



# Minutes

**Committee:** Membership Council

**Date:** 11/02/2020

**Duration:** 1:00 – 3:00

**Meeting Place:** VIRTUAL MEETINGS VIA ZOOM

<https://us02web.zoom.us/j/86532870646>

Meeting ID: 865 3287 0646

**Presiding:**

**Attendance:**

P = Present

TC = Attended via Dial in

A = Absent

Membership Council Members							
P	Dr. Virginia Brown	A	Esther Johnson	P	Kelly White	A	Steven James Potter
P	Christy Moffett	P	Greg McCormack	A	Andrew Miller	A	Gretchen Nelson
P	Summer Wright	A	Ryan Adam	P	Laura Ward	P	Vella Karman
P	Ann Teich	P	Jessie Metcalf	P	Lisa Garcia	P	Yvonne Camarena
A	Catherina Conte	P	Dawn Perkins	P	Lyric Wardlow		
A	Donna Ware	P	Kathleen Casey	P	Peggy Davis Braun		
		P	Kathleen Ridings	A	Steve Brothers		
Committee Chairs							
P	Kellee Coleman	P	Dylan Shubitz	P	Kali Holyfield	P	Susan McDowell
A	Erin Whelan						
Advisors							
A	Awais Azhar	P	Bill Brice	A	Sarah Cook	A	Irit Umani
P	Adelita Winchester	A	Paul Caudero	A	Thomas Visco	A	Cossy Hough
P	Cacki Young	A	Phil Session	A	John Waller (COA)	A	Sam Verde
P	Lynn Meredith	A	Ruth Ahearn	A	Jason Phillips	A	Quiana Fisher
A	Lara Foss	P	Neil Hackett	A	Akeshia Johnson-Smothers	A	Ashley Richardson
ECHO (CoC Lead)							
P	Matt Mollica	P	Kate Moore	P	Preston Petty	P	Chris Murray
P	Laura Evanoff	P	Sarah Duzinski	P	Chris Davis	A	Norman Harris
A	Claire Burrus	A	Mason Turpin	A	Whitney Bright		
P	Andrew Willard	P	Akram Al-Turk	P	Eri Gregory		

AGENDA		DISCUSSION		ACTION
AGENDA			DISCUSSION	ACTION ITEMS
I. Welcome & Approval of Minutes	Dr. Brown	1:00 – 1:10	<b>Review and Approve September 2020 Minutes</b> <ul style="list-style-type: none"> <li>Action item: Review and approve October 2020 minutes</li> </ul>	<ul style="list-style-type: none"> <li>Action Item: October 2020 minutes approved by consensus without revisions</li> </ul>
II. Membership Council Business	Dr. Brown P. Wigmore	1:10 – 1:40	<b>Membership Council Business</b>  <b>Governance Updates</b> <ul style="list-style-type: none"> <li>Intro to Homebase and upcoming work. <ul style="list-style-type: none"> <li>Patrick Wigmore, consultant from Homebase, provided an update on the plans to proceed with the governance evaluation workplan which began a year ago and presented an updated timeline.</li> <li><b>Background:</b> Hired Jan. 2020 to review lead agency, CoC, and city of Austin governance structure; COVID put everything on hold then; has been working collaboratively with COA Consultants (i.e. Matthew Doherty &amp; Barbara Poppe) to assist them complete the “Poppe Report”; K. Moore re-engaged w/ P. Wigmore recently to start the evaluative process w/ Homebase</li> <li>Revised contract for consulting work will focus on stakeholder feedback and interviews conducted virtually due to COVID-19.</li> <li>Will send out anonymous <a href="#">All Stakeholders Survey</a> – survey will be open until the end of November.</li> <li>Consultants will schedule and conduct one-on-one / small-group interviews with stakeholders – will happen soon and hope to complete by end of November.</li> </ul> </li> <li>Patrick will coordinate a Homebase staff to host a training on Conflict of Interest either in December or January.</li> <li>Discussed having Governance 101 model workshop to hear about examples of how other communities' governance structures</li> <li>January – Final Report &amp; recommendations.</li> <li>Recommendation from member to consider re-convening the interested task team on family homelessness that met earlier this summer, especially assessing prevalence, to be a stakeholder focus group to talk with Patrick collectively. <ul style="list-style-type: none"> <li>Summary – consultants want to talk to as many people as possible during November. Please consider coming together as a</li> </ul> </li> </ul>	Members to <a href="#">complete online survey</a> or schedule an interview with <a href="#">Patrick</a> to provide input by the end of November. Members can recommend stakeholders to be interviewed <a href="#">here</a> .



