

River Valleys Executive Committee
May, 6, 2010 Minutes
Plainview MN

Attending:

Cindy Norgard
Colleen Hansen
Corrine Erickson
Julie Anderson

Mary Ulland Evans
Mary Vrieze
Pat Leary
Warren Duncan

Recording Secretary, Kelli McMullen

I. May Meeting Agenda

Meeting Dates/Locations

- The decision was made after much discussion to cancel the May meeting. Since it was to be an open meeting to HRT members, time was running short for the invitations to be sent as well as there were conflicts with finding presenters. The training meeting will be held on Wednesday, August 18th, 8:30 – 12:30 at the RPU building. (The RPU was booked for the 19th and the large space is needed for this meeting so moved to Wednesday.)
- Mary V. left a voice mail with Cabela's cancelling the May meeting and asking if the date could be changed to the July meeting for discharge planning.

Miscellaneous:

Acronyms

- During meetings acronyms should be used as minimally as possible.
- Have an ongoing display listing acronyms used. Write them on the board as they are used.
- Acronym list will be posted separately on the website.
- If acronyms are used in the minutes, include a list of acronyms used in the footer. Currently if an acronym is used, it is listed at the first use and then the acronym is used thereafter.

Name Cards

- It would be nice to have name cards available. Kelli would bring them to each meeting with blank cards available for new attendees.

HRT

- Post all county minutes on the website. This would create a link to the HRT's for CoC members.

June 17th

- Zumbro Valley Mental Health Center will host its annual Excellence in Behavioral Health Care Conference. The speaker is Dr. Kim Muser. To register, go to <http://zumbrovalleyconference.eventbrite.com/>.

Trainers

- Russ Turner is in the process of adopting and will not be able to do the training until the summer. Motivational interviewing is a specialty of his. He will let Warren know when he is available.
- Pat Leary is willing to present an overview of the CoC at the training meeting.
- Julie put in a call to a DBT (Dialectical Behavior Therapy) trainer at the Human Relations Center. She has not heard back from him.
- Debbie Carter-Barth would be a good trainer.
- De-escalation training would be a bigger draw to the HRT members.

Membership

- We need HRAs to attend the meetings. We will need time to market and prepare for the meeting. The next meeting will be the discharge planning in July. We will have the training meeting in August.

August Agenda

- Overview of CoC – Pat Leary
- Overview of Heading Home - Corrine will check with Kit's replacement since she is on the Steering Committee
- Russ Turner – training
- Helen Duncan (Backup trainer)
- There will be a “jazzy” invite sent out. Warren will forward Kelli a “jazzy” invite he received for another event. “Did you ever wonder what the CoC is...”

II. Certifications of Consistency

The first Certification that came through was not complete. It seems as if they assume we will say yes to all certifications. We want to see a narrative besides the form. We need to have questions answered to enable the CoC to complete the certification. We are supposed to check the need, priority and about the project funding.

If there is a CoC meeting previous to the date the Certification is due, they should be expected to come to the meeting. This has been difficult with our changing/ cancelled meeting dates. When the RFP is published, they then have 2-3 months to complete the application. The problem is the Certification is an attachment and probably one of the last things they look at or think of. Is there a way to use the website for this process? Use the HRT's since they are local to the project? We need to set a process and post the process on the website as a PDF form. The following information will be required and will be due seven to fourteen business days before the deadline:

- Project Narrative
- Service Description
- # of units for LTH
- Total # of units
- Budget
- Has funding been secured?
- How are services going to be funded?
- What will the outreach efforts be to the target population?
- Why does this project fit a high priority need in our area?

III. Invitations to speak about homelessness

Mary received an invitation to speak to a church in our region about homelessness. They want to know about fundraising for this population. How should these requests be handled? It would be hours of travel and a cost added to the process. These groups should be referred to their local HRT. They can present on local information since the region is so broad. We can put together a general standard message of how and where to donate. Contacts for each HRT should be posted on the website.

IV. Budget

Handout: *CoC Actual Revenues/Expenditures/Fees, October 1, 2009 – September 30, 2010; Ledger – CoC staff and office expenditures to date*

The projected deficit is \$33,420.19. We do need to fundraise for the process but many times more is spent trying to find funds than actually comes in. Pat will talk to Ji-Young at Minnesota Housing regarding the gap. The good news is the gap is less than it was two years ago. It would be higher but Mary UE has not turned in any mileage or meals this year and has “donated” this to the CoC. We have cut costs and time where it has been possible and will continue to do so. Delegation of tasks is a way to save money. Mary UE can come with a task list to meetings.

