be needed.

**2020 PIT Update**

Still compiling the data. Janice L-H. will be providing an ‘After Action Review’ at the March MCoC meeting to go over what worked well and where things could be improved.

**Relevant Committee Updates** (Some Committees may not need to report out every month)

Resource Committee – preparing PIT After Action Review

HVAC – approximately 105 Veterans on their By Name List, Annual meeting will be in May.

Monitoring – Annual Project Monitoring has begun. If you have a CoC funded Project, you will be hearing from the Committee soon to set up a visit.

NOFA – Reviewing “Parking Lot” items from last round, and recommendations from the Gaps and Needs Report. There are some indications the next NOFA could be released sooner than usual.

**Any other business**

Chet B. pointed out that incorporating CES and Youth CES into HMIS will involve more users, and much more work for the system and the staff, not just in terms of what HUD requires, but also anything MCOC might be adding beyond that. We really need a better sense of costs of administering and operating our HMIS, and a scope of what these changes - unfunded mandates for HUD - will mean. Perhaps the Board could look at this and develop some sort of cost analysis.

-Kat F. suggested more staffing might be needed to handle the increased volume of work CES will bring.

-Laurie M. added that it is not just a matter of submitting a new grant for more money – MaineHousing would also need to agree to provide Match funding, and other costs related to increased staffing.

Bill H. asked if MaineHousing would be providing Scholarships for this year’s NAEH Conference. We will look into it. There are scholarships available through NAEH as well.

**Next Meeting:** **March 19, 2020, 1PM to 3PM**