

SPECIAL NOTICE REGARDING PUBLIC MEETINGS

Due to the risks to public health caused by the possible spread of the COVID-19 virus at public gatherings, the Maricopa Association of Governments has determined that public meetings will be indefinitely held through technological means. Meetings will be open to the public through technological means. In reliance on, and compliance with, the March 13, 2020, Opinion issued by Attorney General Mark Brnovich, the Maricopa Association of Governments provides this special advance notice of the technological means through which public meetings may be accessed. While this special notice is in effect, public comment at meetings will only be accepted through written submissions, which may or may not be read aloud during meetings.

To attend the meeting noticed below by technological means, members of the public may follow the steps below:

1. To watch a live video stream of the meeting, [click here to go to MAG's YouTube channel](#).
2. Members of the public may submit written comments relating to this meeting to azmag.gov/comment. Comments may be sent at any time leading up to the meeting, but must be received at least one hour prior to the posted start time for the meeting.

If any member of the public has difficulty connecting to the meeting, please contact MAG at (602) 254-6300 for support.

October 8, 2020

TO: Members of the Maricopa Regional Continuum of Care Committee

FROM: Michelle Jameson, U.S. VETS, Co-Chair
Stefanie Smith, Native American Connections, Co-Chair

SUBJECT: NOTIFICATION OF THE MEETING AND TRANSMITTAL OF TENTATIVE
AGENDA
Meeting: 9:30 AM
Wednesday, October 14, 2020
VIRTUAL MEETING

The Maricopa Regional Continuum of Care (CoC) Committee meeting has been scheduled at the time noted above. The meeting will be **held as a virtual meeting only**, with no in-person attendance options available at this time. Instructions on how to participate will be provided via email to members of the committee. Members of the public will be able to view and listen to the meeting via a live video stream. You can watch the meeting online by clicking [here to go to MAG's YouTube channel](#). Public comments can be provided in written format through the MAG website at azmag.gov/comment. If you have questions, please contact the MAG office at (602) 254-6300.

In 1996, the Regional Council approved a simple majority quorum for all MAG advisory committees. If the Maricopa Regional Continuum of Care (CoC) Committee does not meet the quorum requirement, members who have joined the meeting will be notified that a legal meeting cannot occur and the meeting will end. Your participation in the meeting is strongly encouraged.

Pursuant to Title II of the Americans with Disabilities Act (ADA), MAG does not discriminate on the basis of disability in admissions to or participation in its public meetings. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the MAG office. Requests should be made as early as possible to allow time to arrange the accommodation.

If you have any questions regarding the meeting, please contact MAG at (602) 254-6300.



Maricopa Regional Continuum of Care Committee

TENTATIVE AGENDA

October 14, 2020

1. **Call to Order**

2. **Call to the Audience**

An opportunity will be provided to members of the public to provide input through written comment to the Maricopa Regional Continuum of Care (CoC) Committee on items that are not on the agenda that are within the jurisdiction of MAG, or on items on the agenda for discussion but not for action. Members of the public are asked to submit written comments related to this meeting through the MAG website at azmag.gov/comment, and indicate for which meeting the comment is intended. Comments may be sent at any time leading up to the meeting, but must be received at least one hour prior to the posted start time for the meeting. Comments received prior to the deadline will be read aloud during the meeting. Comments must not exceed three minutes in length. A total of 15 minutes will be provided for the Call to the Audience agenda item, unless the Maricopa Regional Continuum of Care Committee requests an exception to this limit. Please note that comments received for agenda items posted for action will be read at the time the item is heard.

Action Requested:
Information.

3. **Approval of the September 9, 2020, Meeting Minutes**

Approval of the September 9, 2020, CoC Committee meeting minutes. Please refer to the enclosed material.

Action Requested:
Approval.

4. Moving Continuum of Care Committee Meetings to Bi-Monthly

Discussion and motion to move the CoC Committee Meetings from monthly to bi-monthly.

Action Requested:

Approval to move the CoC committee meetings from monthly to bi-monthly.

5. Role of the Continuum of Care Committee

A discussion about the role and responsibilities of the CoC Committee. Governance guidelines were sent with the meeting materials for review.

Action Requested:

Information and discussion.

6. Racial Equity Work

Maricopa Regional CoC/MAG staff will summarize their Racial Equity work with Racial Equity Partners.

Action Requested:

Information.

