



**State of Rhode Island and Providence Plantations  
Department of Administration  
Rhode Island Housing Continuum of Care Membership Meeting  
(401) 222-7901**

Meeting Minutes

Thursday December 3, 2015  
11:00 a.m.

Department of Administration  
Capitol Hill  
Conference Room C  
Providence, RI 02908

Attending: Maria Cimini, Bill Carr, Melissa Husband, Michelle Brophy, Nancy Paradee, Eric Hirsch, Diana Burdett, Stephanie Geller, Jim Jahnz, Jim Ryczek, Amanda Clarke, Eileen Botelho, Jeanne Cola, John McDonough, Stephen Vadnais, Deb Debare, Mike Tondra, Jennifer Barrera, Russell Partridge, Michelle Wilcox, John MacDonald, Adam Schultz, Barbara Kalil, Mary Bray, Jessica Mowry, Carol Ventura, Maryrose Mensah

The meeting was called to order at 11:12 a.m. by Chairperson Michelle Brophy.

Michelle opened the meeting with a welcome and introductions.

Minutes from the October 29, 2015 meeting are being held for approval until the January 2016 Board meeting.

Michelle gave a Chairpersons report. She announced the CoC needs to step up and take more responsibility to be as effective as possible. The next membership meeting will be held 3/3/ 2016 ~~location~~date and time TBD. It is not the responsibility of the CoC Planner to generate committee meeting and committee meeting minutes. RIH will be issuing an RFP for membership there are only 26 confirmed members need a total of

35. If you don't respond we will assume you are no longer interested. Please review the Governance Charter and direct any questions and/or concerns to Michelle or Maryrose. A Program Director was hired for the CAHBI, Karen Flora, who will begin 12/13/15. Michelle recommended the CoC Board have a meeting to review current membership and reduce to 35 at the February meeting prior to the 3/3/16 meeting. The Charter will be reviewed at the January meeting.

Committee Chair 2015 Progress reports were distributed and chairs all gave a verbal report as to accomplishments, barriers, and goals for 2016. Michelle added this is the opportunity for board to review charter and find what works and what doesn't. Please read the roles and responsibilities of committees in the charter.

Membership Recommendations - Michelle reported an RFP will be issued to meet membership goal of 26 and to make the CoC as effective as possible. The CoC Board will be convening to review current membership and get it to 35.

Diversion discussion – Definitions of diversion from Crossroads and RICH were distributed. Michelle would like a work group to refine the definition and review systems in place. Jim R. and Michelle W. to lead work group. Mike T. was directed to issue an RFP regarding diversion. Stephanie G. explained there is already a group working on diversion Jim R> to reach out to them to include in the work group.

System of Zero 2016 discussion – Michelle's thoughts about agencies plans for after Zero 2016. Michelle is looking for 5 volunteers to work with the CoC Board to discuss current models moving forward then meet with key stakeholders ie: United Way to discuss. If you would like to volunteer please contact Michelle B. or Maryrose.

Program update from Rhode Island Housing – Carol Ventura will be the interim CoC Planner until the position is filled. There was an update on staffing changes at RI Housing. Carol expects the CoC to be fully staffed by February 2016. A CoC external working group has been formed and meeting to frame RIH's role in the CoC moving forward. For high performing agencies they will have direct contact with HUD regarding their grant. RIH will remain the collaborative applicant and provide support to smaller agencies that require technical assistance. There will be an RFP issued to fill CoC deficits in addition to the \$450,000 to assist with unpaid invoices. Carol wants the CoC to be a success and become as effective and efficient as possible. TAC is completing assessments on COC participants and providing feedback for capacity. Michelle W. thanked RIH for additional funding and asked about the timing of the RFP. Carol anticipates it will be brought before the RIH board for the 1/16 meeting. Carol also notified the group that the RFP has been issued for membership so review the charter for areas of change and send to Maryrose. Also disbursed was a schedule of 2016 CoC Board meeting dates and times. Meetings will be held at BHDDH unless otherwise notified of change of location.

Other business – Russell Partridge announced there will be a ribbon cutting at the WARM Shelter on 12/14/15 at 10 am. Mike T. announced the HRC is also reviewing

their role in the CoC. Staff can assist during the transition but they will define their responsibilities moving forward. Michelle asked that committees record and submit minutes to Maryrose and Chairs to prepare a committee meeting scheduled for 2016 to present at the 2/2016 CoC Board meeting.

The meeting was adjourned at 12:35.