**CoC Board Meeting Minutes**

**January 29, 2018 at 1:30pm  
True Worth Place**

**1513 E. Presidio**

**Fort Worth, Texas 76102**

**Board Members Present:** Naomi Byrne, Tim McKinney, TD Smyers, Pat Jacob, Victoria Farrar-Myers, Tori Sisk, William Coppola, Paula Robinson, Robyn Michalove, Patricia Ward, Jason Hall, James Tapscott, Dawn Zieger, Brian Villegas, Jesse Aguillera, Kathryn Jacob, Toby Owen, Karen Vermarie-Fox

1. Naomi Byrne called meeting to order at 1:32pm
2. Reports and Discussion
   1. Tammy McGhee provided Tarrant County Homeless Coalition (TCHC) report
      1. Announced that TCHC successfully submitted the annual AHAR report
      2. Announced the FY17 CoC funding awards
      3. Announced that Coordinated Entry full implementation was met by the HUD deadline of January 23, 2018
      4. Announced the plans for the new TCHC website updates, met with 2 board chairs to ensure needs are included in new site; estimated launch is mid-February
         1. Byrne: We met to ensure there is co-branding with the CoC & TCHC
      5. Reviewed the 2018 PIT, survey was automated, received great feedback, the preliminary data will be prepared in the next few weeks
         1. Patricia Ward: Can we look at NW Tarrant next year,
         2. McGhee: Yes, we want to create a PIT ad hoc to review methodology
      6. Announced upcoming events, Youth Homeless Demonstration Project underway
   2. Byrne: Introduced new board members
3. Standing Committees
   * 1. Byrne: provided CoC Board Executive Committee report
        1. Byrne: Discussed proposed charter changes, no actions or recommendations
     2. Toby Owen: CoC Governance and Advocacy Committee report
        1. Toby: No written report, CoC Board nominations were complete in November
     3. Ad hoc Committee on Governance Structure
        1. Kathryn Jacob: With the new purposed Board structure, will some service providers be left out?
        2. Byrne: Yes, possibly.
        3. McGhee: The goal is to not only look at homelessness from a HUD & compliance stand point but to also look at homelessness with a well-developed, strategic coordinated plan.
        4. Tori Sisk: Would it be possible to consider other ISD participation, other than just Fort Worth. Made a Motion to amend changes to section 3b6 to omit Fort Worth ISD from being the only school district listed – change purposed to allow Parker/Tarrant County ISD Representative
        5. James Tapscott: made the motion to amend the purposed change, Dawn Zieger: seconded the motion. The motion passed
     4. Dawn Zieger: discussed HMIS Governance Committee report
        1. Zieger: Reviewed data quality reports, announced that we’ve turned a corner with data quality; TCHC successfully submitted the AHAR and did not need to correct for errors; There will be 2 subcommittees for HMIS, 1 for data quality & data entry to cover foundational issues – TCHC has proposed solution that will be system wide change, review training as well, the second will be for documentation & membership purposes
     5. Paula Robinson had no Community Projects Review Committee report
     6. Jacob: Reviewed Improvement, Coordination, and Training Committee report
        1. Jacob: there is no written report; in our last meeting we reviewed the Veteran policy & procedure – it is critical to have in place to declare an end to vet homelessness; ICT has approved committee, will need a 2nd.
4. Board Action Items
   1. Approval of CoC Board Meeting Minutes from November 08, 2017
      1. Byrne: any comments -none
         1. Zieger: Made motion to approve
         2. Tim McKinney: second the motion
         3. Those not yet on board abstained from voting
         4. All Approved
   2. Approval of CoC Veteran’s Policy and Procedures
      1. Byrne: Move for approval
      2. Owen: This is a big deal for our community, this is really big, can we understand zero
      3. Carolyn Curry: TCHC can help define functional zero & benchmarks
      4. Byrne: We will need a 1 page recap
      5. All Approved, Veteran policy & procedure passed
   3. Approval of CoC’s Coordinated Entry Policies and Procedures
      1. Jacob: The CES operations manual that TCHC created went through an incredibly thorough process
      2. Victoria Myers: Are we bringing in more navigators in system?
      3. McGhee: We currently have 6, we have subcontracted them to the DRC via TCHC, they take clients from the list and identify housing opportunities, most of CES wasn’t fully implemented until the past year. The CES workgroup has reviewed every piece of the policy and procedures
      4. Jacob: Getting more navigators is based on funding
      5. McGhee: We currently receive CoC & Directions home funding for navigators
      6. Myers: There are CDBG funds coming up for Arlington, it is helpful to have clear sense on how to grow the program, better understanding of providers
      7. Brian Villegas: What are main challenges, do we need to prioritize those?
         1. McGhee: The biggest challenge is landlords, we can apply for more money, but difficult to find landlords willing to accept clients
      8. Ward: Navigators have an ongoing relationship with landlords, how do we approach that?
      9. McGhee: Case Managers continually follow up and maintain relations with landlords, building good relations, makes a difference
      10. Karen Vermaire-Fox: Thinking about how to involve more landlords, we have a housing shortage regardless of affordability, will see more build in the next year, how do we get landlords to agree, be willing to accommodate
      11. Byrne: I had a conversation with the Tarrant County Apartment Association about the need to work with them to demystify vouchers and make more cost effective; CoC funds will fund navigators for certain types of homeless individuals, conversation about navigators for populations that can’t be served by funding restrictions; CoC funds restricted and will need to explore other options
      12. Robinson: Why don’t we serve category 3 homeless?
      13. McGhee: no one in the US can with HUD funding, only categories 1,2,4