7. Continuum of Care Workgroups

Maricopa Regional CoC/MAG staff will provide an update on the activities of our various CoC workgroups.

Action Requested:

Information.

8. Request for Future Agenda Items

Topics or issues of interest that the Maricopa Regional Continuum of Care Committee would like to have considered for discussion at a future meeting will be requested.

Action Requested:
Information.

Adjournment

MINUTES OF THE
MARICOPA REGIONAL
CONTINUUM OF CARE COMMITTEE
September 9, 2020
Zoom Meeting

MEMBERS ATTENDING

Adriane Clarke, City of Surprise
Stephanie Crum, Human Services Campus
*Kathy Di Nolfi, A New Leaf
*Alfred Edwards, DES
D.C. Ernst, Phoenix Fire Department
Tricia Gipson, ABC
^Sarah Anderson U.S. VETS (for Michelle Jameson)
Wendy Johnson, Justa Center
^Maria Robertson, CBI (for Anne Marie Johnston)
Laura Magruder, Maggie's Place

Jennifer Page, Mercy Care
Det. Aaron Raine, Mesa Police Department
Nikki Ramirez, Chicanos Por La Causa
Tyler Rosensteel, CRN
Chela Schuster, Community Solutions
*Sara Sims, Phoenix Elementary School District
Laura Skotnicki, Save the Family
Stefanie Smith, NAC, Co-Chair
^Daniel Davis, UMOM, for Steven Stivers)
Jowan Thornton, Salvation Army
Craig Tribken, CASS

*Did not attend

^Attended by proxy

MAG STAFF

Steve Dudasik
Sarah Kent
Julie Montoya
Tina Lopez

Presenters

Hillary Evans, CRN
Penny Miller, VAHCS
Melody Boyet, VAHCS

1. Welcome and Introductions

Stefanie Smith, NAC, Co-Chair of the Continuum of Care Committee, called the meeting to order at 9:30A.M. Introductions ensued.

2. Call to the Audience

There were no comments received via the MAG website.

3. Approval of the August Continuum of Care Committee Meetings Minutes

Laura Skotnicki, Save the Family, moved to approve August 12, 2020 Continuum of Care Committee minutes. Ty Rosensteel, Crisis Response Network, seconded the motion. The motion passed unanimously.

4. 2020 NOFA Update

Julie Montoya, MAG, stated there was no HUD update at this time. The Presto process deadline will be extended.

5. VA HMIS Plan

Melody Boyet, VAHCS, gave an update on their HMIS plan. The VA has opted out of entering data in the HMIS system. The VA had researched other VA facilities and their best practices before the decision. There will be a dedicated VA program analyst who will be responsible for data integration into HMIS. There will be input every Monday and information merged. The veteran by name list case conference will continue to be held every Tuesday.

Penny Miller, VAHCS, stated all SSVF providers were informed of the new process for referrals.

Ty Rosensteel, CRN, thanked the VA for their efficient approach and data quality and transparency.

6. 2-1-1 Data Dashboard

Hillary Evans, CRN, presented the COVID-19 screening and vulnerability tool to the Committee. The current data indicated that 525 were screened and 193 tested positive for COVID19.

Hillary Evans, CRN, stated that the screening tool is working with health providers and Public Health to ensure that those that COVID-19 positive connect to further services. The more screenings and input by providers, the more information that can tell the story of COVID-19 and resources. The data would be able to illustrate a story when seeking future funding. Providers were encouraged to run reports to view and compare data. The data will show providers the testing location of the individual, if individual has recovered, and recovery information. Ty Rosensteel, CRN, stated that the tools serve as a great crossover of information between agencies and can provide a continued coordination of resources.

The CRN website has a training video to participate and committee members can contact CRN for further training and participation.

7. Continuum of Care Workgroup Updates

Sarah Kent, Maricopa Regional CoC/ MAG, gave updates on the Chronic Homelessness, Ending Veteran Homelessness, Youth, Family and the Collaborative homelessness workgroups. In the workgroups, goals, targets and change ideas are discussed. For example, in the Ending Veteran Homelessness workgroup, there is a review of the inflow data and housing placements. In the Ending Youth Homelessness workgroup, there are discussions on youth vouchers. Legislative updates are announced in all the workshops.

