In Attendance:

Andrew Pietsch, Blue Earth County Human Services
Andrea Johnson, Mankato/Blue Earth County-EDA
Carrie Erickson, ICA
Cindy Norgard, The Salvation Army
Dave Wiesner, Paramark
Erin Anderson, Commonwealth
Erin Folcik, Community Action Center of Northfield
Guy Sing, Minnesota Assistance Council for Veterans
Jacob Radtke, Olmsted County
Janie Holliday, Center City Housing
Jennifer Lamb, Southwest Minnesota Housing Partnership
Jessie Hendel, Common Bond
Kara Hoel-Kleese, Women’s Shelter
Kate Hengy-Gretz, Minnesota Valley Action Council
Keitha Siem, Steele County Transitional Housing
Larry Olson, LWO Development, LLC
Leah Hall, Three Rivers Community Action
Liz Young, Hearth Connection
Lori Reilly, Center City Housing
Mathias Antony, DFO Community Corrections
Meghan Sawicki, Ruth’s House
Melissa Brandt, Rochester Public Schools
Rick Sundberg, 180 Degrees
Ruth Lee, MN Prairie County Alliance
Ryan Schwickert, Joseph Development
Sadie Rezac, Minnesota Assistance Council for Veterans
Sheila Alba, Project Home HRC
Sheryl Block, Zumbro Valley Health Center
Tammy Moses, Lutheran Social Services
Trent Fluegel, Olmsted County

Facilitator: Mary Vrieze, Southern MN Regional Legal Services
CoC Staff: Jennifer Prins
Recorder: Michelle Loken, Three Rivers Community Action, Inc.
Welcome, Introductions, and Announcements: Jennifer Prins highlighted a few things to be watching for. The Minnesota Coalition for the Homeless Conference will be coming up in the fall. She would like to see our region represented at the conference and asked the committee to consider presenting proposals. Jennifer also noted that Wilder Research released reports on the triennial account and there will be more regional information to follow. At this point, there is no information from HUD regarding when the 2019 funding round will start. Last year, this region did not have applications for all of the funding we were eligible to apply for, especially for programs that serve people experiencing domestic violence, sexual assault, stalking, or trafficking. Jennifer asked people to consider applying. She would be willing to share examples of other applications.

Kate Hengy-Gretz announced the FHPAP (Family Homeless Prevention and Assistance Program) grant was funded with a five percent increase. Cheers!

Trent Flugel has been working with several organizations trying to secure a site for a Warming Center. Currently, there are three possible locations being looked at. He is also working on a presentation for the MCH (Minnesota Coalition for the Homeless).

Rick Sundberg said his organization is looking for a few good foster homes in the Olmsted County area. Anyone knowing of potential candidates should speak to him.

Approval of April Minutes and May Agenda: Ruth Lee motioned to approve the April minutes with two minor wording changes. Under the Housing Support section, replace United Tech with counties. Replace faces with spaces. Liz Young seconded the motion. The motion was carried.

Kate Hengy-Gretz motioned to approve the agenda. Andrew Pietsch seconded the motion. The motion was carried.

Projects seeking CoC (Continuum of Care) Confirmation for MN Housing Applications:
Jennifer Prins reminded people of what the committee is being asked to affirm today.
1. The development was reviewed.
2. The development meets identified needs in the region.
3. The owners are agreeing to pull from Coordinated Entry to fill the units and are agreeing to use HMIS (Homeless Management Information System) for reporting.
   This is not an approval process. The committee is only certifying these three items.

   Mary Vrieze recommended that the project do fifty percent of AMI, and strongly suggested that the developer use the Housing First Guidelines. She stressed the importance of knowing the Section 8 payment standards for the region.

Spring Creek II - Presenter/Leah Hall – Project Sponsor/Three Rivers Community Action
See attachment for complete details of the proposal.
Discussion: Gross payment will be $722.00, including utilities. This amount is $200.00 less than the payment standard, allowing more funds to be used for other living expenses. Unless a tenant meets all of the standard criteria during the application process, they will automatically enter the appeal process. Barriers will be handled on a case-by-case basis. Property management, along with the service provider will meet with the potential tenant. They will discuss working things out so the tenant can be successful and everyone on the property will be safe. Liz Young motioned to approve the proposal. Andrew Pietsch seconded. The motion was carried.

Willow Street Lofts – Presenter/Jared Ackman – Project Sponsor/Roers Investments LLC
See attachment for complete details of the proposal.
Discussion: Overall, the property is geared towards families. They are allowing Section 8 vouchers.
There are strategies in place for differentiating between property management, service providers, and landlords. They work collaboratively with tenants to help them figure out the threshold that needs to be met in order to remain tenants. Andrew Pietsch motioned to approve the proposal. Ruth Lee seconded. The motion was carried.

