

# Heading Home St. Louis County Leadership Council

June 25, 2014 – 11:00-2:00 Cotton Town Hall

## Meeting summary

Members Present: Fred Lund, Edie Carr, Virgil Sohm, Al Lian, Katy O’Sullivan, Nathan Thompson, Cynthia Finley, Valerie Strukel, Heather Lindula, Matt Traynor, Ji Young Choi, Char McLennan, Laura DeRosier, Stacy Radosevich

Community members present: Beth Peterson, Michelle Whitman

- I. Meeting was called to order at 11:05, dismissed at 2:40.**
- II. Attendance taken – excused absences – Deb Wagner, Kathryn King**
- III. Additions or changes to the agenda –**
  - Addition of HMIS Governing Group application process
  - MHFA 1:30 advisory meeting
  - FY 2014 CoC process
- IV. Action Items: Operational issues**
  - AEOA flex contract termination - Stacy provided overview of the FHPAP flex fund administration situation. Heather/RHC rep. asked to have time on the agenda to hear from AEOA regarding additional concerns around the AEOA contract situation.
    - i. Motion was made by Nathan, seconded by Val to for time on the July agenda to be allocated for AEOA to address the council regarding flex contract termination. The executive committee will send agenda prior to July meeting.
    - ii. Future contracts will be increased from 30 to 60 days termination due to complex nature of flex fund administration in the FHPAP program.
    - iii. Additional discussion will take place with the executive committee & flex fund administrators regarding setting administration amount sufficient to administer the funds in the City of Duluth or county-wide.

- iv. Future voting protocol will allow for additional discussion via conference call if there are questions/concerns from Leadership Council members between meetings.
- ESG Review – Char provided overview of ESG/CDBG homeless programs & funds. Matt asked what the role of the Leadership Council was for ESG/CDBG funds. Char updated role was only to understand the funds/programs at this time, however, in the future the role will increase to more advisory. This will take place when CoC/ESG programs develop performance management system for community. Char will send electronic copy of document covered.
- Approval of March 26<sup>th</sup> meeting minutes (Nathan approved/Heather seconded)
- Coordinated Access Charter – Charter was updated by Coordinated Access committee for approval at this meeting. There were additional questions regarding agendas and meeting minute disbursal. Heather will make updates & bring back to LC in July for approval.

**V. Committee/Taks Group Reports** – Request was made by Matt to have stronger verbage than “recommendations” coming from LC committees due to multiple voting topics & informed LC members. Matt will attempt to develop a proposed solution to bring to the next meeting.

- Coordinated Access work group update –
  - Members from the CA work group attended the 2 day VI SPDAT training.
  - SL CHAT (hosted by United Way 211) will be open soon for meeting mintues & updates for the broader community on progress of the CA system.
  - Next steps include making a recommendation regarding what information is needed from clients at which points & by who.
  - Electronic version of the VI-SPDAT will be sent by Ji Young Choi for use to begin piloting the tool outside of HMIS by a select number of providers.
- Heading Home SLC 10 year plan (Homeless Summit) update –
  - Summit planners passed out summit invitation, summit announcement & 2013 successes.
  - Homeless Summit planners would like to request a full update for the Leadership Council in September
  - The Homeless Summit was identified as one source of local need to update the 10 year plan. Other sources will be utilized as well.
- HMIS/Data committee & statewide update -

- The HMIS/Data committee update was provided via meeting summaries to date. No feedback/comments
- New statewide HMIS Governing Group will be developed
- Statewide HMIS/Data committee will work toward opening up the HMIS system by CoC region initially.
- Local CoC regions will have access to HMIS data for planning purposes Expected by October 2014.
- Leadership Council members or others interested in serving on the statewide HMIS Governing Group are encouraged to submit an application. Survey Monkey link was provided to all LC/AHC/RHC members with application deadline of July 18<sup>th</sup>.

**VI. FHPAP – MHFA site visit monitoring**

- Stacy provided process for FHPAP monitoring, advisory & service provider roundtable.
- Erin Schwartzbauer/MHFA held discussion with Leadership Council members regarding needs in St. Louis County. Needs identified include:
  - i. Reduce number of 1<sup>st</sup> time homeless (increase recently)
  - ii. 20% of clients in CHUM shelter are from out of state
  - iii. 1% of client s in AEOA shelter are from out of state
- St. Louis County will continue to plan how FHPAP/ESG & CoC funds can be used in coordination. There have been a lot of changes in funds through the HEARTH Act.
- Roles/Responsibilities of Leadership Council include:
  - Understanding of FHPAP program
  - Communication with FHPAP
  - Application process
  - Observations/Provider process