8. Racial Equity Work Update

Julie Montoya gave an update of the racial equity work with Racial Equity Partners. There were three strategy sessions facilitated by the consultants to focus on possible racial equity interventions across the region in systems, data collection and service provision. Racial Equity Partners firm will be presenting their initial findings and recommendations at the September 28, 2020 Continuum of Care Board meeting.

9. Request for Future Agenda Items

Updates on workgroups and PIT data for under 21 youths.

10. Adjournment

Chela Schuster, Community Solutions, moved to adjourn the meeting. Stephanie Crum, Human Services Campus, seconded the motion. The motion passed unanimously.

Continuum of Care Committee (From pgs. 13-17 of 2019 CoC Governance Charter)

Overview and Relationship to CoC

The Continuum of Care Committee is a collaborative of cross-sector stakeholders providing housing and services to people experiencing homelessness in Maricopa County. The purpose of the Committee is to leverage relationships and diverse expertise to actively advance the broad community goals of preventing and ending homelessness throughout the region. The Committee will provide input and recommendations to the Continuum of Care Board and communicate to the community. The Committee is empowered to create ad-hoc working groups to achieve its purpose and goals.

The Committee will prioritize the following work within the Continuum of Care:

1. Continuously improve program and system quality.
2. Promote education and training opportunities.
3. Inform community planning efforts and decision-making.
4. Foster communication and collaboration.

Meetings, Participation, and Conduct

Meetings

The CoC Committee is expected to meet bi-monthly with potential meeting dates in February, April, June, August, October, and December of each year.

The CoC Committee will follow open meeting rules and the Collaborative Applicant will give notice of each meeting at least 72 hours prior to the meeting. Formal meeting agendas and materials will be developed by the Collaborative Applicant with input from the Chair and Vice Chair and will be posted on the Collaborative Applicant's website. Each agenda will include an opportunity to request future agenda items.

Quorum

The CoC Committee will operate under open meeting law quorum rules. A number equal to a simple majority of the representatives serving on the CoC Committee shall constitute a quorum for the purpose of taking action on any business at a meeting. Action cannot be taken on any item if there is no quorum present and voting will not occur in such case. Informational items on the agenda may be heard but not discussed.

Meeting Minutes

Proceedings of the CoC Committee meetings are documented concisely in minutes and posted on the Collaborative Applicant's website at www.azmag.gov.

Participation

CoC Committee members are expected to attend CoC Committee meetings. After four consecutive absences, the CoC Committee shall consider the seat vacated. After three consecutive absences, the Chair or Collaborative Applicant will notify the member of a pending violation of this policy. The notification will request a response from the member stating her/his interest in continuing to serve on the CoC Committee and inform the member that if he/she does not attend the next scheduled meeting, the seat will be

considered vacant. A member may send a representative to act as her/his designated proxy. If the member is represented by a proxy, the member is considered “present” for that meeting.

CoC Committee members are required to serve on at least one ad-hoc committee, sub-committee, and/or work group. The committee/work group may be either be a committee/work group staffed by the Collaborative Applicant or an established CoC committee/work groups staffed by another representative **and** among the committee/work groups acknowledged and of interest to the CoC Committee. Meeting sign in sheets will be collected and a matrix of attendance established and reviewed by the CoC Committee.

Code of Conduct

A CoC Committee member must disclose personal, professional, and business relationships when making decisions and taking action on items. If there is a conflict of interest, the member must recuse herself or himself from voting on or taking action on that item.

Membership Policy

Membership Structure

CoC Committee membership may include representation for all the categories required by HUD, which are set forth below. One member may represent more than one category. The intent of the membership structure is to be inclusive and representative of the racial and geographic diversity in the region.

Membership on the CoC Committee pertains to the agency and not the individual.

Each of the following categories may be filled by these “relevant organizations” (24 CFR, Subpart B, 578.5):

- Nonprofit homeless assistance providers
- Victim service providers
- Faith-based organizations
- Governments
- Businesses
- Advocates
- Public housing agencies
- School districts
- Social service providers
- Mental health agencies
- Hospitals
- Universities
- Affordable housing developers
- Law enforcement
- Organizations that serve veterans
- Homeless and/or formerly homeless individuals

The Committee will be led by two Co-Chairs, representing different categories who will serve two-year staggered terms. The Collaborative Applicant will solicit letters of interest from the CoC Committee membership and stakeholders to fill a Co-Chair position when a vacancy occurs. The Collaborative Applicant will provide a list of the names and the categories they represent to the CoC Committee with the letters of interest. The CoC Committee will vote on recommendations for the Co-Chair, to fill the vacancy. Strong consideration will be given to those candidates who have demonstrated ongoing, active engagement in the Continuum of Care.

