
Attendees

- Stacy Huntington – Southern Minnesota Regional Legal Services (SMRLS)
- TJ Yocum – ICA System Administrator
- Cheryl Baumann – Person with Lived Experience (PWLE), UCAP
- Vicky Ross – PLM & Database Coordinator, SWMHP
- Angela Larson – UCAP
- Mike Nicholas – Economic Developer, Mid-MN Development Commission
- Roberta DePoppe – UCAP
- Kelsey Grubrud – LSS Willman
- Eric Napier – HMIS Manager, ICA
- Lillian Lamoreaux – SW CoC Coordinator, SWMHP
- Tanya Ostenson – Prairie Five
- Taylor Debraske – Prairie Five
- Jayne Frandsen – Prairie Five
- Kayla Vandromme – Housing Navigator, Cottonwood & Jackson County DVHHS
- Michelle Jensen – Family Services Manager, UCAP

Meeting Topics & Updates

Organization Share

- Calls for September meeting participation will be sent via email by Lillian Lamoreaux (LL).
- If no responses are received, the Executive Committee will provide updates.

Charter Update

- LL met with HUD to review the Charter.
- Finalization is in progress; LL will send the document to HUD next week for review.
- A second round of revisions may be needed before voting at the September meeting.

Memorandum of Understanding (MOU)

- The April 2024 MOU has expired.
- LL reviewed and edited the MOU:
 - Clarified SW CoC's responsibility to establish a board.
 - Need to define or identify the "Directors Council."
 - Requested budget vs. year-to-date comparison and grant expenditure details.
 - Added "or as required by the funder" to Section VII.B.
 - Michelle Jensen and Tanya Ostenson added as Governing Board Co-Chairs.

Attachment A: CoC Coordinator Roles & Responsibilities

- Replace all references to SMAC with SW CoC.
- Clarify the term “local service agency” in relation to HMIS LSA.

Attachment B: CE Planners Roles & Responsibilities

- Replace SMAC references with SW CoC.
- Replace “Directors Council” with “SW CoC Executive Committee.”
- Replace “Coordinated Entry Planner” with “Priority List Manager.”
- Request to clearly define the Priority List Manager’s roles, similar to the CoC Coordinator list.

Action Items:

- Send requested changes to LL.
- LL proposed an email vote on the MOU by September 5, 2025.
- Charter review scheduled for the September meeting.

Committee Updates

- Executive Committee: Continues to meet the Thursday before each CoC meeting to set the agenda and explore new topics.
- Project Ranking & Review Committee: Plans to meet quarterly; no current updates.
- Onboarding/Welcoming Committee: No updates.
- Coordinated Entry Committee: No updates; may revise recurring meeting schedule.

Federal Funding

- The 2024 NOFO application was fully funded and expected to renew in 2025.
- Rumors suggest a new NOFO may be released this year, complicating planning.
- CoC Coordinators will meet next Friday to prepare.

Funding Notes:

- All federally funded agencies have signed onto the current NOFO.
- Sustained funding may be reduced, as seen in previous years.
- Starting October 1, 2025, CoCs will face major reductions in Family Homeless Assistance Grant funding—from \$5 million to \$1 million over two years.

Grants in Process / Upcoming

- State funding renewed for a third year: \$50,000.
- Need to spend down stipends for persons with lived experience.
- Training budget for persons with lived experience has been increased.

Agency Updates

ICA Updates (TJ Yocum)

- Training and Coaching for HMIS (Virtual or In-person)
<https://www.hmismn.org/news/user-training-roadshow>
- HMIS Board Seats for People with Lived Experience
<https://www.hmismn.org/news/people-with-lived-experienceexperience-board->

[seats-now-open](#)

- Deactivation of Licenses <https://www.hmismn.org/news/deactivation-of-hmis-licenses>
- A Change to How New Client Records Get Created <https://www.hmismn.org/news/a-change-to-creating-new-client-records>
- Data Checkers Available <https://www.hmismn.org/news/missing-your-dq-reports-let-us-introduce-you-to-data-checkers> <https://www.hmismn.org/news/first-set-of-data-checkers-available-now>
- New Data Standards Coming <https://www.hmismn.org/news/the-2026-hmis-data-standards-changes-are-coming>

Michelle Jensen

- HMIS Governing Board is adding two seats for people with lived experience—one from Metro and one from Greater MN.
- Although the deadline has passed, interested individuals should contact Michelle or TJ.

Wrap-Up & Next Steps

- Contact LL to present at the next meeting.
- CE Assessor Training Dates: September 4 & 16
- Next Meeting: September 11, 2025

Respectfully Submitted,
Stacy Huntington
Southern Minnesota Regional Legal Services