



Administrative and Finance Committee

Current date: April 19, 2024

Next meeting: May 10, 2024

Attendance: - Ali Hilton, Becky Poitras, John Tramel, Lynn Rose, Rachel Erpelding, KK Assman, Tehani El-Ghusein, Suslia Jones, Paris Mendoza, Kevin Jean-Paul

Staff: - Marqueia Watson, Amber Bauer, Shida McCormick

Public: Amanda Stadler, Amy Copeland

4/19/24 Agenda

1. Introduction of New Member – At-Large
2. Discuss Scorecard Standards
 - a. Protected Projects / set percentage
3. Report on Missing Assessments
4. Discuss DV Bonus Feedback
5. Update on additional new committee member
6. Public Comment

4/19/24 Minutes

Objectives/ Agenda	Owner/ Speaker	Action items/Results
Introduction to New Member – At-Large	John Tramel	Paris Mendoza's first committee meeting.
Discuss Scorecard Standards – Protected Projects/Set %	Shida McCormick	Scorecards just got fixed last evening so we will not be able to review. Changes will be run today and sent out. Scorecards are being run with old metrics and then new metrics, then will be run for the first quarter so we can review what have changes and discuss and make any changes before they go out to agencies. Nehemiah is reaching out to DV providers to get what he needs for scorecards for DV providers. A timeline will be sent out to let agencies know what is needed for scorecards when. A. Protected Projects & Set Percentage – This was a

		<p>goal for the next NOFO. We wanted to see the scorecards before setting a standard. Becky commented that we have no policy about what projects are priority and what projects are protected from the local competition or what the review process looks like for specific projects. Would it be beneficial to have a policy review date on our timeline for NOFO. Once scorecard is available and we see how this impacts the competition, we can make decisions about setting a percentage for protected projects. Amber shared the application ranking policy that we can review for next meeting. Discussion about HUD moving to a 2 year NOFO cycle.</p>
Report on Missing Assessments	Shida McCormick	<p>Amber Bauer discussed last week. HMIS meeting next Tuesday will be a training on why annual assessments are important and how to enter. There are a lot of new staff who don't know how to do this. Next Quarter will be a comparison of what changed and if those that were missing are entered or if there are additional issues that need to be addressed.</p>
Discuss DV Bonus feedback	John Tramel/ Tehani	<p>This was on the agenda last week, but Tehani wasn't here. Do we need to continue to discuss. Tehani thought we didn't need additional discussion on this. There was discussion about NOFO debrief said you can get a maximum of 10% of PPRN. We are right at 10% already so wouldn't get additional funds for DV Bonus. Should we submit an AAQ to get clarity on whether we would be able to receive the DV Bonus money. Tehani offered to send an AAQ.</p>
Governance Charter Committee	Kevin Jean-Paul	<p>Wednesday members received invite for Monday kick-off meeting with an overview document about what this committee should be doing. Each person will take an existing CoC charter to review and mark up to bring back to second session and start to develop charter. Start date is Monday 4/22 end date is July. Susila adds that she sat in on an HMIS governance workshop, and one thing she learned is that each governance committee should review charter to make sure it reflects back to each committee, so they are symbiotic and align. John added that we should do this.</p>
Update on Additional New Member	Lynn Rose	<p>Lynn doesn't have any updates at this time.</p>
Internal Timeline for NOFO	Marqueia Watson	<p>Delineates internal processes, what the committee would focus on and a list of tasks. Members have expressed that they would benefit from knowing the committee's internal timeline so they can better plan for their projects. There has also been discussion about the frequency of committee meetings. Can we discuss quarterly goals and build a timeline around these goals. Will keep our meetings on the 2nd Friday of each month and keep the 3rd Friday as a placeholder. Leadership team could start the draft calendar as a starting point.</p>

Policy Discussion	Tehani El-Ghussein	Program standards for Rapid Rehousing – received a draft of program standards from Krysten Olson. How do we want to review this as a team? Groups from each governance committee will review the standards prior to bringing these to larger committees. Amber has started case management standards but needed program standards first to determine what was required in those programs first.
Public Comment	Amy Copeland & Amanda Stadler	Amy stated that scorecards really don't rank programs fairly because it's based on data that programs have no control over. This has been said in this meeting in the past. This has been addressed in the new scorecard measures and this was taken into consideration. Amanda shared that they are in conversations about the transfer of one of their HUD programs to one of their subcontractors (SAVE Inc.).
Adjourn	John Tramel	Next meeting May 10 th . Adjourned at 9:53

Recorded and submitted by:
Rachel Erpelding