Portland Continuum of Care
Wednesday, October 14, 2015
Meeting Minutes

Aaron Geyer		City of Portland, Health & Human Services Dept., Social Services Division
Jeff Tardif		City of Portland, Health & Human Services Dept., Social Services Division
Dave McLean		City of Portland, Health & Human Services Dept., Social Services Division
Vickey Rand		Community Housing of Maine
Norm Maze		Shalom House
Ginny Dill		Shalom House
Paula Paladino		Maine State Housing Authority
Wendi DuBois		The Opportunity Alliance
Veronica Ross		The Opportunity Alliance
Jon Bradley		Preble Street
Tom Ptacek		Preble Street

I. Introductions

Jon welcomed everyone and brief introductions were made.

II. Review of progress to date and the agenda for today:

Paula provided an overview of the ten items on the detailed summary of the NOFA action items:

1. **Completed:** Krista has publicly posted the invitation to join the PCoC on 09/30/2015.
2. Board of Directors: The PCoC voted to adopt the Joint CoC Leadership team as the Board of Directors last week at the PCoC meeting on 10/07/2015 with the addition of Wendy DuBois on the slate of directors.
   Action item for today: Review and approve by-laws.
3. **In Process:** CoC monitoring performance of ESG and CoC recipients: this still needs to be discussed, and Aaron will help to draft the response 1c-2b.
4. **Completed:** Written Standards**: PCoC voted to adopt the Orders of Priority outlined in CPD 14-012 on 10/07/2015.**
5. **Completed:** The PCoC will not reallocate funds in this year's competition as all SSO and TH programs were reallocated in the last competition.
6. Project Review, Ranking and Selection Procedures: documents have been drafted.
   Action item: Review procedures and scoring tool and publicly post the procedures.
7. Coordinated Entry System Written Standards: adopted and approved by the Joint CoC Leadership team on 10/08/2015.
   Action item: PCoC needs to approve and adopt these.
8. **Discharge Policies:** this is an action item for review when Section 1 questions are answered.
9. Joint HMIS Governance:
   Action item: this needs to be reviewed and approved.
10. HMIS Policies and procedures:
    Action item: this needs to be reviewed and approved.

III. Board of Directors:

Last week a draft set of by-laws was presented to the Joint CoC Leadership team and Cullen agreed to edit the draft so it would be presented to both CoC's for review and adoption.

Jon made a motion to adopt the by-laws and Vickey seconded the motion. **MOTION PASSED with all in favor.**

Slate of Directors: The slate of directors was verbally discussed and Wendy Dubois was added to the list of directors last week at Joe's recommendation. Aaron made a motion to accept the slate of directors and this was seconded by Norm. **MOTION PASSED with all in favor.**

IV. **Monitoring:** There was a robust discussion of the draft document that Jon developed "The PCoC Ranking and Scoring Process" and it was agreed that additional information would be added to the document. Jon will revise it and send it to Krista to post. The scoring tool for renewal projects was discussed in great detail. The GIW was also reviewed as was the HUD notice yesterday indicating the dollar amounts for the Tier 1 and the PH Bonus. IT was discovered that the GIW posted is not the most current one, so copies of the HUD approved GIW were circulated for members to review.

Jon made a motion that all new projects be put in Tier 2 and Vickey seconded this motion. **MOTION PASSED with all in favor.**

As a result of this discussion, the PCoC agreed to extend today's meeting and reconvene in the afternoon to discuss the Order of Priority and continue reviewing the process that the Scoring Committee will use including adding additional points in scoring for the order of priority and consideration of severity of needs and vulnerabilities of participants that will be served by the projects.

The meeting adjourned at 12:00 and reconvened at 2:00 pm.

V. **Scoring, Ranking and Selection Discussion:**
The discussion continued this from this morning surrounding the scoring and ranking system, and the devastation it could cause to the community if larger projects are not funded. Various scenarios were reviewed, and it was decided that this conversation needed to continue at the PCoC meeting next Wed. where it will be addressed in the first hour of the meeting.

VI. **Joint HMIS Governance and HMIS Policies and Procedures:**
Jeff made a motion to accept the Joint HMIS Governance and HMIS Policies and Procedures and this was seconded by Vickey. **MOTION PASSED with all in favor.**

VII. **Coordinated Entry System Written Standards:**
Jon made a motion to accept the Coordinated Entry System Written Standards and Jeff seconded the motion. **MOTION PASSED with all in favor.**

VIII. **Goals for Next Meeting:**
For the next meeting, the group would like to focus on:
9:00-10:00 am: The Ranking and Scoring Process for **NEW and RENEWAL** projects, Scoring and Ranking tools
10:00-12:00 pm: Complete questions in Section 1of the application.

IX. **Assignment:**
Paula asked that everyone read Section 1 (first 16 pages) of the NOFA and to be prepared to work on the application on the 21st.

Next Meeting:
October 21, 2015
9:00 am – 12:00 pm
Refugee Services Conference Area
190 Lancaster Street
Portland, ME 04101