



Administrative and Finance Committee

Current date: March 8, 2024	Next meeting: March 15, 2024
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Attendance: - Ali Hilton, Becky Poitras, Jessica Smith, John Tramel, Kevin Jean-Paul, Lynn Rose, Rachel Erpelding, Robbie Phillips, Susila Jones, Tehani El-Ghussein

Staff: Marqueia Watson, Amber Bauer, Shida McCormick

Public: Amy Copeland, Barbie Blair

DATE Agenda

1. Review and Approve Administration Committee Charter to Guide Membership and Leadership Appointments
 2. Address Committee Vacancies – 2 Vacancies (both unfunded and at-large)
 3. Review Score Card Changes
 4. Discuss Scorecard Threshold for Agencies to By-pass Local Competition
 5. Review and Discuss Application Feedback – NOFO Collaborative App and DV Bonus Apps.
 6. Discuss CoC Governance Charter Update
 7. Provide YHDP Update
 8. Share Update from Healthcare and Housing Committee
 9. Public Comment
- 10.

March 8, 2024 Minutes

Objectives/ Agenda	Owner/ Speaker	Action items/Results
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Call to Order	John Tramel	Called to order at 9:05
Review of Minutes	Tehani	Need to review 2 meetings of minutes. These did not go out. Will send out before next meeting to review and approve on 3/15
Review Charter	John Tramel / Tehani	<p>Tehani shared charter, reason for review to term limits and to make sure timelines for changing membership and leadership did not coordinate with NOFO and was consistent. Changes include: Added Finance, Committee <i>may</i> choose a co-chair and Officers will be voted on at the first January meeting and To allow for transition, the new officers' term will begin Feb 1. Officers may serve two consecutive terms in a single leadership role and someone serving in an officer role may be elected to a different role. We added a process for vacancy. Include Code of Conduct. Changed name to 604 Admin and Finance and added a date for revisions.</p> <p>Amber made a comment about appreciating the thought put into the timing of terms.</p> <p>Lynn Rose moved, Kevin second to approve changes to Admin Charter. Vote passed unanimously.</p>
Address Committee Vacancies – 2 Vacancies (both unfunded and at-large)	John Tramel	<p>Discussed adding Young Adult</p> <p>2nd position – do we want to think about this today or make recommendations. Lynn Rose made comment about some landlord tenant attorneys who are passionate about housing and justice. Do we want her to reach out. At large, non-funded position needed.</p> <p>Comments – do we want to move forward with approaching young adult? Current nominee is President of Youth for Change and the Advisory Board and part of the YHDP youth leadership committee. Should John move forward. Tehani thought we might have voted on this before and she would support. John will go ahead and move forward on this. There was consensus on 11/17/23 about moving forward with this youth (Tehani).</p> <p>We can vote and then they will join committee the next meeting. These members would join for the rest of that term and would then be eligible for additional terms.</p>
Review Score Card Changes	Shida -	<p>Amber shared PSH thresholds</p> <p>% of grant left unspent – RRH average 22% left unspent, PSH average was 8% left unspent. This is the total, and not just leasing dollars. IF you have greater than 90</p>

