

Southwest Minnesota CoC Meeting Minutes

Date: 12/11/2025

Time: 10 am

Location: Virtual

Adjourned: 11:40



Attendees

- Stacy Huntington – Southern Minnesota Regional Legal Services (SMRLS)
- Tanya Ostenson – Prairie Five
- Michelle Jensen – UCAP
- Roberta DePoppe – UCAP
- Angela Larson – UCAP
- Courtney Newgard – UCAP
- Jacob Jorgenson – UCAP
- Becci Ten Benschel – WRAP
- TJ Yocum – ICA
- Vicky Ross – SWMHP
- Lillian Lamoreaux – CoC Coordinator, SWMHP
- Angie Mateski – LSS Youth Services
- Nancy Urbanski – MN Housing
- Gwen Chase – KCHRA
- Nikki Ilgen – KCHRA
- Eric Napier – ICA
- Cheryl Baumann – UCAP
- Kimberly Holm – Southwest MN Adult Mental Health Consortium
- Taylor DeBraske – Prairie Five
- Justin Vorbach – NOFO Contractor

Welcome and Introductions

Approval of November Minutes and December Agenda

- Motion to approve November Minutes – Cheryl, Angela; motion passed unanimously.
- Motion to approve December Agenda – Gwen, Michelle; motion passed unanimously.

Organization Share

- N/A

Announcements / Updates / New Business

- Charter Policies and Bylaws (Lillian): Still in process; meeting with HUD next week to continue review and resolve monitoring finding.
- MOU (Lillian): No current MOU between CoC and SWMHP. Vicky has taken a new position in the housing partnership. Proposal for Lillian to take on responsibilities of Priority List Manager. Changes discussed:
 - Change dates on page 2.
 - Confirm if vote is needed on SWMHP as collaborative applicant.
 - Remove reference to “Director’s Council”; replace with “Executive Committee” in section A.7.
 - Update wording regarding Priority List Manager position (is/are).
 - Section A.9: Replace “vacant” with “extended absence” and include “extended absence of 30 days or more.”
 - Discuss combining PLM and CoC Coordinator roles.
 - Adjust page 4 (extra spacing or page break).
 - Attachment A: Add PLM responsibilities as section G. CE Priority List Manager (a–d). Fix wording on item d: “produce annual reports including...”

- Remove reference to Attachment B.
- Update agreement dates to today's date; expiration March 31, 2027.
- Motion to approve with proposed changes and minor grammar edits (non-substantive) – Michelle, Stacy; approved.

Committee Updates

- Executive Committee (Michelle): Discussed PIT, NOFO, PLM role, and agenda review. Will continue NOFO discussions.
- Project Ranking and Review: Tentative meeting date set.
- Onboarding and Welcoming: On hold.
- Coordinated Entry (Courtney): Next meeting next Thursday; did not meet in November to review policies and procedures.

MN Housing

- Changing funding dates but committed to ensuring funding and renewals continue as planned. Lillian will provide updates when available.

NOFO Update (Justin)

- HUD rescinded the FY2025 CoC NOFO; re-release date unknown.
- Advocacy to government officials is encouraged; ensure outreach aligns with agency policies.
- Uncertainty regarding NOFO impacts Justin's contract, which ends January 14. A new contract would be required if assistance is needed for a future NOFO.
- CoC may submit a letter to the editor; Lillian is open to assisting.

Grants in Progress

- N/A

Budget Update

- Not available; Lillian will work with Finance and provide reports two weeks prior to next meeting.

Agency Updates

- ICA (TJ):
 - Shift in Vendor and ClientTrack Improvements
 - New Forms Available for HMIS Projects
 - 2025 Point-in-Time Count Results
 - Training Roadshow Recap
 - Release Notes Webinar: December 16, 10:00–11:00 AM
 - Reporting Q&A: December 16, January 27, February 24, March 24
- UCAP (Michelle): Tax clinic starting; seeking volunteers.

Training Opportunities

- UCAP PIT training on December 17 at 9:00 AM – Lillian to send details later today.

Wrap-Up

- Next Meeting: January 8, 2026 – Annual Meeting; vote on new co-chairs for Executive Committee. If interested, contact Lillian or Michelle for details.
- Thank you to Vicki Ross for her work during the transition and ensuring housing for those most in need in our region.

Respectfully Submitted:

Stacy Huntington – CoC Executive Committee Secretary
Outreach Coordinator
Southern Minnesota Regional Legal Services