SMAC Governing Board Minutes (April 17th 2022)

**Conference Call Option:** 1-312-626-6799 **Meeting ID:** 996 1800 6407

**Zoom Link**: <https://zoom.us/j/99618006407>

1. **Introductions/Attendee’s:**

Peter G., Heather W., Rochelle W., Jacob Wasmund, Kamaria, Liz Moen, Alyssa

Natalie E., Abby G., Jenny Mason, Betty Notto, SMisel, Jennifer Crotteau,

Marcus Schmit, Sarah Brioch. Dorreen Farrel, Brenda Petry, Raya, Linda Hall, Jennifer Harrison, Corey Samuels, Jen Romero. Matt Lewis, Molly Link

1. **Approve March minutes \*Vote Required**

* **Motioned and all in favor to approve**

**ABBY GUILFORD is moving on:**

* Beginning of this GB meeting; several attendees shared and expressed their feelings of gratitude and appreciation for the time they have had to work with Abby G. All wished her the best in her future endeavors.
* When the position of the CoC Coordinator was developed; Abby G. transitioned into the position and continued to fulfill and go above and beyond her responsibilities as SMAC CoC Coordinator over the course of 6 years.
* Her final day will be Friday, April 22nd.
* Mike Manhard (MESH) will form a committee with members of the Governing Board & Director’s Council. They will create a SMAC CoC Coordinator job description, responsibilities, and job qualifications. Assist in reviewing applications and interview process

1. **Washington County PATH agreement \*Vote Required**

* ***Vote****- Jen Romero motioned, Heather W 2nd, Kamari 3rd, Peter 5t*h
* Send competed PATHS agreement to Rochelle & Mike

1. **CoC Infrastructure Planning and discussion \*Vote Required**

***Vote***- *Kamaria, Peter, all in favo*r!

To sustain the infrastructure of the CoC there are 2 primary roles needed:

FISCAL AGENCY HOST & STAFFING HOST

* **Fiscal Agency Host:**
* They should sever as the Collaborative Applicant for CoC NOFO
* Serve as the Grantee for all Hud CE grants
* Submit applications for additional regional funding as requested by the CoC Governing Board and CoC Staff
  + - Funds to support regional programming (ex. Centralized Access)
    - Funds to support regional staffing
* **Staffing Host:**
* Host all staffing roles related to CoC and regional planning work
  + CoC Coordinator/Manager
  + Coordinated Entry Staff positions (2 FTE currently)
  + Determine additional staffing needs, fundraise, and hire to fill additional positions
* Identify matching funds for HUD grants related to regional systems work
  + Planning grant
  + CE grant
* Grant writer for any regional grant applications
  + CoC NOFO
  + CoC NOFO CE grant
  + Additional regional funding opportunities (MN Housing, Housing Stability Services for example)
* MESH hosts CoC coordinator
* Hearth Connection serves as the Collaborative Applicant for NOFO, CE grant holder, hosts CE staffing. Hearth Connection is looking to move away

MESH hosts CoC Coordinator. At this time, MESH is willing to take on the role of Staffing host but cannot take on the role of Fiscal Agency host.

**In order to fully implement the above infrastructure concept, SMAC will need to:**

1. Define more fully and clearly the role of both Fiscal Agency host and Staffing host
2. Develop and release a RFP for one or both roles

To complete these steps will take the leadership of SMAC several months.

**Recommendations for immediate action –**

1. To move toward creating this model SMAC should consider moving the Coordinated Entry positions from Hearth Connection to MESH as soon as possible
2. SMAC should request Hearth Connection remain in the role of Collaborative Applicant and CE grantee until SMAC can release a single RFP for a new entity to take on both roles.

**HUD TA**- Dusty Olson- the assigned regional contact for our region; which is region #5. We submitted a full workplan. It would be temporary assistance in the following areas:

* Hiring of new CoC Coordinator
* Identifying the Collaborative Applicant
* Transfer the new CE staff to new Host Agency
* Orient new Coordinator to HUD procedures

Next Governing Board Meeting will be held on Tuesday, May 17th at 1p.m.