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<b>III. Coalition Updates</b>	<p><b>S. Wright</b></p> <p>1:40 – 2:15</p> <p><b>S. McDowell</b></p> <p><b>P. Petty</b></p>	<p><b>Austin Youth Collective</b></p> <ul style="list-style-type: none"> <li>• Presented findings to YHDP Leadership Advisory Council</li> <li>• Had onboarding week and will have structure and budget finalized by the end of this month.</li> <li>• Downsized from 8 members to 6 - still actively recruiting.</li> <li>• Continuing to do interviews and prep partner highlight video with ECHO's Chris Davis.</li> </ul> <p><b>Youth Homelessness Demonstration Project Leadership Advisory Council</b></p> <ul style="list-style-type: none"> <li>• N/A (Presenter not present at time of update).</li> </ul> <p><b>Equity Task Group</b></p> <ul style="list-style-type: none"> <li>• Upcoming Demo Project kicked off last Friday (October 30, 2020).</li> <li>• Racial Equity Demo Project Goal: In partnership with BIPOC and people with lived experience, 8 CoCs will identify system disparities through local data, agree upon focus area(s), and engage in a rapid iteration improvement project to test racially equitable assessment questions and related processes.</li> <li>• Up to 6 months of TA Support: <ul style="list-style-type: none"> <li>○ Phase 1 (about 3 months) focused on collecting and analyzing qualitative and quantitative data, and building/supporting your core team</li> <li>Phase 2 (about 3 months) focused on testing, pivoting and implementing based on learning. AKA rapid iteration improvement projects</li> </ul> </li> <li>• 8 communities have confirmed participation in Cohort 1 of the Equity Demo: Austin, Chicago, Connecticut Statewide, Hennepin County (MN), Nashville, Omaha, Pierce County (WA), Charlottesville (VA).</li> <li>• First all Cohort meeting is on October 30th! <ul style="list-style-type: none"> <li>○ Racial Equity Demo Project Coaches for the Austin, TX community: <ul style="list-style-type: none"> <li>▪ Jamerson Watson, CSH: jamerson.watson@csh.org</li> <li>▪ LaMont Green, TAC: lgreen@tacinc.org</li> <li>▪ Greg Barchuk (data coach), ICF: Gregory.Barchuk@icf.com</li> </ul> </li> </ul> </li> </ul> <p>Austin, TX Core Team for the Racial Equity Demo Project:</p>	

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	C. Davis	<ul style="list-style-type: none"> <li>▪ Quiana Fisher, Texas Homeless Network: quiana@thn.org</li> <li>▪ Rhie Azzam Morris, Lifeworks: rhie.azzam.morris@lifeworksaustin.org</li> <li>▪ Kellee Coleman, City of Austin Equity Office: Kellee.coleman@austintexas.gov</li> <li>▪ Lyric Wardlow, Texas Network of Youth Services: lyric60180@gmail.com</li> <li>▪ Preston Petty, Coordinated Entry Director, ECHO: prestonpetty@austinecho.org</li> <li>▪ Akram Al-Turk, Director of Research and Evaluation, ECHO: akramalturk@austinecho.org</li> <li>▪ Claire Burrus, Research and Evaluation Analyst, ECHO: claireburrus@austinecho.org</li> </ul> <p><b>System Communications</b></p> <ul style="list-style-type: none"> <li>• Highlighting Partner Spotlight videos. <ul style="list-style-type: none"> <li>○ Eating Apart Together (EAT) video released last week. The initiative has distributed 500,000+ meals since pandemic hit. <ul style="list-style-type: none"> <li>▪ <a href="https://www.facebook.com/atxecho/videos/401301377925343">https://www.facebook.com/atxecho/videos/401301377925343</a></li> <li>▪ <a href="https://twitter.com/atxecho/status/1322218683477954560">https://twitter.com/atxecho/status/1322218683477954560</a></li> <li>▪ <a href="https://www.austinecho.org/blog/2020/10/30/10071/">https://www.austinecho.org/blog/2020/10/30/10071/</a></li> </ul> </li> <li>○ Upcoming: Austin Youth Collective (AYC).</li> <li>○ ECHO Blog will be kept up-to-date.</li> <li>○ November is Homeless Youth Awareness month <ul style="list-style-type: none"> <li>▪ 11/15-25 is Hunger and Homelessness Awareness Week</li> <li>▪ 11/15/20 is the Homeless Memorial hosted virtually by Caritas of Austin</li> <li>▪ 11/20/20 is Transgender Day of Remembrance</li> </ul> </li> </ul> </li> <li>• Tracking Metrics: We are tracking metrics &amp; reach. ECHO has not had a dedicated communications staff, es. Social media, so we are building a baseline to work off of and compare to. Building up a following and using Facebook for targeted ads.</li> <li>• Everyone feel free to like, follow, and share on any and all platforms.</li> </ul>	
<b>IV. Committee Updates</b>	<b>K. Holyfield</b>	<b>2:15 – 2:40</b>	<p><b>CoC &amp; ESG Committee</b></p> <ul style="list-style-type: none"> <li>• October meeting updates</li> </ul>