We will make an announcement that the PIT count will be coming in July and remind them to complete and return even if there was no one. If surveys are returned, this would save a lot of time. There are agencies on the list that we have not heard of. Mary UE has been calling and emailing the contacts but not getting good responses. Many had more listed for the night than the capacity listed. Mary V. volunteered to finish gathering information from the last count. Pat will help her.

V. NOFA

- Mary has submitted the grant inventory worksheet to Joe Geary.
- HUD has not returned APRs for a very long time.
- The Rochester Salvation Army’s S+C grant is not in the renewal list for this year.
- Ruth’s House TH program will not renew this year.
- Corrine said the rents at the Francis were so low this year that they asked HUD to raise them. She read the email from HUD. They suggested changing the FMR to \$610 and reducing the grant term by five years. They would then return the remaining grant funds at the end of two years and renew. Members felt this was a good way to go if it raised the rents and did not see a downside to doing it. The rent is currently \$420.
- Tom Koon said PSH projects that are not fully leased could lose funding.

VI. Processing SWOT Analysis

- We need to determine the most efficient way to put the results into a strategic plan.
- Is there a way to use the results towards Exhibit One?
- Small goals will be set to get to the next level.
- Goals should be set as short/mid/long term.
- Travel is always an issue. ITV meetings are efficient for travel but not for meetings where we need participation. It is a good resource for trainings/ presentations.
- We forward many emails for training opportunities. Rather than sending multiple emails, we could place the information into a calendar format on the website.
- The Heading Home Plan = Federal → State → CoC → HRT’s
- We should pick from the SWOT three or four priorities to develop to bring to the full plenary meeting.

1. Collaboration/ Participation

- More diverse (ethnic, agencies, government vs. non-profit vs. for-profit, Housing Developers, Churches, Landlords, etc.)
- Next Level – not those with required HUD participation.
- Community Interest
- Diversity may help with funding
- Understanding CoC process – mentorship and orientation

2. Technology

Website

Other ways to participate

- HRT
- PCC
- PIT
- Exhibit One
- Funding – CoC Coordination
- Community Education
- Housing Pool/ Landlord Pool
- Advocacy
- CDBG (Community Block Grant Development)
- Legislative Advocacy
- HRA's – Homeless Preference

3. National/State Plan

Regional/County/Local

- Training and overview of National and State plans
 - Align Plans
- By in from HRT's
 - They will need specific instructions and direction on what is needed and wanted
- Mentorship to HRT's
 - Counties who need it from those who have done it

4. Trainings

- Interest of group
- Program Profiles
- Strengths of CoC
- Subgroups (SHP, HPRP, etc. – breakouts during plenary meeting to share/ network/ train)

5. CoC Operations

- Meeting Structure
 - What is consensus on changes to meeting dates.
 - Monthly vs. quarterly
 - Teleconference – when is it ok
- Work Structure
 - Delegation of Coordinator duties
 - Commitment to Committees
 - Plenary meetings more about networking and training. The work gets done at the Executive level.

This is a lot of information. This will be brought before the plenary group as a recommendation, not a discussion. We will give members and opportunity to rank each based on what they feel has more value to determine the priority. We can place each on a poster for review. Each area will be reviewed for five

minutes and members will be given a ballot to determine the highest priority. We will then take the information and make the goals more compact and concise.

Acronyms:

HRT – Homeless Response Team

RPU – Rochester Public Utilities

CoC – Continuum of Care

HRA – Housing and Redevelopment Authority

RFP – Request for Proposals

PDF – Portable Document Format

PIT – Point-in-Time

NOFA – Notice of Funds Available

HUD – (US Department of) Housing and Urban Development

APR – Annual Progress Report

S+C – Shelter Plus Care

TH – Transitional Housing

FMR – Fair Market Rent

PSH - Permanent Supportive Housing

SWOT – Strengths, Weaknesses, Opportunities, Threats

ITV – Interactive ??

PCC – Project Community Connect

CDBG – Community Development Block Grant

SHP - Supportive Housing Program

HPRP - Homeless Prevention and Rapid Re-Housing