

**GEORGIA BALANCE OF STATE CONTINUUM OF CARE BOARD
MEETING MINUTES
Atlanta, Georgia
August 25, 2021**

Conference Call Number (1-844-992-4726; Mtg# is 132 342 9983)

Present (teleconference unless otherwise noted)

Linda Boswell
Shannon Candler (by proxy)
Rachel Castillo
Tonya Curry
Matthew Elder
Monica Johnson
Bill McGahan
Eric McGhee
Wayne Mack
Joan Oxley
Diane Rogers
Daniel Rosebud
Charlotte Woody

Absent

David E. Blackwell
Kristy Carter
Chad Cheshire
Bert Flewellen
Sondra Hampton

Collaborative Applicant Staff (in person unless otherwise noted)

Josh Gray
Rick Heermans
Rebecca Hickom
Ambra Houser (teleconference)
Tina Moore
John Shereikis
Kate Tettamant (teleconference)
Daphne Walker (teleconference)

Guests (teleconference unless otherwise noted)

Sabrina Callaway-Clayton County Police (in person)
Britt Aliperti-PCCI (in person)
Patricia Fletcher-Edwards-NID Housing Counseling Agency, Albany
Antoinette Fields-HOPE.Atlanta
Sharon Scott-CSRA EOA
Petricia Sailor-Salvation Army Albany
Katha Blackwell-PADV
Naomi Ladson-Salvation Army Macon
Gregory Rosso-WellCare Health Plans
Teresa Stephens-Ninth District Opportunity
Suzannè Dow-GA Mountain Women’s Center
Andi Drake-The Haven Valdosta
Jenifer Turner-Reid-VA

The meeting of the Georgia Balance of State Continuum of Care Board (the “Board”) meeting was called to order by Chairperson Tonya Curry at 1:00 p.m.

Chairperson Curry welcomed board members, thanked everyone for participating in this meeting and conducted a roll call of the board members in attendance. Chairperson Curry noted that Matthew Elder is serving as proxy for Shannon Candler.

Chairperson Curry called for approval of the minutes of May 26, 2021 (Tab A).

Motion to approve the minutes of May 26, 2021 was made by Bill McGahan and seconded by Diane Rogers. The Chairperson called for a vote, and the motion passed unanimously.

Chairperson Curry then invited guests to participate in the public comment period and members to introduce themselves. The guests introduced themselves either verbally as they joined the conference call or through the Chat feature online. There were no additional comments.

Chairperson Curry called on Josh Gray to provide the Board Appointments Update. Mr. Gray announced that the Membership and Rules Committee approved the reappointment of Eric McGhee as the Georgia Department of Education representative. Mr. Gray reported that the State Housing Trust Fund Commission appointment to replace John Ellis is still pending, and staff is still working to review the appointment/reappointment for the second DCA seat. Once staff receives notice for outstanding appointments, materials will be sent to the Membership and Rules Committee for review. Mr. Gray noted that until these appointments are approved, current Board members continue to fill the seats in accordance with the Governance Charter. Mr. Gray also reported that Monica Johnson is stepping down as the Department of Behavioral Health and Developmental Disabilities (DBHDD) representative, and the name of the replacement appointment, Maxwell Ruppensburg, will be sent to the Membership and Rules Committee for review and approval. Mr. Gray thanked Ms. Johnson for her service and noted that she has served on the Board since its inception in 2014.

Chairperson Curry called on Tina Moore to review the Record Email Votes discussion item on the agenda. A rule in the Governance Charter allows for the Chair to call for a vote from Board members via email for business matters that the Chair determines require immediate action between regularly scheduled Board meetings. The Governance Charter states that an affirmative vote of a majority of the Board members via email shall be the act of the Board, and a record of any motions, votes, and actions taken via email will be entered into the record at the next regularly scheduled meeting of the Board.

Ms. Moore reported that she was officially recording the results of the email vote requested on July 1, 2021, where the Balance of State CoC would enter into a Memorandum of Understanding (MOU) with both the Albany Housing Authority and the Georgia Department of Community Affairs Housing Authority in support of the Emergency Housing Voucher (EHV) program. The Georgia Department of Community Affairs PHA was awarded 798 vouchers, and the Housing Authority of the City of Albany was awarded 21 vouchers. The EHV program would provide tenant-based housing vouchers for the following populations:

1. Individuals and families experiencing homelessness,
2. Individuals and families at risk of homelessness,
3. Individuals and families fleeing domestic violence, or
4. Individuals and families who were recently homeless, where assistance will prevent homelessness or housing instability.