**Gateway – Presenter/Jennifer Lamb – Project Sponsor/Southwest Minnesota Housing Partnership**
See attachment for complete details of the proposal.
Discussion: Ruth Lee commented that she is happy to see an on-site child care center being offered. Jennifer Lamb said the child care will be at an affordable rate, and the goal is to add several more slots. Kate Hengy-Gretz motioned to approve the proposal. Ruth Lee seconded. The motion was carried.

**Rosa Place II – Presenter/Ryan Schwickert – Project Sponsor/Joseph Development**
See attachment for complete details of the proposal.
Discussion: The screening criteria will be on a case-by-case basis for tenants with barriers. Joseph Development will be pulling from the Coordinated Entry System. Trent Fluegel motioned to approve the proposal. Cindy Norgaard seconded. The motion was carried.

**The Lofts at Evergreen Knoll – Presenter/Ryan Schwickert – Project Sponsor/Joseph Development**
See attachment for complete details of the proposal.
Discussion: The Coordinated Entry System will be used. The screening criteria will be on a case-by-case basis for tenants with barriers. There will be four LTH (Long Term Homeless) units and four units designated for people with disabilities. They will be using fifty percent AMI (Area Median Income) for fifty percent of the units. Andrew Pietsch motioned to approve the proposal. Rick Sundberg seconded. The motion was carried.

**Century Heights – Presenter/Ryan Schwickert – Project Sponsor/Joseph Development**
See attachment for the complete details of the proposal.
Discussion: Ryan Schwickert explained the thought process behind offering only four PSH (Permanent Supportive Housing) units in a project with a total of seventy-six units. He stated Minnesota Housing utilizes a scoring criteria for a number of supportive service units for each project to get a certain amount of competitive points. The four units meet the threshold Joseph Development decided was appropriate to have a competitive application, while remaining eligible for the standard tax credit. Their area of expertise is the general workforce housing development which attracts individuals and households in the fifty and sixty percent AMI levels. Andrew Pietsch made the comment that there may have been an opportunity to consider more PHS units, due to the fact that Zumbro Valley Health Center is the service provider, and they are very experienced. Rick Sundberg motioned to approve the proposal. Melissa Brandt seconded. The motion was carried.

**Owatonna Workforce Housing – Presenter/Larry Olson – Project Sponsor/LWO Development, LLC**
See attachment for the complete details of the proposal.
Discussion: LWO is working with SCHRC (South Central Human Relations Center) and the Owatonna Housing Authority for rental assistance for the HPH units under the Bridge Program, with the idea that once a tenant is stabilized, they can switch over to Section 8. Half of the units will be at fifty percent AMI and the other half will be at sixty percent AMI. They will be using the Coordinated Entry System. The target population will be people with mental health issues. Twenty-seven units are two-bedroom and nine are one-bedroom. The four HPH units are for singles. Tenant selection will be on a case-by-case basis. Examples of absolute denials would be registered sex offenders and anyone with an arson charge. Andrew Pietsch stated he appreciates the collaboration with the Bridges Program for the persons in the HPH units. The people working with Bridges do not have to qualify for long term homelessness in the Coordinated Entry System, just HPH. This will loosen up the criteria to get into those units. Ruth Lee motioned to approve the proposal. Andrew Pietsch seconded. The motion was carried.
Water's Edge Apartments – Presenter/Erin Anderson – Project Sponsor/Commonwealth Development Corporation
See attachment for the complete details of the proposal.
Discussion: This property is a new construction. It will be a three stories with an elevator.
Commonwealth is offering four, one-bedroom, HPH units targeting singles and five units for people with disabilities. Zumbro Valley Health Center will be providing case management. The selection criteria focuses more on the process, than the items that would get screened out. It begins with the initial screening and moves directly into an interview process with the support service provider. The service provider will work with the potential tenant to identify any negative history and the applicant’s willingness to develop and follow an independent living plan. At that point the rules, obligations and rights will be described to the applicant. There will be an appeal process if an applicant is denied. Items that would affect the health, safety, and welfare of the other tenants will be considered. Rent is $700.00 gross, including utilities, leaving adequate room for living expenses. Twenty percent of the units are at thirty percent AMI, fifty percent at fifty percent AMI and thirty percent at eighty percent AMI. This is utilizing the income averaging method. Renters pay up to whatever their portion is, based on their income. There is a financial benefit to clients paying up to their client portion.
Kate Hengy-Gretz motioned to approve the proposal. Liz Young seconded. The motion was carried.

Committee Decisions/Requests/Outcomes:
See attachment of the Governance Charter
The Governance Charter must be reviewed annually. Jennifer Prins highlighted and explained the proposed changes of some of the verbiage in the Governance Charter. The Code of Conduct, Rules of Engagement and Membership Agreement will be combined into one document, so there will only be one document to sign. Any comments should be directed to Jennifer by June 5th. The comments will be reviewed by the Executive Committee and a draft will be presented at the next meeting for a vote.

System Performance Measures Workgroup Time:
Due to lower attendance, it was decided not to break out into workgroups.

Kate Hengy-Gretz made a motion to adjourn the meeting. Rick Sundberg seconded. The motion was carried.