

Via Zoom Join Zoom Meeting <https://zoom.us/j/92375273912>

Time	Topic	Lead/Facilitator
10:00	Welcome and Introductions/Attendance: TJ Yukum, Angie Larson, Qwen Chase, Jacob Jorgensen, Coutney Newgard, Michelle Andreen, Kimbely Holm, Tanya Ostenson, Taylor DeBraskie, Vicky Ross, Jule Walker, Eric Napier, Michelle Jensen, Mike Nicholas	Chairs
10:10	Approve August Minutes & September Agenda Motion by Angela Larson, Second Julie Walker, Motion approved Qwen motion to approve minutes, Tanya second, motion approved	Chairs
10:-	Break Outs – None Scheduled for this meeting	Lillian
10:15	Announcements/Updates/New Business <ol style="list-style-type: none"> 1. Charter/Policies/Bylaws Review <ul style="list-style-type: none"> • SW-MN-CoC-Charter-Policies-and-Procedures-January-2023.pdf (swmhp.org) <u>Please review this policy before our next meeting. This will be a standing agenda item to review. Lillian will include what page number to review.</u> 2. Committee Updates: <ul style="list-style-type: none"> - We are looking for chairs for these committees, talked about adding a secretary chair. - Would like to add co-chair for committees. - Lillian will provide further guidance on how committees will work and scheduling meetings. <ul style="list-style-type: none"> • Executive Committee • Project Ranking and Review Committee: - We have a project ranking and review committee for SNOFO which consist of 4 people. Only one veteran is on that committee and the three others are new to this. If there are concerns about projects not being funded, please express interest on joining this committee. - The question was asked if someone with years of experience might be beneficial on committee even if they are a grantee? - We would like to provide training before the project ranking meeting on Monday but we ran out of time. We will look at the timeline to see if we can provide training before and push back the date. Abby will look into this. - Angie expressed concerns on her first draft and questions that she asked that were not answered. Is there an unused renewal allotment. Is anyone doing bonus projects? Typically, there is discussion on these projects beforehand. - Abby responded: there was no reallocation this year so there is no renewal funds that are being applied for this year. No one applied for bonus funds. The partnership is possibly submitting for coordinated entry position which could be a full time position. This came about because no one applied for those bonus funds. We want to show that there is a need for funding in our area. This is because of the bonus funds not being applied for. There are things that can be done to ensure that our coordinated entry process can be smoother and try to rebuild other parts of the CoC. 	<div>Lillian</div> <div>Committee Chair Lillian Committee Chair Committee Chair</div> <div>Abby</div>

- Angie asked who made this decision on their possibly being a full-time person for coordinated entry as there was never a discussion with the CoC on this.
 - Lillian responded because no one applied for this she thought this would be the best route to take.
 - Angie shared she felt this should be a discussion for the group first on how to spend these funds.
 - Lillian responded there was discussion on bonus projects and nothing was done this year possibly because of short timeline.
 - Michelle asked what would a coordinated entry staff do for 40 hours a week? What responsibilities would keep them busy? Other CoC's have a full-time staff but they have a much greater volume than we do. We need to do a better job of managing our priority list. What are our expectations of them as a CoC.
 - Abby: We have struggled to get our policies and procedures off the ground. There is an opportunity to bring someone in to help get some of this work done. If the money is not needed in the coordinated entry grant, we could reallocate this to somewhere else.
 - Gwen: There is not as many openings which could be the reason why meetings are short. Maybe the coordinated entry person could reach out weekly or bi-weekly to check in on these openings.
 - Angie: coordinated entry question. What level is she currently funded in her position? How much time is allocated for her.
 - Vicky: I spend less than 8 hours per week currently.
 - Angie: is Lillian position full time or part time? Could we look at how CoC funds are spent.
3. NOFO Discussion – The NOFO scoring has been sent out on 9/11/2024. Ranking and Review Committee will be meeting Monday to rank projects. Any questions before then can be sent to Lillian and she will discuss them with Abby to ensure we are responding accurately.
 4. Score Tool Approval Questions
 - Angie sent questions on the score tool which Abby talked through
 5. Grants in process/upcoming
None
 6. Organization Share
 - Michelle: the Southwest crisis center is having their 30th anniversary celebration October 5th in Worthington and that will be a brunch from 9:30-12.
 - Angie: shelter capital project. Recently met with property project manager and we may be under budget for this project. Construction could start in October and be ready on the 1st of the year. This will provide 11 shelter units in Willmar.
 - UCAP was able to add additional shelter rooms in Worthington and Luverne.
 - Client Track Update: a sink happened this morning which started at 9:20am and went until 9:50am. Will be putting out release notes and those will come out on the main page of client track. An error note will be on main page. With the update this morning a small issue came up and that is being worked on. Look at error table to see which things have been worked on. A new issue is when exiting a new household that information is displaying everyone. We are still working on getting new staff that have completed training entered. Please be patient as they are working on getting credentials sent out.
 7. Training Opportunities?
 - See below
 8. Other?

11: Wrap Up

Chairs

1. Agenda items for October? None

2. Reminders:

Next Meeting: October 10, 2024 – via Zoom

Updated invite for next meeting will be sent out.

Tanya made a motion to adjourn, Julie second, motion approved

Committee Meeting Dates

- Project Performance & Review: Update APRs
- Homeless & Hunger Task Force: (2nd Thursdays), 1-2:30, online
- Mental Health Consortium- Friday, Lyon County Government Center 9:30 am
- Racial Equity Accountability Project (REAP)- Monthly meetings online (2nd and last Tuesdays)- HUD TA team
- PWLE Subcommittee

Training Opportunities

- [SW MN CoC Training Guidelines](#)
- [Upcoming HUD Homelessness Trainings](#)
- [Corporation for Supportive Housing Webinars \(\\$40 - \\$150\)](#)
- Homeline trainings
<https://homelinemn.org/category/trainings/>