



NC 506 CONTINUUM OF CARE BOARD
BI-MONTHLY (every 2 months) MEETING
AGENDA

*****Vote Required**

^x Denotes Conflict of Interest Present

Wednesday, October 14th, 2020
10am-12pm

- I. Welcome & Introductions/Attendance
- II. *******Approve September Meeting Minutes
- III. ^xRanking Committee Recommendations for the Emergency Solution Grant Annual Application
 - a. *****^x**Approve the Emergency Solution Grant Ranking
- IV. COC Department Budget Presentation (Dawn Tucker/Allen Serkin)
 - a. Cost on By-Laws for Lawyer Review
- V. Short- and Long-Term Goals for the Board
- VI. First Fruit Ministries DOJ Sex Trafficking Presentation
- VII. Public Comments from Public Attendees
- VIII. Adjournment

Next COC Board Meeting

Thursday, November 19th 12-2pm

2021 Schedule
4th Thursday Bi-Monthly
12:00-2:00pm

January 28th
March 25th
May 27th
July 22nd
September 23rd
October 28th



CoC Board Meeting Notes

September 24th, 2020

10am-12pm

I. Meeting was called to order by Maegan Zielinski and introductions were made.

II. Officer Election

Discussion was held to elect board officers and nominations were brought forward:

Leslie Smiley nominated Meg McBride for Chair

Meg McBride nominated Sarah Arthur for Co-Chair

Maegan Zielinski nominated Laura Bullock for Secretary

Mark Craddock seconded the slate and the vote passed with no objection.

III. ESG Scorecards

Maegan provided a brief overview of how the scorecard was developed and noted that the ranking committee recommended the card be approved for this year and that for the next grant cycle, time be taken to make some adjustments. For future years, the ranking committee would like to:

- find a good way to measure agency Coordinated Entry participation to ensure robust engagement
- figure out how to incorporate audit findings in the ranking process
- collect and consider additional objective outcome data

Discussion was held regarding point adjustments needed for sections 4.1 and 2.3. Thom Moton motioned to approve the ESG Scorecard with the recommended adjustments to sections 4.1 and 2.3 to correct point assignment for these questions. Mark Craddock seconded and the vote was approved with no objection.

IV. CE Written Standard Adjustments

Reviewed the recommended adjustments to the CE written standards. Motion to approve by Thom Moton and seconded by Katrina Redmon, Vote was approved with no objection.

V. Future Meeting Dates

Discussion was held to determine future meeting dates. It was agreed that beginning in January 2021, the board will meet from 12-2 on the 4th Thursday of designated months. Dates through 2021 are as follows from 12-2 unless otherwise noted:



- October 14th, 10am-12pm
- November 19th
- January 28th
- March 25th
- May 27th
- July 22nd
- September 23rd
- October 28th

VI. Additional Edits/Updates to the By-Laws

Allen Serkin has recommended to the board that the CoC have a lawyer review the new bylaws. Meg McBride requested information on what it would cost to do this and noted that the budget is minimal. Several members affirmed the recommendation to have a lawyer review the bylaws and Tommy Taylor suggested that if it is cost prohibitive perhaps seeking funding sources that assist with this type of need would be useful. More information will be provided in future meetings. Thom Moton volunteered to participate in the bylaw working group.

VII. Form a monitoring committee per HUD regulation 587,7(a)(6)

Discussion was held about the need to establish a Monitoring Committee to comply with HUD regulations. Maegan will reach out to HUD TA and to this CoC's HUD representative for documents and tools to steer the committee. This is an annual task that would begin in April and run through grant season. The following board members volunteered to participate: Kyle Abrams, Dawn Ferrer, Gloria Garton, Brian Fike, Meg McBride, Tufanna Bradley, Tommy Taylor.

VIII. Drafting a letter to ESG/HUD on recipient audits

The board reviewed the drafted letter and held discussion to make clarifications. Specific concerns were raised regarding what auditing and accountability should look like for board members as well as agencies represented. After much discussion, it was clarified that the focal question at present is how to best confirm that funded board members remain in good standing. Leslie Smiley moved to remove Back at Home Florence Grant from the letter. Tommy Taylor seconded the motion and recommended that the Monitoring Committee further explore how best to ensure board members are in good standing moving forward. The motion was approved by vote with none opposed.

Maegan Zielinski stated that the conversation regarding good stewardship of funding be continued with the newly forming Monitoring Committee as there is a known issue with a current Board member/agency that has financial audit findings from both HUD and the Back at Home Florence program.



IX. Public Comments- Allen Serkin apologized to the board for making comments before time for open comments.

Lee Anna Stoker asked if a proxy could be sent on behalf of a board member and it was confirmed that per by-laws and Robert's rule of order a proxy could be sent to gather information but could not vote or participate in the board discussion outside of designated open comment time.

Mark Craddock motioned to adjourn the meeting, second by Tommy Taylor and the meeting was adjourned.

Recording of meeting:

<https://transcripts.gotomeeting.com/#/s/f5609a78538ed8e4a58b01abc157988bf814169b277b52caa474331af695c0f4>

Next meeting: October 14th, 2020 10 am-12 pm.

