



Administrative and Finance Committee

Current date: Aug 25, 2023

Next meeting: Sep 8, 2023

Attendance: Ali Hilton, Becky Poitras, Heather Bradley-Geary, Jessica Smith, John Tramel, Kevin Jean-Paul, KK Assmann, Lynn Rose, Rachel Erpelding, Susila Jones, Tehani El-Ghussein

Staff: Marqueia Watson, Amber Bauer, Patricia Hernandez, Krysten Olson

Public:

8/25/23 Agenda

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| 1. Call to Order | 5. Public Comment |
| 2. Approval of Minutes (7/28 & 8/11) | 6. Executive Session |
| 3. CE Governance Committee Report Out | 7. Next Meeting: 9/8 |
| 4. Collaborative Application | 8. Adjournment |
- 8/25: Review Scoring Areas
 9/8: Committee Members have all areas complete
 9/15: Final Review

8/25/23 Minutes

Objectives/ Agenda	Owner/ Speaker	Action items/Results
Call to Order	HBG	Meeting called to order at 9:21
Approval of Minutes	HBG	Becky moved to approve the minutes from 7/28/23 and 8/11/23. Lynn seconded and the motion passed.
CE Governance Committee Report Out	Tehani	Tehani also sits on the CE Governance Committee. The Diversion/Assessment subcommittee met earlier this week and asked that the Admin Committee consider two actions post-NOFO. 1) When program standards role out, will the Admin Committee also include guidance on how compliance will be monitored. The benefits would be

		<p>three-fold: transparency to grantees, expectations for Lead Agency staff conducting the monitoring, and consistency for evaluation of monitoring in the next NOFO cycle.</p> <p>2) Might future CoC local applications gather additional info about the entire project - CoC funded and Match - to understand better how/ supportive services are incorporated. It may be that the Admin Committee decides the application already gets at this (with questions around leverage, collaboration, etc). Still, a discussion may be useful as we continue to see supportive services as necessary but lacking.</p> <p>There was general agreement that the Committee take up these issues post-NOFO.</p> <p>HBG added these to an already started list of post-NOFO agenda items. Committee members also raised as additional topics for consideration:</p> <ul style="list-style-type: none"> ● Review of prioritization and rank and review policies ● How make it so agency-wide local applications questions be asked once (rather than in each application)
Collaborative Application		<p>Staff reminded the committee that the FY22 consolidated application feedback was general per activity and did not drill down to specific questions which received less than total points.</p> <p>The areas where 604 lost points include:</p> <ul style="list-style-type: none"> ● Cross-system coordination / collaboration ● RRH unit # increases ● System Performance Measures - e.g., returns to homelessness/ retention of permanent housing <ul style="list-style-type: none"> ○ Question discussed how clients who die during the program may impact the SPM. <p>Decision is to draft responses by 9/8 9am so we can begin discussing those responses and consider responses in relation to the general FY22 feedback (rather than draft responses initially in direct-relation to the responses). This will promote a genuine description of what is happening in our community.</p> <p>HBG will send the expectations for drafting all responses by 9/8 so with the collaborative application link to the full committee.</p>
Public Comment		None
Next Meeting		Next meeting is scheduled 9/8/23
Executive Session		Becky moved for the committee to go into ExecutiveSession. Ali seconded. The motion passed and the Executive Session began.
Adjournment		The meeting adjourned at 11:00 am.

Recorded and submitted by: Tehani El-Ghusein