For members representing HUD CoC program-funded agencies, the agency Executive Director/Chief Executive Officer (ED/CEO) will designate the representative, and may change representatives as necessary. The ED/CEO will forward the name of the designated representative to the Collaborative Applicant. An email will be sent from the Collaborative Applicant to the agency ED/CEO annually, in January, soliciting a response from the ED/CEO to either maintain their current representative or appoint a new one. If the HUD CoC-program funded agency representative does not attend meetings in accordance with the policy described in the “Maintaining CoC Committee Membership” section below or leaves the agency they represent, the Chair or Collaborative Applicant will inquire with the ED/CEO about designating a new representative, without awaiting the new recruitment period.

For members representing the community and/or non-HUD CoC Program-funded agencies, there will be three-year staggered term limits. Terms will begin each year in January and end December 31. Seats filled by HUD CoC program-funded agencies whose funding is discontinued, may continue serving through December of the year in which their funding ends. If a community member seat is vacated during the year, it will remain empty until the next recruitment period. Annually, in October, the Collaborative Applicant will solicit letters of interest and résumés from prospective members representing stakeholders. Notification of vacancies for community members will be solicited through the MAG website, the CoC email distribution list, and announcements at CoC Committee and CoC Board meetings. Interested parties shall submit their résumé to the Collaborative Applicant. Once a résumé is received, the Collaborative Applicant will provide the applicant with an application requesting information about the applicant’s interest in the Committee, experience in areas related to homelessness, and willingness to participate in the work of the Committee. Applications and resumes will be reviewed by the CoC Committee Membership Workgroup (see below), and recommendations will be made to the CoC Committee. The CoC Committee will vote to approve applicants for membership.

Membership Review Workgroup

To address ongoing recruitment and membership need, a Membership Review Workgroup is established and shall be comprised of a subset of volunteer members of the CoC Committee. Members will serve a one-year term. The CoC Committee Membership Review Workgroup will review résumés and applications and recommend candidates for membership on the CoC Committee. At least one member of the Membership Review Workgroup, along with the Collaborative Applicant, will provide an orientation to new CoC Committee members and written materials outlining the CoC structure and its components.

Ongoing Analysis of Membership

The CoC Committee will review its membership every year in accordance with HUD regulations and make adjustments as needed to comply with federal and local policies. Changes may be made to the composition of the CoC Committee membership if determined necessary to comply with HUD regulations or to meet the goals of the CoC. The CoC Committee will consider the need to address racial inequity and geographic balance in conducting the annual review of membership.

Primary Roles and Responsibilities

Roles and responsibilities of the CoC Committee include:

1. Provide input on systems level data dashboard to MAG Staff, in consultation with the Data Subcommittee and identify areas of success and need.
2. Update annually the community best practices and provide input on their formal use to MAG Staff for recommendation to the Board.
3. Review and provide input to MAG Staff on the coordination of the housing service system.
4. Contribute content and feedback to the regional plan to end homelessness.

5. Guide and inform the scope of the working groups within the Continuum of Care Committee, based on the regional plan.
6. Support communication across working groups, Subcommittees, and all CoC entities established for the purpose of carrying out the roles and responsibilities of the Committee.
7. Propose clarification to definitions so that a common set of terms can be used across Subcommittees and other systems of care.
8. Serve as a resource to the MAG Staff to facilitate knowledge of unique program characteristics and processes.
9. Support the HMIS Lead to encourage community providers to participate in HMIS and to implement the HMIS Data Quality Plan and Data Privacy Plan for all HMIS uses.
10. Support transparency of HMIS and non-HMIS data for community research, evaluation, and dissemination purposes and provide opportunities for peer review in alignment with HMIS Data Privacy Plan.
11. Contribute feedback to the MAG Staff on evaluation tools, including the CoC program performance scorecard, for CoC performance evaluation.
12. Contribute feedback to the MAG Staff regarding the Performance Improvement Process.
13. Communicate feedback regarding data findings and needs of homeless populations to the Board and MAG Staff.
14. Serve as a resource to MAG Staff when completing the annual application to HUD

