

IOWA COUNCIL ON HOMELESSNESS

Meeting Minutes July 16, 2004

VOTING MEMBERS PRESENT

Allan Axeen – HACAP	Sam Knowles – Department of Public Safety
Anne Brown – Department of Corrections	Amy Knudsen – Iowa Coalition for Housing and the Homeless
Amy Correia – Iowa Coalition against Domestic Violence	Alice Mollett – Crossroads Women’s Shelter
Kelli Foltz – Des Moines YMCA	Ray Morley – Department of Education
Diane Foss – Department of Economic Development	Nicki Stajcar – Department of Elder Affairs
Ann Hearn – Linn County Community Services	Patrick O’Brien – Olmstead Real Choices Consumer Task Force
Stefani Hicok – Cedar Valley Friends of the Family	Loyd Ogle – Iowa Finance Authority
Bill Holvoet – Community Action Housing Specialist	Kate Ridge (Secretary) – John Lewis Community Services
Becky Kinnamon – Attorney Generals Office Crime Victim Assistance Division	Judy Songer – SIEDA
Anne Kinzel (Vice-Chair) – Department of Public Health	Janell Staats – Matura Action Corporation
	Lila Starr – Department of Human Services
	Donald Tyne – Linn County Veterans Affairs
	John Wilson – Workforce Development

OTHERS PRESENT

Amy Beabout – John Lewis Community Services	Carla Levi – PATH Program, Abbe Center for Community Mental Health
Carole Bodin – West Des Moines Human Services	Ellen Mathes – Veterans Administration
Michelle Brown – Maria House	Sherry McDonnell – Maria House
Susan Bush -	Aaron McKay – Senator Grassley’s Office
Joan Christensen – Broadlawns Medical Center	Kim McLaughlin – Gannon Center
David Eberbach – Iowa Institute of Community Alliances	Linda Mount – Department of Human Services
Julie Eberbach – Iowa Institute of Community Alliances	Dave Mueterthies – PATH Program, Black Hawk Grundy Mental Health Center
Sadie Fick – Project Concern	Matt Otte – PATH Program, Community Mental Health Center for MidEastern Iowa
Barry Gallagher – PATH Program	Kent Whitmore – Broadlawns Medical Center

STAFF

Lyle Schwery – Homeless Programs Coordinator, Iowa Finance Authority
Vicky Winter – Legal Secretary, Iowa Finance Authority

Welcome/Introduction

Introductions were made by those participating via the ICN sites and those present in person.

Vice Chair Kinzel apologized for the technical difficulties with the ICN sites.

ICN Etiquette

Mr. Lyle Schwery gave a brief explanation on the use of the ICN network with emphasis on proper use of the microphones and recognition from the Vice Chair before speaking. He requested individuals with the same first name also state their last name when introducing themselves.

Approval of Agenda

July 16, 2004

Vice Chair Anne Kinzel introduced the agenda for the July 16, 2004 meeting.

There being no corrections to the proposed agenda, the council approved the agenda as presented with the consensus of the voting Council members present.

Approval of Minutes

May 21, 2004

Vice Chair Kinzel introduced the minutes of the May 21, 2004 meeting.

Ms. Starr pointed out the term “other voting members present” should be changed to “others present” as many individuals attend various meetings and those voting members of the Council actually comprise the membership of the Council.

Vice Chair Kinzel requested Mr. Schwery to consider Ms. Starr’s suggestion.

There being no additional corrections or additions to the minutes, the Council approved the minutes of the May 21, 2004 meeting with the consensus of the voting Council members present.

Research and Analysis Committee Meeting Report

Vice Chair Kinzel reported the draft RFP for the bi annual study on homelessness in Iowa was pulled from consideration and will be revised. She referred to a recent develop which necessitated the change. Chair Kinzel stated a revised RFP will be draw up that conforms to all state agency requirements. She requested any recipient of the draft that had disseminated the document to others outside of the council membership to immediately contact Mr. Schwery.

Mr. Axeen inquired as when a review committee would be selected.

Mr. Schwery stated the research and analysis committee will meet in the next week to discuss any further developments.

Ms. Correia inquired if the committee meetings are open to any participants of the council.

Ms. Starr and Vice Chair Kinzel stated that particular meeting would be closed.

Mr. Ogle clarified the main reason behind the requirement of a closed meeting. He stated many of the state agencies involved have designated funds for the RFP and in order to avoid any potential conflicts of interest with potential bidders the meeting will be closed to participants other than those members of

the Research and Analysis committee. Mr. Ogle said anyone on the Council who wished to review a copy of the draft RFP could contact Mr. Schwery and any technical assistance required would be provided by the state agencies involved.

MOTION: Mr. Axeen made a motion to proceed with the RFP process for the bi annual study on homelessness. On a second by Mr. Holvoet, the Council unanimously approved the motion to proceed with the RFP process for the bi annual study on homelessness.

Policy and Public Awareness

Ms. Canganelli was unavailable for the Policy and Public Awareness committee report due to unforeseen circumstances.

Mr. Schwery gave a brief update on the process of organizing a sub-committee which would consist of the major funders of homeless programs in the state to review and analyze the criteria and priorities in the allocation of funds for the homeless. He said the process is currently moving forward on the formation of that sub-committee.