The main roles and responsibilities of the Balance of State Continuum of Care are as follows:

- Designate and maintain a lead EHV liaison to communicate with the PHA (public housing authority).
- Refer eligible individuals and families to the PHA using the community's coordinated entry system.
- Support eligible individuals and families in completing and applying for supportive documentation to accompany admission applications to the PHA (i.e. self-certifications, birth certificate, social security card, etc.).
- Attend EHV participant briefings, when needed.
- Assess all households referred for EHV for mainstream benefits and supportive services available to support eligible individuals and families through their transition.

- Identify and provide supportive services to EHV families. (While EHV participants are not required to participate in services, the CoC should assure that services are available and accessible.)
- Comply with the provisions of this MOU.

Ms. Moore reported that the Emergency Housing Voucher MOUs with Albany Housing Authority and the State's Housing Authority were approved with no objections from a quorum of the Board. Votes were received by David Blackwell, Linda Boswell, Shannon Candler, Kristy Carter, Rachel Castillo, Chad Cheshire, Matthew Elder, Bert Flewellen, Sondra Hampton, Monica Johnson, Bill McGahan, Eric McGhee, Wayne Mack, Joan Oxley, Diane Rogers, Daniel Rosebud, and Charlotte Woody. Chairperson Curry's vote was not needed to break a tie.

Ms. Moore further reported that she was officially recording the results of the July 7, 2021 email vote, where the Board approved Youth Focused action items for the:

- Youth Action Board Members,
- Youth Action Board Governance document,
- Youth Homelessness Demonstration Program Governance Structure, and request to submit application for funding under the Youth Homelessness Demonstration Program

This governance action was required to address the appointment of members of the Youth Action Board and other requirements for application to the FY 2021 Youth Homelessness Demonstration Program.

- The proposed slate of nominees sent before the Board would serve on the Balance of State CoC Youth Action Board (YAB). The FY 2021 Youth Homelessness Demonstration Program Notice of Funding Opportunity updated the definition of a YAB, and determined that this Board must be a formal committee within the CoC.
- The Proposed YAB Governance document sent before the Board outlines the initial vision, purpose, membership, leadership, meetings voting, member compensation, and structure within the Balance of State CoC as a formal committee under the Board.
- The proposed YHDP Governance Structure builds on previous work and collaboration with the Youth Homelessness Advisory Group and the Georgia State Agency Collaborative. This document outlines a formal governance structure with designated workgroups charged with specific responsibilities.
- And DCA, as Collaborative Applicant requested Board approval to apply for YHDP funding.

Ms. Moore reported that all Youth Focused action items for the Youth Action Board Members, Youth Action Board Governance document, Youth Homelessness Demonstration Program Governance Structure, and request to submit application for funding under the Youth Homelessness Demonstration Program were approved with no objections from a quorum of the Board. Votes were received by David Blackwell, Linda Boswell, Shannon Candler, Kristy Carter, Chad Cheshire, Sondra Hampton, Monica Johnson, Bill McGahan, Eric McGhee, Wayne Mack, Diane Rogers, and Charlotte Woody. Chairperson Curry's vote was not needed to break a tie.

Chairperson Curry called on Tina Moore to review the Governance Charter Update (Tab B). Referring to the document, *Georgia Balance of State Continuum of Care Governance Charter (August 25th as updated)*, Ms. Moore discussed the only proposed updates to the Governance Charter in detail. This update is an updated link for the membership page on page 3. This update was approved by the Membership and

Rules Committee on August 18th. The Committee determined that updates were not considered substantial, so they will not require a full membership vote. Ms. Moore requested the Board's approval of the Georgia Balance of State Continuum of Care Governance Charter, as updated.

A motion to approve the Governance Charter with noted updates was made by Rachel Castillo and seconded by Matthew Elder. The Chairperson called for a vote, and the motion passed unanimously.

