In Attendance:
Andrew Pietsch, Blue Earth County Human Services
Angie Thomas, Partners for Affordable Housing
Amy Day, Ruth’s House
Ashley Brusse, Zumbro Valley Health Center
Ashley McCarthy, Southwest Minnesota Housing Partnership
Bill Franken, Olmsted County
Brigitte Bednar, Family Promise
Carrie Erickson, Institute for Community Alliances
Cindy Norgard, Salvation Army, Rochester
Irasema Hernandez, Semcac
Janie Holliday, Center City Housing
Jen Jorgensen, Semcac
Jen Theneman, Partners for Affordable Housing
Jennifer Cook, Red Wing HRA
Kara Hoel-Kleese, Women’s Shelter
Kate Hengy-Gretz, Minnesota Valley Action Council
Kelsey Johnson-Rode, Partners for Affordable Housing
Liz Young, Hearth Connection
Madison Arkade, South Central Human Relations Center
Mary Vrieze, South Central Regional Legal Services
Meghan Sawicki, Ruth’s House
Melanie Graves, Commonbond
Melissa Brandt, Rochester Public Schools
Michele Merxbauer, Olmsted County HRA
Nichelle Shannon, Community Representative
Nicollette Meyer, Family Promise
Randi Callahan, Three Rivers Community Action
Rebecca Rand, South Central Human Relations Center
Ruth Lee, MN Prairie
Sadie Rezac, Minnesota Assistance Council for Veterans
Sheryl Block, Zumbro Valley Health Center
Sybil Betsinger, Community Action Center of Northfield
Tammy Moses, Lutheran Social Services
Trent Fluegel, Olmsted County
Victoria Heun, The Salvation Army, Mankato
Wes Brandenburger, Center City Housing
Welcome, Introductions, and Announcements
Share your name and program/community updates: There were no announcements to share.

Approval of October Minutes & November Agenda: Kate Hengy-Gretz motioned to approve the October minutes. Victoria Heun seconded. The motion was carried. Mary Vrieze motioned to amend the agenda to include the Family Unification Program and the Inclement Weather Policy. Andrew Pietsch seconded the motion. The motion was carried.

Annual Plan Workgroup Time:
Review continuing and new group/tasks: Please see attachment for description.
  Small group time
  Report out – decisions, next stops, request for input:
The SOAR (Social Security Income Outreach, Access and Recovery) group will be asking the CE (Coordinated Entry) group to help out with some things. 1) SAMHSA (Substance Abuse and Mental Health Service Administration), and Housing Stabilization would like to integrate some questions into the Coordinated Entry assessment that may play into increasing income from employment and other sources. 2) Minnesota has a CE Income Advancement Referral Decision Chart. The chart has referrals if a person is going through the CE process. They would like some input from the CE group to create a toolkit to go along with the chart. These changes need to be made by February in order to get them into HMIS. 3) They would like to connect with someone from Career Force to come to a meeting and provide training. They will ask the Project Planning Committee to make sure they include a Partner Agreement with Career Force or other employment services. 4) Another component they want to add is adult basic education. Their goal is to arrange an agreement with Community Education or other agencies that provide GED and ESL services. 5) The group would like to know by the next meeting if anyone intends to apply for SOAR funding.

Housing Stabilization: Housing Stabilization isn’t active until July 1, 2020. Jennifer will be sending out links for three webinars. The target audience is providers serving people with disabilities that qualify, and people that are homeless or at risk of homelessness.

Shelter Engagement: 1) Their goal is to try to get shelters to use HMIS. 2) They will be updating the list of shelters in our region. 3) They will be reaching out to shelters, and asking specific questions about data collection and what it would take to get them to use HMIS. 4) They would like to talk about avenues for funding support. 5) This group is requesting a cohesive list of shelters and contact information.

Landlord Partnership: 1) They are pulling together information on landlord risk mitigation funds. 2) They would like to expand the focus of the toolkit to include information any landlord might find helpful. 3) They would like links to the local HRAs. 4) They talked about having county resource guides, and links to 211. 5) They are pulling together local housing association links. 6) They hope to have the Google Drive ready within the next two months for landlords to review and give feedback on what would be more useful for them. 7) This group is requesting technical support to get information uploaded. 9) Kara will be sending out the link for all PHAs in Minnesota. Jennifer will send the Cross Walk, which shows the PHAs in our region.