Vice Chair Kinzel updated the Council on several upcoming events to raise awareness of homelessness in Iowa. She said it is anticipated an event will be planed to bring awareness of the issue to the state's elected representatives.

Continuum of Care Committee

Ms. Amy Knudsen referred to the documents disseminated to the Council prior to the meeting. She said the project review team met to score and rank the applications for the Continuum of Care. Ms. Knudsen briefly explained the criteria as determined by HUD which was used to score the applications.

MOTION: Ms. Knudsen made a motion the Council accept the project priority rankings of the HUD Continuum of Care application as presented. On a second by Ms. Brown, the Council unanimously approved the project priority rankings for the HUD Continuum of Care application as presented (see abstentions below).

Mr. Ogle suggested himself and any others who represent agencies or organizations with projects in the application abstain from voting on the motion.

The following Council members abstained from voting on the motion: Mr. Ogle, Ms. Ridge, and Mr. Axeen.

A general discussion followed on the various projects included in the application and the scoring and ranking used by HUD.

Ms. Knudsen referred to the documents disseminated to the Council via email which demonstrate the number of beds required for the homeless population in the State of Iowa.

MOTION: Ms. Knudsen made a motion to approve the charts which will be included in the Continuum of Care application. On a second by Ms. Foss, the Council unanimously approved the motion approving the charts for inclusion in the Continuum of Care application (see abstentions below).

Ms. Foss inquired if the prior Council members who abstained from voting on the Continuum of Care application would also be required to abstain from voting on this motion.

Mr. Ogle conceded his concern to appear neutral and avoid any potential conflict of interest.

The following Council members abstained from voting on the motion: Mr. Ogle, Ms. Ridge, and Mr. Axeen.

Mr. Tyne stated his concern regarding the veteran population which is homeless and is not adequately represented in the data submitted.

Ms. Knudsen stated the point in time surveys are done to the best of each community's ability and work is ongoing for the statewide point in time survey. She said additional technical assistance has been offered to various shelters and training continues.

Ms. Knudsen referred to the handout which explains the total request for funds for the Continuum of Care application. She said the estimated pro rata share as determined by HUD is \$4,420,913,000. Ms. Knudsen explained the request totals \$4,502,873,000, which is \$81,960.00 short. She said bonus dollars are given for permanent housing projects and \$213,250,000 will be added to the total pro rata share. Ms. Knudsen stated \$148,962.00 is the remaining balance and after subtracting the funds for the shelter plus care of approximately \$135,000, the remaining balance is \$13,000.00. She said the caveat is the recommendation by HUD of at least a 2-7% cushion which requires left over. Ms. Knudsen clarified the shelter plus care requires a remaining balance in the event there is a change in the calculation of the fair market rental value of the project.

Nominating Committee

Ms. Starr stated she was notified of one resignation of the voting membership of the Council. She said she would prefer to open the nominations process to recruit new members twice each year assuming more than one opening would be available to fill. Ms. Starr stated she had not yet taken any action to invite elected representatives to attend the Council's meetings. ‘

Mr. Schwery said it had been discussed that a newsletter would be generated and disseminated to the state's elected officials. He said anyone who attends the meetings or has expressed an interest in the Council would be considered a member of the Council, although the voting membership of the Council consists of thirty members.

Ms. Starr stated it would be unwieldy to refer to everyone as a member, especially the state's legislators. She said the process typically entails approaching the legislature's leadership and two members from each party are appointed to the Council as ex-officio members, who would not vote, but would be extended an invitation to attend and participate in the Council's meetings.

A general discussion followed regarding the potential technical issues involved in soliciting involvement from the state's elected officials.

Ms. Starr said she preferred the nominations process would be opened just prior to the annual meeting in May. She stated her preference would be to not open the process each time a vacancy exists.

Vice Chair Kinzel suggested Ms. Starr bring a proposal to the Council at the September meeting which would detail the process involved in her original suggestion.

A general discussion followed regarding the possibility of an entire region of the state without representation and the suggestion the prior applications received be reviewed for the names of possible nominees.

HMIS Report

Mr. Eberbach gave a brief report on the statistics collected from the service point providers in the prior six months.

New Business

Ms. Schwery reported Chair Wright signed the letters discussed at the May meeting which were sent to the leadership of HUD regarding the Section 8 voucher program and the Council of Mayors. He asked any Council members who need letters of support for grant applications to contact him and he would bring the matter to the attention of the Executive Committee. Mr. Schwery said the drafting of letters of support does not require a vote of the Council. He agreed to disseminate any letters drafted on behalf of the Council to those on the notification list.

Announcements

The next regular meeting of the Iowa Council on Homelessness will be September 17, 2004 at 10:00 am with the ICN sites to be announced.

Adjournment

Vice Chair Kinzel adjourned the meeting at 11:44 a.m. with the consensus of the voting Council members present.

Dated this 17th day of September 2004.

Respectfully submitted:

Approved as to form:

Vicky Winter, Legal Secretary
Iowa Finance Authority

Kate Ridge, Secretary
Iowa Council on Homelessness