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	D. Shubitz		<ul style="list-style-type: none"> <li>○ Decision to report out on Field Office quarterly community spending reports (so agencies can discuss and brainstorm how to spend down money to prevent de-obligation).</li> <li>○ Discussed extension of MegaWaiver – projects should submit a request to HUD directly indication which waivers they wish to extend.</li> <li>○ Discussion around how to integrate demonstration projects joining the CoC Scorecards system, specifically in the context of YHDP.</li> </ul> <p><b>Local Policy and Practice Committee</b></p> <ul style="list-style-type: none"> <li>● October meeting updates <ul style="list-style-type: none"> <li>○ Outreach Request Policy and Procedure recommended for approval by MC. <ul style="list-style-type: none"> <li>▪ Document sent out to MC council along with meeting materials for Oct MC meeting</li> <li>▪ MC members are encouraged to review the policy in advance of Nov MC meeting where approving the policy will be an action item</li> <li>▪ Question by K. Holyfield – any discussion around how to modify/adapt policy during COVID? <ul style="list-style-type: none"> <li>● Answer: No formal outreach policy procedure included or discussed around COVID, other than making a case-by-case determination to be lenient/flexible with outreach time requests</li> </ul> </li> <li>▪ Downtown Ambassadors Volunteered their availability to assist in finding people for BOLO (<b>B. Brice</b>).</li> <li>▪ Agencies welcome/encouraged to become outreach partners and HMIS users (<b>P. Petty</b>).</li> </ul> </li> </ul> </li> </ul>	<b>Outreach Request Policy Approved by consensus with no revisions.</b>
V. Continuum of Care & HMIS Lead Agency	A. Willard	2:40 – 2:55	<p><b>TDHCA ESG-CV Round 2 RFA</b></p> <ul style="list-style-type: none"> <li>● Overview and Q&amp;A <ul style="list-style-type: none"> <li>○ ECHO Released RFA for TDHCA’s Tranche 2 funding to operate a RRH project: Due 11/20/20 by 5pm (For more info: <a href="https://www.austinecho.org/about-echo/request-for-proposals/">https://www.austinecho.org/about-echo/request-for-proposals/</a>)</li> <li>○ Bidder’s Conference is 11/03/2020 at 10am.</li> <li>○ Deadline for intent to Apply is 11/28, and application deadline is 11/30.</li> </ul> </li> </ul>	

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	<p>L. Evanoff</p>		<ul style="list-style-type: none"> <li>○ TDHCA hopes for contracts to be established in January 2021.</li> <li>○ Please reach out to ECHO with any questions, comments and concerns.</li> </ul> <p><b>Written Standards for Permanent Supportive Housing</b></p> <ul style="list-style-type: none"> <li>● L Evanoff presented on the timeline and next steps surrounding the drafted PSH Written Standards (draft of written standards - <a href="#">link</a>) <ul style="list-style-type: none"> <li>○ <b>Nov-Jan 2021</b> Building understanding: who will be impacted, how will they be impacted (e.g., agencies/programs, funders, system components such as CE &amp; landlords, program participants)?</li> <li>○ Compiled list of PSH programs through HIC and CE referrals.</li> <li>○ Looking into funding sources and contracts of PSH programs.</li> <li>○ Analyzing unique characteristics, strengths, and weaknesses.</li> <li>○ Will be requesting guidance, interviewing stakeholders and program staff.</li> <li>○ Building an inventory of resources, what is needed, and how best to build capacity and fill gaps.</li> <li>○ <b>Jan-Feb 2021</b> Shaping Choices: report-out of findings</li> <li>○ <b>March 2021</b> Decisions and final actions w/ approving PSH Policy</li> </ul> </li> </ul>	
<p><b>Adjournment</b></p>			<p><b>PARKING LOT:</b></p> <ul style="list-style-type: none"> <li>● Next steps on updated scorecards.</li> <li>● 45 min of report-out by P. Wigmore (Homebase).</li> </ul> <p><b>Next Meeting: December 7<sup>th</sup>, 2020 1:00PM – 3:00PM</b></p>	