Minutes respectfully submitted by:

Tri-HIC CoC Board, Secretary



2020-2021 Ranking Committee Recommendations for Annual Emergency Solution Grant

The Ranking Committee met on September 27th, 2020 and September 28th, 2020 to rank the ESG project applications. The Ranking Committee met on October 7th, 2020 for the appeal meeting.

These are their recommendations:

Ranking	Agency/Program	Original Amount Requested	Ranking Committee Recommendation
1	Cape Fear Council of Governments/HMIS	\$50,000	\$50,000
2	Good Shepherd Center/Rapid Rehousing	\$44,145	\$59,145
2	First Fruit Ministries/Street Outreach	\$12,000	\$15,000
3	Good Shepherd Center/Emergency Shelter	\$30,074	\$30,074
Not Applicable/Not Funded	First Fruit Ministries/Day Shelter	\$18,000	\$0
Total	_____	\$164,219	\$164,219

COC BUDGET PRESENTATION

**CONTINUUM OF CARE
FY20-21 Budget**

	COC GENERAL	NHC Grant	ESG CARES	ESG	ESG ADMIN	HUD Planning	FY 20-21 TOTAL	FY 19-20 TOTAL	VARIANCE
FUNDING									
LOCAL FUNDS	85,300	18,000					103,300	85,000	18,300
ESG ADMIN					10,614		10,614	19,987	(9,373)
ESG				122,492			122,492	222,824	(100,332)
ESG-CARES			75,000				75,000	-	75,000
HUD PLANNING						26,946	26,946	21,607	5,339
TOTAL FUNDING	85,300	18,000	75,000	122,492	10,614	26,946	338,352	349,417	(11,066)
EXPENDITURES									
Salaries	25,122	15,868	36,630	15,202	7,182	16,792	116,796	97,884	18,912
Fringes	10,787	1,286	20,574	6,542	3,271	6,163	48,623	37,783	10,840
Audit	862						862	2,107	(1,245)
Professional Services						3,991	3,991	4,900	(909)
Legal	1,000						1,000		1,000
Supplies	400						400	1,827	(1,427)
Meeting Costs	150						150	100	50
Travel	6,729	126	480		161		7,496	7,394	102
Telephone	408	720	720				1,848	480	1,368
Postage	75						75	100	(25)
Copier	1,700						1,700	2,200	(500)
Maintenance	180						180	180	-
Computer Services.	2,000						2,000	3,488	(1,488)
Rent	1,605	-					1,605	1,576	29
Insurance	243						243	203	40
Dues & Sub	400						400	365	35
Overhead	33,639	-	11,250	-	-	-	44,889	27,168	17,721
EXPENDITURE SUBTOTAL	85,300	18,000	69,654	21,744	10,614	26,946	232,258	187,755	44,502
CARRYOVER		-	5,346				5,346		5,346
PASS THRU	-			100,748			100,748	161,662	(60,914)
EXPENDITURE SUBTOTAL	-	-	5,346	100,748	-	-	106,094	161,662	(55,568)
TOTAL EXPENDITURES	85,300	18,000	75,000	122,492	10,614	26,946	338,352	349,417	(11,066)

COC NOFA	Directly to the COG	Agencies Contracted Directly to Entity	Pass through to CFCOG			
	HUD FY19					
	CoC Planning	RRH	PSH	TH		
Agency						
Cape Fear Council of Governments	23,248	X	X	X	23,248	
Cape Fear Housing Independent Living	X	X	104,369	X	104,369	
Coastal Horizon	X	X	87,903	X	87,903	
Family Promise	X	16,944	X	72,597	89,541	
First Fruit Ministries	X	43,326	9,302	112,116	164,744	
Wilmington Housing Finance and Development (hopewood + driftwood)	X	X	229,883	X	229,883	
TOTAL	23,248	60,270	431,457	184,713	699,688	

ESG CY 2020	ESG CY20						
	HMIS	Admin	ES Ops	Street Outreach	RRH FA	RRHS	
CFCOG	46,236	10,614	X	X	X	X	56,850
Good Shepherd	X	X	30,074	X	24,182	10,000	64,256
FFM	X	X	X	12,000	X	X	12,000
TOTAL	46,236	10,614	30,074	12,000	24,182	10,000	133,106



SHORT + LONG TERM GOALS

SHORT TERM GOALS

- Updates and edits to By-Laws/Governance
- Monitoring Committee schedule/monitoring to occur
- Scorecard edits/adjustments by Ranking Committee
- Speakers/presenters for Tri-HIC

LONG TERM GOALS

- Increase COC department funding to retain staff (assessor/HMIS admin)
- Increase department funding for creative initiatives (buy-downs, landlord mitigation funds, etc)
- Using data to drive and fund grant decision making
- Build in an advocacy component to the work of the Board

FFM DOJ Funding Referral Process

PUBLIC COMMENTS

Next Board Meeting/Adjournment

November 19th, 2020

12-2pm

Virtually/CFOCG