PHA Preferences: 1) There was discussion about the Moving On Preference. HUD will be putting together a guide on what that is, how to use it, verbiage, and how to correlate and coordinate with the social service providers. 2) One of the gaps they are seeing with the Move On Preference is how...
to provide those services once they have moved out of PSH (Permanent Supportive Housing). They are also recognizing there is a gap of funding for that service. Brainstorming is going on to figure out how to address these service gaps. 3) An email just went out to all the PHAs and HRAs (Homeless Redevelopment Authority) in the southeast corner of Minnesota to announce upcoming training. 4) This group is encouraging a partnership between all HRAs. They would like to reach out and collaborate with others, so they are requesting any contact information anyone has be passed onto them.

Youth: 1) They are preparing for the RFP (Request for Proposal) for the youth demonstration. 2) They will need help with making connections. 3) They are working on a youth assessment survey. They will need help disbursing that and getting feedback. 3) There is a Youth Action Board up and running in Rochester. Northdale has a youth lead, and youth run program. LSS (Lutheran Social Services) has Youth Leadership Councils in Mankato and Rochester. 4) Their challenge is getting youth voice throughout the entire CoC.

Vote: Co-Chair and Committee Membership Slates for Terms Starting in January 2020:
See attachment for nominations.

Kate Hengy-Gretz motioned to approve the nomination for Nancy Bokelmann as Co-Chair. Victoria Heun seconded. The motion was carried.

Melissa Brandt motioned to approve the slate of nominations for the Coordinated Entry Committee. Michele Merxbauer seconded. The motion was carried.

Kate Hengy-Gretz motioned to approve the slate of nominations for the Data & TA (Technical Assistance) Committee. Mary Vrieze seconded. The motion was carried.

Mary Vrieze motioned to approve the slate of nominations for the Project Review & Rating Committee. Sybil Betsinger seconded. The motion was carried.

These terms start in 2020. All of the committees are responsible to select their own chair.

Family Unification Program: Nancy Bokelmann is planning on applying for the Family Unification Program vouchers released by HUD. The FUP vouchers are geared towards families who need to secure housing in order to avoid having their children removed from their home, or they need to secure housing for children that are returning to their home. That initiative from HUD is due in December. They are also looking at applying for the Fostering Youth Initiative. This is a new initiative from HUD that aims to provide housing assistance and supportive services to young people with a child welfare history who are experiencing or are at risk of homelessness. The CoC approved this last year. This is a reapplication. The CoC would be responsible for: 1) Integrating the program into Coordinated Entry 2) Helping to identify services that would be provided by CoC programs. 3) Participating with other partners in meetings to ensure effective coordination. 4) Complying with the agreement. Ruth Lee motioned to approve the CoC entering an MOU (Memorandum of Understanding) with Mankato EDA (Economic Development Administration) and Blue Earth County Human Services, with the purpose of applying for the Family Unification Program and Fostering Youth Initiative. Victoria Heun seconded. The motion was carried.

Inclement Weather Policy: If there is a school closing anywhere within our region, the CoC meeting will be cancelled. Please let Jennifer know if there is a closure in your area. The announcement will be made by 7:00 a.m. via email. It will also be on Jennifer’s voicemail. Only closures at this point, not two-hour delays. That may need to be a discussion for future changes in the policy.
Committee Reports and Requests:

- The Executive Committee: 1) The committee is working on the 2020 budget. They will be looking at fees. 2) They are looking at doing a member orientation in January, which would include committee responsibilities. 3) Membership Agreements need to be signed. Sign Individual Agreement only if you are a community representative. Agency Agreements should be signed anytime there is a change in staff, not necessarily annually. Send new agreements to Jennifer.

- Coordinated Entry: 1) The CE committee requested suggestions for proposed policy changes. 2) A subgroup is reviewing the suggestions made, and will bring them to the CE meeting in December. 3) The link that Jennifer shared is open year-round. If you have any suggestions at any point in time, you can go on that link, and forward them to the committee.

- Data & TA: 1) The committee is working on the data review for 2020 project priorities. If your community or agency has done a needs assessment or has additional data, send it to Jennifer. She will be putting that in a follow-up email. 2) Arrangements for the Coordinated Entry evaluation and the Point-In-Time Count are being worked on. The deadline for collecting data is December 13th.

- Project Review & Rating: 1) Debriefing of the last application process, and planning for the next application process will take later today. 2) They will be looking at a work plan for 2020.

