

**January 2021 Executive Board Meeting Minutes**  
**Via Zoom**  
**January 7, 2021, 1:30 p.m.**

**Present** Vince Brancaccio, Joseph Caruso, Anna DeAscentis, Robin Finger, James Ford, Darla Gallagher, Shari Harrell, Beverly Hosey, Bridget Lackey, Leah Merritt, Jeff Phillips, Duane Piccirilli, Pat Sciarretta, Nancy Voitius

**Absent** Erin Bishop, Brigid Kennedy, Matthew Slater

**Quorum Present?** Yes

The December 2020 Executive Board minutes were approved as submitted.

**Coordinator Report**

**2021 PIT HUD** gave the option to CoC's to request an exception to the unsheltered Point in Time this year. Based on the guidance released from HUD an exception was submitted for the CoC due to safety of the volunteers and the logistics of the count; the exception was approved by HUD. The CoC will continue to monitor sheltered projects and unsheltered counts through PATH.

The CoC will complete a count for our emergency shelters; that information can be pulled from agencies perspective databases.

**Conflict of Interest** Reviewed the current policy in the Governance Charter, there will be follow up with paperwork for members to sign to confirm that the Conflict of Interest Policy has been reviewed.

**FY 2020 CoC NOFA** There will not be a competition for FY 2020, all renewal projects will be renewed based on the FY 2019 grants.

**Executive Board Elections** The following people were approved by the Full CoC Membership to serve another three year term on the MCHCoC Executive Board: Matthew Slater, Vince Brancaccio, Shari Harrell, Beverly Hosey, Erin Bishop and Brigid Kennedy

**OhanaLink Software Demo** A link was sent to Executive Board members to participate in a software demo on January 19 at 10 a.m. It is a product that would help with sharing information so that a client can know where they are at with getting services, providers can update information and clients can have access to phone numbers for agencies.

**HMIS Vendor A joint RFP was released with the Ohio Balance of State CoC in September 2020.** After the RFP was released a HMIS RFP Joint Committee was formed with CoC staff, HMIS staff and members from each CoC. Four proposals were submitted and the committee reviewed the proposals and moved three vendors forward to the next step. The next step included software demonstrations from each of the three vendors' then time outside of the demonstration to work through a test site and try different things. Committee members scored each vendor after their demonstrations. There was a final committee meeting in December 2020 and the joint committee decided to recommend the change in HMIS Software Vendors to Bitfocus. This decision needs to be ratified by each CoC Board.

Joe Caruso made a motion to approve Bitfocus, Vince Brancaccio seconded the motion and all present voted in favor.

**Performance Monitoring** Discussion occurred prior to this agenda item because concerns were going to be discussed regarding a CoC funded agency that is a member of this Board and how to move forward with this discussion. A motion was made by Joe Caruso that the agency in question would remain in the meeting, but abstain from any discussion. The motion was seconded and all present voted in favor.

Project monitoring was conducted by the CoC Coordinator at the beginning of 2020, there was a review of all permanent supportive housing projects in regards to turnover and their alignment with grant in terms of bed utilization. Concerns were noted with two agencies, the first agency needed to make corrections in HMIS, the second agency had three actions to address their turnover rate and alignment with their grant terms.

This matter was brought to the board because the CoC Coordinator made multiple attempts over 10 months before the agency completed the action items they agreed to in February 2020. .

The outcome of this discussion was all present agreed that a Grievance Policy will be implemented for all funded agencies who do not comply with expectations or monitoring with the CoC.

**Election of Officers** Tabled for March 2021 meeting.

### **Committee Updates**

**Strategic Plan** At the last meeting there was discussion on structure and governance of the MCHCoC.

### **Old Business**

None

### **New Business**

None

### **Announcements**

Catholic Charities Regional Agency is waiting on occupancy permit for their new shelter. They expect to release a formal announcement soon with the opening date.

### **Adjournment**

Submitted by Continuum of Care Coordinator, Colleen Kosta