



**State of Rhode Island and Providence Plantations
Department of Administration
Rhode Island Housing Resources Commission Continuum of Care Board
(401) 222-7901**

MEETING MINUTES

Thursday, July 2, 2015
11:00 a.m.

RICH
1070 Main Street
Pawtucket, RI

Present: Michelle Brophy, Stephanie Geller, Eric Hirsch, James Ryczek, Lisa Guillette, Melissa Husband, John McDonough, Charlie Feldman, Eileen Hayes, Michelle Wilcox, Nancy Paradee

1. The meeting was called to order at 11:05
2. Approval Of Board Minutes from May 5, 2015 and June 4, 2015
James Ryczek moved that the May 5, 2015 and June 4, 2015 minutes be approved. Michelle Brophy seconded. The minutes were approved unanimously.
3. Continuum of Care Update –
Carol Ventura indicated that the 1306 grant budgets were solid and that drawdown reviews were ongoing. Board members expressed concerns that the reviews were more in line with an audit than a review given the level of detail being requested for payment.

Of the 1407 contracts, 11 budgets have gone to HUD for review. After reviewed HUD will send the contracts to Rhode Island Housing. The stipulation that a financial management plan must be approved prior to contracts being signed has been amended. Rhode Island Housing has 45 days to complete. HUD is providing technical assistance to complete the plan.

The training for the new billing form is scheduled for July 13, 2015 from 9-12 at Rhode Island Housing. All sub-recipients are required to send a representative.

Posted: 7/24/15

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HUD is also providing assistance in developing policies around documentation of supportive services. Board members set up a sub-committee to monitor this process.

4. Lessons learned from Zero:2016 Bootcamp

The major take away from the bootcamp is that the CoC needs to focus on housing those on the priority listing, that Housing First is the model and that updating the HMIS system to accommodate the coordinated entry is essential.

To that end, a sub-committee to review administration and tenant selection plans was created. Rigorous housing requirements are seen as a major barrier to quick placements.

5. State Rental Assistance Guidance

Case management requirements were discussed. The discussion will continue through the supportive services policy sub-committee. Findings will be discussed at the next meeting.

6. Request for names for 2015-2016 Rhode Island Continuum of Care Membership

The board requested that the matrix of the full membership be sent around highlighting openings.

7. Adjourn: Stephanie Geller moved that the meeting adjourn at 12:37 and Jim Ryczek seconded. Approval was unanimous.

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