Chairperson Curry called on Tina Moore to review the Georgia HMIS Steering Committee Bylaws and BoS CoC Steering Committee Appointments. Referencing the *Georgia HMIS By-Laws 2021 – Effective 6/17/21* document (Tab C), Ms. Moore reviewed the Bylaws that outline the responsibilities of each of the eight participating CoCs in the GA HMIS Collaborative and the HMIS Lead Agency. CoCs are required to adopt and/or re-affirm adoption of the Bylaws annually. Changes made by the GA HMIS Steering Committee were minimal and included updated language and clarification around subcommittees. Ms. Moore noted that the By-Laws were finalized by the HMIS Lead on June 17, 2021, and the Board is being requested to reaffirm approval as recommended by the Balance of State HMIS Committee on August 18, 2021.

Ms. Moore reviewed requirements of the Georgia HMIS Steering Committee Bylaws to appoint two BoS CoC voting members to serve on the Georgia HMIS Steering Committee to provide oversight of the HMIS implementation and to represent the BoS Continuum in GA HMIS decision-making, as specified in Section IV of the Bylaws. Ms. Moore noted that the Bylaws require one representative from the Collaborative Applicant and one representative with technical understanding of HMIS. Referring to the Acknowledgement page and Bio at the back of Tab C, Ms. Moore presented Josh Gray as the proposed replacement member and Collaborative Applicant Representative to the Georgia HMIS Steering Committee. Mr. Gray would replace Mike Thomas, and prior to his becoming the CoC Program Manager, Mr. Gray served as the Senior HMIS Coordinator. Ms. Moore noted that staff were still working to fill the seats on the HMIS Committee, and there were no recommendations for the second seat on the Steering Committee at this time. On August 18, 2021, the HMIS Committee approved Josh Gray's appointment as the Collaborative Applicant representative and is making recommendation to the Board.

There were no proposed changes to CoC administrators, Chandra McGhee, Ambra Houser, and Kate Tettamant. Ms. Moore noted that Rhonda Taylor would no longer serve in that role as she has moved to a different position under the HMIS Lead. Ms. Moore requested that the Board reaffirm approval of the Georgia HMIS By-Laws as recommended by the HMIS Committee. Ms. Moore then requested the Board approve Josh Gray of DCA to serve as the Collaborative Applicant Representative replacement for Mike Thomas, to serve as voting members on the Georgia HMIS Steering Committee, as recommended by the HMIS Committee on February 6th.

A motion to reaffirm approval of the Georgia HMIS By-Laws, as proposed by the HMIS Committee was made by Matthew Elder and seconded by Monica Johnson. The Chairperson called for a vote, and the motion passed unanimously.

A motion to appoint Josh Gray, as specified in Section IV of the Bylaws, to serve on the GA HMIS Steering Committee to provide oversight of the implementation and represent the Balance of State Continuum in GA HMIS decision-making, as proposed by the HMIS Committee, was made by Rachel Castillo and seconded by Bill McGahan. The Chairperson called for a vote and the motion passed unanimously.

A motion to reaffirm the appointments of Chandra McGhee, Ambra Houser, and Kate Tettamant as CoC Administrators as defined in the Georgia HMIS Steering Committee Bylaws, as proposed by the HMIS Committee, was made by Diane Rogers and seconded by Matthew Elder. The Chairperson called for a vote and the motion passed unanimously.

Chairperson Curry called on Josh Gray to review the Balance of State CoC HMIS Memorandums of Agreements (MOAs): 1. FY 2020 Balance of State CoC HMIS Renewal MOA; and 2. FY 2020 GHFA BoS CoC HMIS MOA. Referencing the FY 2020 Balance of State CoC HMIS Renewal MOA and FY 2020 GHFA BoS CoC HMIS MOA documents (Tab D), Mr. Gray reviewed the MOAs, which are the agreements between the Balance of State CoC and the GA HMIS Lead Agency further defining responsibilities and duties of each party for both HMIS grants. Both documents also serve to formalize the terms of the financial agreements between the CoC and the Georgia Housing and Finance Authority as the entity that receives HMIS grant funding from the U.S. Department of Housing and Urban Development (HUD).

Mr. Gray first reviewed the FY 2020 Balance of State CoC HMIS Renewal MOA, which is related to the Balance of State CoC HMIS project, where the BoS CoC will retain the full \$100,003 total for support that directly benefits the BoS CoC. DCA will provide the 25% cash match for this project, and Mr. Gray reported that these funds support an HMIS Administrator for the Balance of State CoC.

