SMAC Governing Board Agenda

September 20, 2019

1:00-3:00

Mental Health Resources

762 Transfer Rd., St. Paul

**In attendance:** Matt Lewis, Denise Smieja, Heather Duchscherer, Eric Gentry, Abby Guilford, Abigail, Kristen Brown, Barb Sopp, Ann Lindquist, Doreen Farrell, Steve Simonson, Betty Notto, Jim Baron, Liz Moen, Ji-Young Choy, Michelle Reid, Paul Carlson, Kelina Morgan, Rochelle Washington, Dana D, Margaret King, Jen Romero, Jessica Herring,

On the phone – TJ, Dan Lauer-Schumacher

1. Introductions 5 minutes

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| Discussions | Actions |
| Margaret King- New MN Housing Rep |  |

1. Approve June and August minutes \*Vote Required 5 minutes

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| Discussions | Actions |
| July and August minutes reviewed | Motion to approve: Eric  2nd: Brad  Motion carries. |

1. Updates 10 minutes
   1. NOFA – Ranking and Collaborative Application
   2. SPARC

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| Discussions | Actions |
| NOFA Ranking   * MHR scoring vs. ranking. History of unspent funds was the biggest factor for being ranked in Tier 2. According to MHR a number of vouchers were unable to be used. The program has figured this out recently. * Ranking committee voted on Final Ranking due to timing * Is there a plan to provide assistance for programs that are not performing? * The ranking committee should review and clarify policies and scoring for ranking. * Grantee meeting in the fall. * Update on collaborative application. Will be sent Monday morning. Review and give feedback to Abby. She will be submitting by September 30th. * Volunteer piece could use additional info. Dakota County and CAP agreed to offer assistance on volunteer piece. Hoping that racially equity assessment will strengthen application.   SPARC   * Kelina Morgan has offered to be the SPARC lead. She has participated in a recent Leadership phone call * Next step is to put together a team to lead the SPARC work. Looking for providers and those that would have contact with the population for example, librarians. Also looking for people with lived experience. * Goal of SPARC is to make recommendations for changes to influence the disparities in the work * 12 people will make up the learning collaborative. Will ask for a 1 year commitment. Training for individuals at the end of October | * The ranking committee will oversee the ongoing feedback to programs for continuous program improvement * Grantee meeting to review the process and scoring tool (shift scoring tool to match ICA tool for scoring). * Review collaborative application and send Abby feedback * Identify a few people to be on learning collaborative by September 27. |

1. Planning Grant Spending Update 10 minutes

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| Discussions | Actions |
| Current grant budget – if we continue to spend at current rate we will be over by $7,799.   * CAP, Washington, Anoka and Dakota County came together to provide match letters. * If HUD turns grant around for September we will be fine. If it doesn’t start until October we may not be able to bill for September expenses. * Is there a likelihood that the counties or others would be asked to cover the $7,799? Can the CDC take less on admin? * Could counties, SMAC agencies contribute to shortfalls to cover the coordinator?   2019 Match:   * Need to figure out match before the NOFA is submitted * Hearth will be the collaborative applicant and holder of the planning grant. * Letters needed from Counties for in-kind to cover the match in case Hearth Connection leaders authorized to sign are unable to push the letter through | * Ann will contact Jackie and Marcia at HUD regarding the start date for the planning grant. * If no response by end of day Monday, set up an ad hoc committee to figure out short fall. Jen, Ann, Dan, Rebecca, Ji, Dana, Matt, Michelle will have a call Tuesday morning at 10:00 to discuss * Governing board look at setting up an operations committee or expansion of executive committee to oversee the planning grant, match, other sources of funding for the CoC, supervising the Coordinator, etc. * Paul from HC will continue to work with Counties to get match letters |

1. Follow up from July Retreat 90 minutes

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| **Action** | Timeline | Person(s) responsible |
| **Process/Procedure** |  |  |
| Create membership agreement | December 2019 review/approval by GB January 2020 implementation | Michele will organize Dana will participate |
| Develop onboarding process for new board members | Jan-20 | Michele will organize |
| Develop information packet for new stakeholders | Jan-20 | Michele will organize |
| Develop a formal process for board turn over | Jan-20 | Michele will organize |
| Develop written expectations of the role of the local groups |  | Michele will organize |
| Review of retreat notes with local homeless planning groups | Completed end of November 2019 | Local board representative(s) |
| **Meeting Structure** |  |  |
| Implement new meeting structure | October fully establish structure January 2020 implement | Full Governing Board |
| Amend annual calendar to include annual processes that will require voting | November 2019 outline is complete, December 2019 calendar is approved | Executive Committee develops outline Governing Board approves |
| **Meeting Content** |  |  |
| Develop 2020 Goals | October/November 2019 | Full Governing Board |
| Formalize committees | November 2019 communicate to Governing Board | Committee members |
| Formalize/develop work groups | October/November 2019 | Full Governing Board |
| Create infrastructre for data compilation, analysis, visualization | October 2019 to review all data sources/data desires November/December 2019 to have data to develop annual goals | Full Governing Board needs to weigh in on what data should be reviewed on a regular basis Data and Evaluation to take Governing Board desire and make it actionable |
| **Leadership- Executive Committee** |  |  |
| Implement new Executive Committee structure | Oct-19 | Full Governing Board |
| Agree on structure and function of the Executive Committee | Sep-19 | Full Governing Board |
| **Communication** |  |  |
| Develop monthly process for newsletter to be developed and sent |  | Full Governing Board |