In Attendance:
Andrew Pietsch, Blue Earth County Human Services
Angela Knudson, South Central Human Relations Center
Barb Durban, South Central Human Relations Center
Carrie Erickson, ICA
Cindy Norgaard, Salvation Army
Dan Watson, HOPE Coalition
Deanna Hoffman, ZVHC
Erin Folcik, Community Action Center of Northfield
Irasema Hernandez, SEMCAC
Jen Theneman, Partners for Affordable Housing
Jennifer Lamb, SWMHP
Jennifer Prins, Three Rivers Community Action, Inc
Jennifer Sorg, Ruth’s House
Julie Anderson, Steele County Transitional Housing
Justin Stotts, Owatonna HRA
Kate Hengy-Gretz, Minnesota Valley Action Council
Katherine Cross, Three Rivers Community Action
Kathy Lawson, BCFR
Liz Young, Hearth Connection
Maria Thomas, Community Action Center of Northfield
Mary Earley, Community Action Center of Northfield
Mary Vrieze, Southern Minnesota Regional Legal Services
Nancy Bokelmann, County of Mankato
Sadie Rezac, Minnesota Valley Action
Sheila Alba, SCHRC/Project Home
Tammy Moses, LSS
Rick Sundberg, 180 Degrees
Victoria Heun, Salvation Army, Mankato

Recorder: Norma Ortiz, TRCA
Facilitator: Jennifer Prins, TRCA

Welcome, Introductions, Announcements:
Announcements were not noted in the minutes for this meeting.

Approval of November Minutes and January Agenda
Motion by Julie to approve the November minutes and January agenda. Second by Kate. Motion carried.
### SPARC Research Opportunity – Mankato/Blue Earth County

**Discussion**
Nancy Bokelmann reported that Mankato has been in contact with the SPARC team. She is waiting to hear on a planning meeting. Next steps will be fundraising and planning for the evaluation process. Nancy plans to keep the CoC involved so that findings from the study can be used for system improvements throughout our region.

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### Request for CoC Support: Heading Home MN Funders Collaborative proposal to Bush Foundation

**Discussion**
Jennifer reviewed the request and noted that this was a formality because the Funders Collaborative application was submitted. Due to the timeline of the request and our December meeting cancellation, we weren’t able to formally vote until now.

**Actions Identified**
Jennifer will report formal approval to the Collaborative.

**MOTION** by Mary V to support Heading Home Minnesota Funders Collaborative proposal to Bush Foundation. Second from Barb D. Motion carried.

### CoC Governance Charter – Review and vote to approve revisions

**Discussion**
Jennifer reported that the Executive Committee had completed the annual review of the Governance Charter. Changes to highlight:

- Add approval of Coordinated Entry Policies and Procedures to the responsibilities of General Membership.
- Add reference to CoC’s Non-Discrimination Policy (approved in 2017) to the section on Member Conduct, and add it as an attachment to the Governance Charter.
- Add provision to allow for e-voting in standing committees.
- State requirement to have 12 months of CoC meeting minutes posted on CoC webpage (on TRCA website).
- Clarify naming and references for attachments.

**MOTION** by Mary V to approve the revisions presented for the Governance Charter, in addition to the correction of “Offers” to “Officers” on page 5. Second from Andrew. Motion carried.

### Coordinated Entry

**Discussion**
Rapid Re-Housing Institute put on by the Department of Veteran Affairs:
- Strong push to try to align the Rapid Rehousing policies across different funding types. It has been found that Rapid Re-Housing has been as effective as Permanent Supportive Housing in some cases.

**Policies and Procedures:**
- There is a no wrong door approach for access/assessment sites.
For participants that disclose domestic violence or sexual assault, assessors should ask if they would like to be referred directly to a Victim Service Provider that completes CE assessments.

- Prioritization for referrals are listed more clearly for PSH, RRH, and TH.
- Referral section includes language on side door referrals for RRH and TH and transfers.

**MOTION** by Kate to approve the updates to the Policies and Procedures. Julie A seconded. Motion unanimously approved.

**VI-SPDAT:** Jennifer provided an update on the VI-SPDAT and “script” developed by a small committee. The Coordinated Entry Workgroup is involved in those discussions to resolve the remaining issues and plan for implementation.

### Regional Training Needs

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<td>At the request of the statewide team to align training, surveys were distributed to estimated approximate demand for various types of training. The Data &amp; TA committee will review the survey results and Jennifer will report the priorities to the statewide training team.</td>
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Discussion: Are there any training providers in this region that you would like the state wide planning committee to know about that they may not already have on their list? What topics are you interested in that were not on the list?

- Personal Safety trainings – In office, home visits, etc. (Safety Planning)
- Hoarding

Working on trainings to be occurring as part of our meetings. Will be having a training in the next meeting from Safe Harbor.

### CoC Planning for 2018

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<td><strong>Meeting Schedule:</strong></td>
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<td>All meetings will begin at 9:30 – There will be no separate times for the Owatonna meetings.</td>
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<td>Coordinated Entry meetings will be meeting in the afternoon on the Owatonna meeting days. The Data &amp; TA committee will be meeting in the afternoon on the Mankato meeting days. Project Review &amp; Ranking will be on the Rochester meeting days. (If you are not involved in any of the committees, they are open and you are welcome to join.)</td>
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<td>The Executive Committee generally meets in the second Tuesday of the month – Adjustments were made</td>
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**CoC Development Fees:**
Minnesota Housing has adjusted their funding term and they will be running on a July to June schedule. CoC grantees should plan for a 1%
fee, but there may be some adjustments to that.

*Project Priorities :*
Request by Minnesota Housing to establish prioritizations for Permanent Supportive Housing for July 2019.
- State decision for Permanent Supportive Housing is based on data priorities.
Developers come forward and make their proposals to the state based on the recommendations we make in regards to priority.
- The team separated into small groups by county to have these priority discussions. An outcome report will occur at the next meeting.

Meeting adjourned.

Next meeting: 9:30-12:00 at 2100 Campus Dr SE, Rochester (Whitewater/Cascade Room).