

Mid-Willamette Valley Homeless Alliance

CoC Performance and Evaluation Committee

Tuesday, June 2, 2020 | 3 pm-4:30 pm

Meeting Minutes

Member Attendees: Dan Clem, Dede Hazard, Julie Conn-Johnson, Ryan Gail, Aryn Walker, Kristty Polanco, Michael Livingston, Christine Lewis (alternate for Cassandra Vigil), Shawwn Hartley

Guests: Lisa Trauernicht, Ashley Hamilton, Scott Eastburn, Jimmy Jones

Staff: Carla Munns

Welcome and Introductions

Dan Clem, Committee Chair, began introductions and welcomed Cassandra Vigil with Pacificsource as a new PE member. Michael nominated Lisa Trauernicht from Marion County to become a member of PE, the motion was seconded by Dede. All members were in favor. Motion passed to nominate Lisa Trauernicht to be a member of PE. The group revisited the regularly scheduled meeting time and agreed to keep it first Tuesday of each month. Due to scheduling conflicts, Cassandra has requested an alternate be approved to attend for Pacificsource as well, Christine Lewis. Alternate was approved to be recommended to board.

Standing Committee Items

The committee reviewed 5/5/20 PE Committee Meeting Minutes. Michael moved to approve the minutes, Dan seconded. All were in favor. Minutes were approved. Carla Munns, MWVHA Staff, noted all committee members have returned signed Conflict of Interest and Code of Conduct attestations, including Lisa. Carla will send to Christine as a PE member alternate. Dan provided a reminder that the undercurrent of the CoC is neutrality and being collaborative, especially our committee which makes funding decisions and relies on neutrality for decision-making. The CoC has already made great strides and achieved success in these short few months. This momentum will continue if we all work together for collective success in designing an aligned community system. Our role being crucial in this.

Draft Policies, Procedures, Scoring Tool and Timeline

Carla reviewed several draft documents for review:

- The CoC requests the PE Committee review and approve policies while the CoC is establishing baseline policies as a new entity. In review of the 2019 NOFA, HUD asks about CoC's anti-discrimination policies. Staff drafted an anti-discrimination policy using language from Clackamas CoC, HUD housing program definitions and City of Salem. The committee reviewed and revised the draft policy. Dede made motion to approve the policy as revised. Dan seconded the motion—all were in favor. Motion for board to adopt the anti-discrimination policy was approved.
- The committee reviewed a draft timeline for the 2020 NOFA and local application process. Documents have been adapted from other CoCs as a place to start in refining tools to reflect our local processes and priorities. The draft timeline was reviewed as a tool to communicate with partners interested in following the process in applying for local funds. Michael moved to approve draft timeline, Ryan seconded. All were in favor.

Motion passed to recommend adopting the draft NOFA and RFP timeline in concept, knowing it will need updating once the NOFA is released by HUD.

- The committee reviewed in detail, a draft Review and Ranking Process document with priorities, scoring criteria and scorecards. Documents have been adapted from other CoCs as a place to start refining tools to reflect our local priorities. Requests were made to clarify in the document what “participation” and “implementation” means. Specifically, the Housing First model has different interpretations of “implementation”. Jimmy noted we should not be quick to minimize standards of performance so defining what the standards are is important even as a new CoC. The committee defined minimum threshold standards that all applicants must meet (or agree to meet) and local priorities to include chronic homelessness, youth homelessness, and DV-, veteran- and culturally- focused homeless projects. The committee made recommendations for prioritizing participation in HMIS, Coordinated Entry systems and Coordinated Assessment. Dan made motion to approve the Review and Ranking Process and project scoring tools, in concept, with edits discussed. Julie seconded the motion. The motion approved unanimously. Carla will clean up the document with edits and send to committee for final review before it goes to board. All documents will need to be updated once the NOFA is released but the board will approve in-concept. **UPDATE:** the board did not have time to review NOFA timeline and scoring documents at their June meeting so the committee had another month to provide feedback, seek technical assistance from Homebase for review, and revise as a committee if needed.

The PE Committee extended the meeting by 30 minutes in order to get through the NOFA-related documents. The additional agenda items were not reviewed due to time constraints so it was agreed by majority that these will be on the July PE Committee agenda:

- a. **HUD Evaluation Report for ROCC NOFA 2019:** Rural Oregon Continuum of Care (ROCC)'s 2019 Competition debriefing document will be shared and discussed as HUD's evaluation of MWVHA's former CoC will help guide planning for improvement and how to improve our score with a goal to score above the weighted mean.
- b. **Debrief Joint HMIS and PE Committee Meeting & Review HMIS Data:** Members may share in discussion what was gleaned from the joint PE Committee and HMIS Users Workgroup meeting which looked in detail at HMIS data for MWVHA; Michael Livingston will provide examples of data available from HMIS and how these analyses can identify quality improvement areas including data quality.
- c. **Updates: Board, CoC Committee Updates, Other Updates and Follow Up:** Time for updates from the CoC board meetings, Collaborative Committee, agency updates and summarizing the meeting for follow up items.