

**Core Committee Meeting Minutes**

October 4, 2018 1pm-3pm, The Road Home

Present

Victor Ponce, Maggie Carden, Jael Currie, Melissa Sorensen, Katie Spaeth, Riley Hayes, Carolann Nelson (DAIS), Melissa Mennig, Belinda Richardson, Tara Barica, Kim Sutter, Mike Basford, Madeleine Martino-Fox, Matt Julian, Sarah Lim

1. Debrief of NOFA Process

* 1. What went well:
* Appreciated Torrie takes a lead on it
* The meeting room worked well
* Timeline was clear-didn't feel rushed or scrambled
* As a new person in the process, wasn't sure how to contribute. But appreciated to be able to observe the process and learn.
* Written standards question (how you do not comply) was better.
* Was able to use the race data we were looking into answering the question

* 1. What could be improved?

* Instead of emailing the completed documents for review, use Googledoc to receive comments and answer questions outside of the meeting
* (Torrie wanted to have the meeting more frequently)
* CoC Board process felt a bit rushed --too much on the agenda and actions had to be made at that meeting. Work on discussing the priorities or directions earlier, even if it requires an amendment later on.
* Figure out a way to avoid leaving money on the table-not enough time to work on bonus projects
* There was specific parts of the applications that felt rushed, not entire application--> Can we work on certain things ahead of time?
* Think about which specific parts of the NOFA were difficult to answer and plan ahead
* Review the to-do list developed during the application process to the Core Committee meeting to determine if certain tasks can be assigned to the members ; make it a part of ongoing Core agenda
* Explore the idea of having the City be the applicant and RFP the funds out later
* Use the intent to apply form with the Board priorities or directions
* Board meeting that requires voting for application process to have limited agenda and place the action items on the top of the agenda
* Similar to-do list after each NOFA
* Review committee: funds left on the table, how to engage new and current organizations to solidify proposals
* Move performance review scoring prior to the NOFA process
* Some confusion about which reports to run for performance data

1. Work Group Assignment

* Section 2 of Written Standards (diversion, outreach, ES, TH)-- Torrie will get the group back together to finish it up. Group members-Melissa S. Tara, Wendy
* Section 2 of Written Standards (PSH, RRH, Emergency Transfer): Victor, Kim, Katie, Madeline, Megan, Mike, Melissa, Matt, Tara, Belinda, Riley, Jael --> We can use the Core committee time, if time allows.
* Appendices of Written Standards (includes CE): Katie, Maggie, Madeline, Molly, Tara, Sarah

1. Emerging Issues

* Race and Housing Priority List, review of the data: Matt will present at the next Core meeting and form a workgroup -10/18
* Affirmative Marketing Plan: Torrie will present what AMP is and what the requirements are to do list to identify the next step - 11/1
* Housing Navigation Services - 11/1
* Performance Spreadsheet (Quarterly Data) - committee will revisit why we are doing the performance spreadsheet and how we are using it - 11/1
* July PIT data
* Prioritize NOFA to-do list
* CE Singles Housing Placement Process Improvement -12/6
  + Katie will communicate to PSH and RRH providers about this temporary process being tested
  + Katie will report out the outcome of the testing

1. Next meeting: October 18th 1pm at United Way