	<p>% spent. Can we pull out the</p> <p>Tehani asked how long we looked back to get the averages.. Nehemia pulls this and they are never timely but these don't always align quarterly. They come from national and are never timely but it triggers the scorecards.</p> <p>Marqueia stated that HUD might go to a 2 year NOFO cycle and this should be an agenda item in the future. There might be a NOFO for increasing staff salaries and there should be an analysis about what money isn't being spent and why but that would be agency to agency to get that information. Tehani discussed difficulty with hiring people due to staffing salary issues with current supportive services levels.</p> <p>Shida discussed possibly moving the RRH threshold to 90% Jessica commented that she agrees with the 75% and asked to move that threshold up slowly. Robbie discussed the current rental environment and difficulty leasing people up due to this environment and rent increasing. Amber stated a discussion she's been having lately is the ability to Master Lease in RRH. Tehani is trying to figure out how to calculate and how we know how much money is left in the quarter. Shida, is it possible to score this only on the last scorecard? We can know until 90 days after the grant cycle has ended. Can only pull data from the last completed Grant cycle. Based on a median score, not on a curve. This was on the last scorecard to make agencies aware we were scoring this. Are we comfortable with these percentages? 90% PSH & 75% RRH?</p> <p>Next threshold is annual assessments – Shida, there was discussion about putting this at the bottom of the scorecards. We are doing a lot of training for annual assessments and working on a dashboard that will alert agencies to what assessments need to be completed. Lynn agrees that this should be scored. Marqueia – guidance on what constitutes an annual assessment that should be done. People are doing APR's without doing annual assessments.</p> <p>Becky commented that this is within 30 days – Shida will clarify that this is being tracked accurately. Marqueia – this should be built into how it's calculated and should be easy to do.</p> <p>Participants returning within 6 months from project exit to permanent housing – how many returned to homelessness within 6 months. This will be any person in the past 6 months within the NOFO. Robbie stated that the size of the project impacts the percentage so it could be inequitable. Shida will pull last year's data and then what it would look like now. Tehani states that this is also impacted by how many people are in a household. The number includes all people, not just households. Is there some sort of qualifying factor that includes households instead of people? Robbie – this is an important measure for our community. Sometimes this number isn't indicative of the work done with people. Tehani is in agreement, is there an opportunity for narrative to explain a situation. Clarification that this is participants. Becky asked if it's possible to pull this by</p>
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		<p>household – Tehani stated the APR recognizes persons and not households.</p> <p>We will wait to agree on these changes until we are able to review what this looks like in practice.</p> <p>Becky stated that at a conference, HUD communicated NOFO will come out in May.</p> <p>Will agencies be getting scorecards prior to this committee’s decision? They will be getting scorecards based on old scorecards, not new one.</p>
Discuss Score Card Threshold for Agencies to By-pass Local Competition	John Tramel	<p>What is the threshold for agencies to not have to go through a rank and review process? Lynn stated we should wait until we implement new scorecard variables and review and see where everyone is scoring. Clarifying question from Marqueia, are we asking if we need a threshold at all or what that threshold should be. Amber stated that scores have been very close in the past years. Becky stated factors should also be considered like what are our community priorities. Rachel – is this discouraging new agencies to apply and encouraging doctoring data?</p> <p>The point of improving scorecards is to improve community performance but not to cause anxiety so maybe we should have a cut-off such as no changes 60 days prior to the NOFO/scorecard release.</p> <p>Will put this back on the agenda for the 2nd meeting in April so we might have more data.</p>
Review and Discuss Application Feedback – NOFO Collaborative App and DV Bonus Apps	John Tramel	<p>Tabled to next week</p>
Discuss CoC Governance Charter Update	Susila Jones	<p>Moved to before discussing the application feedback.</p> <p>CoC governance charter has been needed for a long time. The executive team of GKCEEH executive team put together steps. The first step is to pull together and ad-hoc group to put into this group. 2 people from this group, 2 people from CEGC, 2 people from this group need to be nominated.</p> <p>The deadline for the selection is Close of Business Day, March 20. This will be short-term but intensive work. If someone is on the committee to develop the</p>

		<p>charter, they should probably not be in a group that governs the charter.</p> <p>Recommendation is to nominate people today and give people a week to review nominations and vote at next week's meeting.</p> <p>Kevin asked a question to clarify what establishing a charter looks like (time commitment, what's involved, etc.)</p> <p>Tehani shared the timeline. The work will begin March 27th. The CoC membership will review and comment beginning June 3rd to July 14. Ratification at CoC membership July 17, 2024</p> <p>Nominations: Becky stated she is willing to serve, Susila nominated Rachel. Becky asked questions about the intent of asking others to participate and having broad representation. Kevin stated he wouldn't mind participating. Allison added her name.</p>
Provide YHDP Update	Amber Bauer	<p>Past 3 days have had an in person working session. Participation has been amazing, had TA in town for this. Project design, which projects we are going to uplift, adultism. Very empowering to listen to how open and honest youth are willing to be about what changes could be made within our system. Submitted to HUD yesterday. Building CCP & RFP expectations, a lot of thought has been put into this and an extension has been added. TA is coming back next month to help create a charter for YAB.</p> <p>John shared project designs to prioritize were PSH, TH to RRH, some type of project that has system navigation included and he believes RRH. There was also discussion about what CE could look like for youth.</p>
Share Update from Healthcare and Housing Committee	Rachel Erpelding	<p>A subgroup met a few weeks ago to work on a draft for community standards related to housing/healthcare. There was a good discussion about community health workers and health navigator's role in healthcare and housing. We also discussed healthcare equity and how to incorporate healthcare equity into these standards along with some electronic tools that are helpful in developing standards and to look at data. Heather is putting together a draft that she will send out in the next few days.</p>
Public Comment	Brandi Bair	<p>Brandi: She had a question around DV agencies and comparable data and % of grant funds left but she stated Shida answered these questions.</p> <p>Amy Copeland – No comment.</p>

Recorded and submitted by: Rachel Erpelding