      14. Owen: The manual mentioned outputs & outcomes, how are we doing? What is our number of referrals, occupancy levels, number housed? Need for funding & public awareness standing
      15. Jason Hall: Would like clarification on access points, does one trump the other?
      16. Melanie Bostic: We would do assessment or send to correct location
      17. Byrne: access points don’t restrict
      18. Byrne: move to approve – ALL APPROVED
   4. Approval of Revised CoC Board Charter
      1. Fritz Ritsch: The initial purpose of this process was to learn if a TCHC/CoC Board merger was the best approach, we decided no, but along the way we were approached by local governments to being more directly involved in CoC work. The Cities of Ft Worth and Arlington with Tarrant County proposed a new charter to get all on same page, to coordinate a community-wide strategic plan to end homelessness. The most important items: the CoC Board be 2 groups, a leadership board, and a membership board. Leadership will have 2 mayors, 2 judges, the chair of the mayors council; there will be 25 appointed slots plus 1 ad hoc slot on the membership council. Leadership council will appoint 5 slots, membership council appoints 7. Note that voting in favor of the changes, you may vote yourself out of existence.
      2. Ward: This has been ongoing for while, a way to include all aspects of community, broadens who we are and what we do
      3. Jacob: Does the change exclude any groups?
      4. Byrne: The number of service providers would decrease, could also impact the standing committee chairs; there is ability to serve through committees, workgroups, etc.; the intent is to have people who can commit resources, not to deny those with working knowledge
      5. McGhee: As a CoC, we’ve been driven by HUD compliance, see this as opportunity to be more strategic- looking at strategy in community, not just compliance board
      6. Hall: This is very much CoC decision to make, if the CoC votes no, we will continue to operate as is
      7. Byrne: $12 is great, $25 million would be better, more transparency will help with more funding. Look at funding from broader perspective; may have more success in approach
      8. Ward: Looking at opiates and cost to systems, not labeled as homelessness but it is homelessness.
      9. Ritsch: Many issues we wish could be resolved would be if we had a strategic plan and could advocate for legislations and policy
      10. Robinson: The validity of the organization as a whole gives more credibility; in favor of the new charter
      11. Myers: We need a clear combined narrative of CoC, elected officials need clear information with measurable outcomes
      12. Sisk: FWISD has a representative, any discussion to make that more general and not just FW
      13. Byrne: BoD can request changes to committee, 25 member already large, less efficient if increase; the subcommittees are doing the work
      14. Bill Coppola: Perhaps it should be written that way: ISD member, not just FW
      15. Byrne: Noted concerns, said there is a timeline issue, the ad hoc committee encouraged CoC to vote this month but don’t want to pressure the group, suggested post-pone if necessary; when approved, a 90 day transition period is proposed, the leadership needs to meet quickly to appoint. The longer it takes longer until we can do strategic plan
      16. Coppola: Can we approve with condition that small group review membership
      17. Ritsch: We can approve as such then amend
      18. Hall: FWAECH board will be impacted by this decision, deconstructed
      19. Myers: FW undergoing updating plan, Arlington updating its plan as well. Will want those planning processes to align if possible
      20. Hall: This is most collaborative action we’ve ever taken
      21. Fox: It appears there are a large majority of those involved, I recommend we trust the work as someone who is new, should hold as stands and approve it
      22. Ritsch: The 90 day transition will allow time for flexibility
      23. Byrne: Made motion to amend
      24. Sisk: Made motion to amend to FW ISD language and say Parker/Tarrant County, potentially to come from committee of ISD homeless staff
      25. Tapscott: Made the second
      26. Byrne: All in favor of amendment, all approved
      27. Byrne: Call for motion for acceptance of new charter as amended
      28. Tapscott: Move to accept
      29. Zieger: Second
      30. Byrne: All approve (75% quorum needed, had 81% present to vote)
   5. Approval of 2018 CoC Committee Structure, Workgroups, and Subcommittees
      1. Byrne: Dependent on new charter which clarified language of committee structure
      2. Robyn Michalove: Where is the CPRC
      3. McGhee: It’s now called Allocations committee
      4. Byrne: Call for motion
      5. McKinney: Motion to approve
      6. Hall: Second
      7. All approved
5. Request for Future Agenda Items
   1. Byrne: Call for items
   2. Ward: Can we have a standing strategic agenda item
   3. Byrne: I asked Carol to present her committee recommendations, with hopes of rolling committee under CoC, TCHC will communicate future board dates and necessary 90 day transition meetings
   4. Ward: Tammy will notify the PJs
   5. Naomi: we’ll ensure they are informed
   6. Ritsch: I will present
6. Public Comment
   1. Byrne: None
7. Byrne: Adjourn meeting at 2:57pm

*The Fort Worth/ Arlington/ Tarrant County Continuum of Care (also known by its HUD designation, “TX-601”) serves as the planning and coordinating body for the efforts to prevent and end homelessness in Tarrant and Parker Counties. Meetings may be recorded. General Membership and Continuum of Care (CoC) Board meetings are open to the public. CoC Board Members are selected annually in accordance with the* [*CoC Charter*](http://www.ahomewithhope.org/tchc-services/continuum-of-care-program/coc-policies-procedures/) *and after a public call for nominations. The Tarrant County Homeless Coalition (TCHC) serves as the Lead Agency, Collaborative Applicant, and HMIS Administrator for TX-601.*

*More information is available at* [*www.AHomeWithHope.org*](http://www.AHomeWithHope.org)*.*