Mr. Gray then reviewed the FY 2020 GHFA BoS CoC HMIS MOA, which is related to the statewide HMIS project, where the BoS CoC will retain \$100,000 of the \$663,400 total with the balance going to DCA to be used towards HMIS Implementation. DCA will also provide the \$165,850 cash match.

Mr. Gray requested that the Board approve both the FY 2020 Balance of State CoC HMIS Renewal MOA and the FY 2020 GHFA BoS CoC HMIS MOA, as approved by the HMIS Committee on August 18, 2021.

A motion to approve the FY 2020 Balance of State CoC HMIS Renewal MOA document, as proposed by the HMIS Committee was made by Bill McGahan and seconded by Rachel Castillo. The Chairperson called for a vote, and the motion passed unanimously.

A motion to approve the FY 2020 GHFA BoS CoC HMIS MOA document, as proposed by the HMIS Committee was made by Wayne Mack and seconded by Matthew Elder. The Chairperson called for a vote, and the motion passed unanimously.

Chairperson Curry called on Tina Moore for an update on the 2021 Balance of State CoC Competition. Ms. Moore reported that HUD opened the 2021 Continuum of Care (CoC) Competition on August 18, 2021, and the deadline to submit the application to HUD is November 16, 2021. Ms. Moore noted that the amount of business needed to be covered at this meeting, and the timing, made it problematic to combine the meetings. Staff is working to review updated HUD priorities, scoring factors, and competition requirements in order to establish recommendations for the competition policy, process, and review criteria for Board approval.

Ms. Moore discussed the timelines needed for the first meeting, in order to be able to open the competition, and the second meeting in order to align with HUD requirements for applicant and public notice. The first meeting will need to be scheduled for the 14th or 15th of September, and the Board will be asked to review the competition policy, process, and application review criteria to be able to open the competition. The second meeting will take place after the competition has been completed, and the Board will be asked to approve the results and the applicant priority ranking and recommendations. This

is expected to take place on the 27th or 28th of October. Ms. Moore requested that any Board members interested in reviewing and scoring applications to contact her via e-mail.

Chairperson Curry called on Josh Gray to provide Balance of State CoC updates. Mr. Gray reported the following:

- Regarding the EHV Program, he stated that the e-mail address for referrals is in place and that staff is preparing training for referral agencies.
- The Youth Homeless Demonstration Program application was submitted to HUD on July 27. While awaiting HUD's funding announcement, organizational work is continuing with the Youth Action Board, Youth Homeless Advisory Group, and the State Agency Collaborative, all of whom are involved in the planning process.
- A statement of interest was submitted to HUD on August 20 regarding participating in the second round of the Coordinated Entry Equity Demonstration project. This involves a cohort of CoCs that will work together to design more equitable assessment and prioritization processes to improve conditions and outcomes for Black, Brown, Indigenous, and people of color.
- Staff expects that HUD will require an unsheltered Point-in-Time Count in 2022. This count was not conducted in the BoS in 2021 as HUD provided a waiver due to health concerns related to COVID for participants and volunteers. Staff is currently reviewing past policies as to how best to achieve this safely and accurately. HUD guidance on methodology is expected soon.
- Georgia Rental Assistance Program has now been expanded to provide assistance to eligible households throughout the entire state. There is a lot of funding still available under this program and Chairperson Curry asked Board members to spread the word about this resource to those in need. A flyer discussing the program basics can be found at the following link: <https://documentcloud.adobe.com/link/track?uri=urn:aaid:scds:US:238c0525-6ef1-4af3-a34d-603bd2512c6b>.

Charlotte Woody asked how to ensure there would be no duplication of benefits to those who may have received assistance through one of the other Rental Assistance Programs from other participating jurisdictions in the state. Mr. Gray said staff would get with her after the meeting on this.

Chairperson Curry asked if there was any old business. No old business was presented to the Board for consideration.

Chairperson Curry then asked for new business. No new business was presented to the Board for consideration.

With no further business, the meeting was adjourned at 1:45 p.m. The next regular meeting of the Board is scheduled for November 17, 2021 at 1:00 p.m. in Atlanta, Georgia.

Signature

Title

Chairperson