January Point-In-Time Count – Local Planning Prep: The following information will be posted on the CoC website: descriptions of each type of count activity, lists of school liaisons, emergency shelters, and other housing programs in the community.

Nichelle Shannon motioned to adjourn the meeting. Janie Holliday seconded. The motion was carried.
Attachments for November 21, 2019 meeting

For vote
- Co-Chair and Committee membership slates for terms starting in January 2020.

For participation: Workgroups for 2020

<table>
<thead>
<tr>
<th>Group</th>
<th>Immediate goal</th>
<th>Draft tasks for 2020</th>
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<tbody>
<tr>
<td>Shelter support/engagement</td>
<td>Increase HMIS use to document homeless history and report outcomes.</td>
<td>1) Create one-pager on benefits of HMIS to self, clients, and partners.</td>
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<td>2) Draft outreach strategy.</td>
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<td>Increase engagement with homeless response system for longer-term outcomes.</td>
<td>1) Draft potential strategies for increasing shelter engagement with prevention services and support services</td>
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<td>Supporting Income and employment</td>
<td>Expand use of SOAR and other income supports by providers.</td>
<td>1) Create procedure for integrating income assessment and support into CES.</td>
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<td>Expand use of workforce training by providers.</td>
<td>1) Conduct outreach to increase representation of workforce programs in CoC.</td>
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<td>PHA Preferences/Moving On from PSH</td>
<td>Expand use of preferences for Coordinated Entry and Moving-On.</td>
<td>1) Continue outreach to PHAs on creating preferences.</td>
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<td>2) Draft assessment for PHS providers to proactively identify participants ready for Move-On.</td>
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<td>Landlord Partnerships</td>
<td>Maximize relationships with landlords to increase access to housing for participants.</td>
<td>1) Finalize and try out the landlord toolkit – make a plan for use.</td>
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<td>2) Draft framework for landlord mitigation fund program.</td>
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<td>Youth Homelessness Demonstration Grant prep</td>
<td>Prepare to submit an application for YHDP Round 4.</td>
<td>1) Develop application materials and support documents.</td>
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<td>2) Draft task list for ongoing Youth Committee for CoC.</td>
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<td>Housing Stabilization Services</td>
<td>Help prepare for implementation of Housing Stabilization Services in July 2020</td>
<td>1) Assess options and capacity for integrating HSS into Coordinated Entry</td>
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Workgroups sunset in 2019: Housing Support expansion, Training planning.
Co-Chair nominations (public sector seat)
- Nancy Bokelmann, City of Mankato

Coordinated Entry Committee nominations
To fill open seats of members whose terms end in 2019:
- Kara Hoel-Kleese, Women's Shelter and Support Center (RRH/RRH, DV)
- Kate Hengy-Gretz, MVAC (Prevention/RRH, general population)
- Nichelle Shannon, Community representative
- Randi Callahan, Three Rivers Community Action (PSH/RRH/Prevention, general population)
- Sue Worlds, Minnesota Assistance Council for Veterans (PSH/RRH, veterans)

For members unable to complete their two-year term:
- Angie Thomas, Partners for Affordable Housing (ES/TH/RRH, general population) — to replace Jen Theneman in second year of term
- Ashley Brusse, Zumbro Valley (PSH) - to replace Shery Block in second year of term

Data & Technical Assistance Committee nominations
- Alanna Johnson, MVAC
- Carrie Erickson, Institute for Community Alliances
- Irasema Hernandez, Semicac
- Jenn Lamb, Southwest Minnesota Housing Partnership
- Nancy Bokelmann, City of Mankato

Project Review & Rating Committee nominations
- Angela Early, U.S. Department of Veterans Affairs
- Melissa Brandt, Rochester Public Schools
- Nichelle Shannon, Community representative
- Rick Sundberg, 180 Degrees
- Ruth Lee, MN Prairie Alliance
- Tammy Moses, Lutheran Social Services

Nominations removed from consideration, with reason for removal.
- Ashley Brusse for CoC Co-Chair — Not a public sector representative, less than one year of participation in the CoC.
- Madison Arkadie for CES Committee — Madison is a Coordinated Entry navigator, which would be a non-voting participant in the Committee.
- Nicollette Meyer for CES Committee — Nicollette is a Coordinated Entry navigator, which would be a non-voting participant in the Committee.