



**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 Brophy presented the Chair report. The next membership meeting will be held 3/3/16 location and time TBD. RIH will be issuing an RFP for membership. Currently, there are only 26 confirmed members. The membership change approved by the HRC requires a total of 35 members. Current members must respond to the RFP

A Program Director was hired for the CAHBI grant, Karen Flora, who will begin 12/13/15.

Michelle indicated that the CoC Board would conduct a meeting to review the Governance Charter and current membership prior to the March meeting.

Committee Chair 2015 progress reports were distributed and chairs gave a verbal report as to accomplishments, barriers, and goals for 2016. Michelle Brophy stated that this is an opportunity for chairs to review the Governance Charter relative to the roles and responsibilities of each committee and recommend necessary changes.

Diversion discussion – Definitions of diversion from Crossroads and RICH were distributed. Michelle Brophy asked that a working group convene to refine the definition and review systems in place. Jim Ryczek and Michelle Wilcox will lead work group. Mike Tondra was directed to issue an RFP regarding diversion. Stephanie Geller explained there is already a group working on diversion Jim Ryczek to reach out to the group.

System of Zero 2016 discussion – Michelle Brophy stated that there needs to be consideration on agency plans for post Zero 2016. Michelle requested 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 Brophy or Carol Ventura.

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 Rhode Island Housing. Carol expects the CoC to be fully staffed by February 2016. A CoC external working group has been formed and meeting to frame Rhode Island Housing's role in the CoC moving forward. One suggestion includes moving high performing agencies to contract directly with HUD. Rhode Island Housing will remain as the Collaborative Applicant and will continue to 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 previously provided to assist with eligible but undocumented expenses that could not be billed to the HUD grants. Rhode Island Housing's goal is to ensure that the CoC and agencies be successful and become as effective and efficient as possible. TAC is completing assessments on CoC agencies and providing feedback on capacity and areas requiring technical assistance.

Michelle Wilcox thanked Rhode Island Housing for the additional funding and asked about the timing of the RFP. Carol Ventura indicated it would be presented to the Rhode Island Housing Board at its January 2016 meeting. A 2016 meeting schedule for the Board was distributed.

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

The meeting adjourned at 12:35.

Respectfully submitted,

Maryrose Mensah

Rhode Island Housing

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