

PATA Minutes

11/3/16

Attendance: Rachael Sample, Lara Chandler, Jenn Dyer, David Greene, Leslie Kelly, Courtney Purnell, Karin Thornburg, Robert Weiler

Facilitator: Kirk Taylor

Minutes: Zach Gross

Agenda:

1. Introductions
2. Approve Minutes
3. Membership Statement and Attendance
4. Youth Homeless Demonstration Program NOFA
5. Performance Improvement Plans
 - a. Unspent Funds
 - b. Performance
6. Training Priorities and Plan
 - a. Training Suggestions:
 - i. E-snaps
 - ii. HIC/GIW
 - iii. HMIS
 - iv. System Measures
 - v. Grant Writing
 - vi. SOAR
 - vii. Medicaid
 - viii. Housing First
7. Rankings – potential improvements
8. Agenda items for next meeting
9. Next Meetings
 - a. November 17, 2016 at 9am at CHIP
10. Announcements
11. Adjournment

Minutes from previous meeting:

Page 2, second to last bullet, “where” is misspelled. On Page 2, second bullet, change question of HMIS vs. lowest scoring category to lowest scoring category

Previous Minutes were approved with changed noted above

- There are only three more meeting until the end of the year, the committee decided to spend its time reviewing policies and making drafts to be considered by the committee at the end of the year, rather than going through each policy one at a time and rushing the decision making.

5. Performance Improvement Plans

- We are going off of the lowest 3 scores for the performance improvement plans, Zach will review them before they are sent out, and the plans will be returned to the CoC info email account.
- We are asking defunded projects to submit plans because they affect our system score
- They need to be returned by 4 weeks after they are sent out. Kirk, Rachael, Jen, Zach, Laura, and a homeless or formerly homeless person will review improvement plans and make recommendations to PATA. Zach will be the contact person if they have questions.

There was a discussion about Midtown potentially wanting to move money around their projects so that money isn't sent back to HUD, but we need to think about what that will do for the project who receives the money, because it won't be renewed, and where it is eligible to be moved. It is highly unlikely that funds can be moved between project types, but it is something to look in to.

6. Training Priorities and Plan

a. CoC Startup Training

- CoC startup training is a HUD sponsored training for CoC program grantees that will likely cover some of our training goals. We should send out a reminder email with the performance improvement plans.

b. ESNAPS Training

- We want projects entering their own information into ESNAPS, we can have a webinar and ask that everyone review the HUD training materials, and then hold an "ESNAPS Day" meeting where we ask everyone to come and enter their information at the same time and at the same place.

C. SOAR and Grant writing

- We need to promote online training materials. We can give new project applicants more clarity, we may consider suggesting minimum word lengths in new applications.

D. HMIS Data Quality

- Leslie, Jen, and Karin can talk to Dan about how this is incorporated in the trainings and see what else can be done to communicate to projects. Trainings around this need to be mandatory for at least one person in every organization.

E. GIW Training

- Hopefully this will be covered in CoC Startup training.

F. HIC Materials

- HIC materials will be online, an in person training would be too short. We need to develop an all-inclusive, annual NOFA/CoC training and this will be part of it. Zach, Courtney, and Caleb to develop that for next year.

G. Medicaid

- Bob is going to look into other CoCs that are incorporating Medicaid for services

H. Housing First

- We can do a fidelity audit for all of the projects to see if they are actually Housing First

7. Ranking Improvements

- We need to look at the ranking categories as well as the reallocation policy to see if we want to change the process for next year. Two small groups will meet to discuss these plans:
 - Reallocation policy: Courtney, Lara, Kirk, and Zach
 - Ranking categories: Alan, Karin, Jen, Kirk, and Zach

8. Agenda Items for next meeting

- We are targeting two things to be completed by January: revisions on ranking policy and revisions on ranking categories
- Two things are on the schedule for early 2017: conflict of interest policy and document control process
- We need to recruit more non-conflicted members. We will be asking the Community Education committee for help in recruitment