



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

Meeting Minutes

Thursday February 4, 2016

11:00 a.m.

BHDDH

Barry Hall Rm 226

Harrington Rd.

Cranston, RI

Attending: Michelle Brophy, Diana Burdett, Jim Ryczek, Michelle Wilcox, Eileen Hayes, Jessica Mowry, Stephanie Geller

Also Attending: Krisin Brown, Alex Oard, Eileen Botelho, Carol Ventura, Laura Jaworski, Pheamo Witcher, Maryrose Mensah

The meeting was called to order at 11:09 a.m. by Chairperson Michelle Brophy. Michelle Brophy opened the meeting with a welcome and introductions.

Approval of Minutes of Board Meeting Held on January 7, 2016

Minutes were reviewed and approved. Motion was made by Jim Ryczek seconded by Diana Burdett. Unanimously approved.

Approval of Minutes of Membership Meeting Held on January 19, 2016

The minutes were held for the next regularly scheduled meeting of the Board.

Approval of Support Letter for Pay for Success application

Michelle Brophy reported that the Governor's office contacted her, Michael Tondra and Jim Ryczek to provide a letter of support for a Pay for Success grant application with RICH as the lead applicant. Michelle Brophy requested that the CoC Board provide a letter of support for the grant which is due February 11, 2016. The letter will include outline how the Pay for Success program will support the goals of Opening Doors RI and the RICoC. Stephanie Geller indicated that she was not

opposed to supporting the application but in the future that the Board be provided with information on any programs or initiatives that would require a Board vote.

Michelle Wilcox made a motion seconded by Eileen Hayes to provide a letter of support for the Pay for Success application.

Motion approved.

Jim Ryczek abstained.

Review of Governance Charter

The board continued its discussion regarding changes to the Governance Charter beginning with Article 5 through the end. All proposed changes were documented and Carol Ventura will edit the Charter and send a redlined document to the Board for review prior to the March meeting.

Review of CoC Planner Job Description

Carol Ventura gave an update on Rhode Island Housing's expectations for the CoC Planner. She explained in 2013 the planning grant was approximately \$70,000, in 2014 approximately \$73,000 and in 2015 over \$200,000, but the cost for staff at Rhode Island Housing to operate the program is over \$1 million per year so the grant never provides enough funding to cover the costs to operate.

The job description was reviewed and discussed. Carol Ventura explained that Rhode Island Housing's Executive Director was currently reviewing the job description then it will be presented to the Rhode Island Housing Board for approval. The position will be a grade 8, which is \$46,000-\$70,000 per year including fringe benefits.

Review of Proposal from Housing Innovations 2016 Application

Rhode Island Housing issued a Request for Proposals ("RFP") to assist the RICoC in planning and preparing the 2016 application. The sole respondent to the RFP was Housing Innovations. The firm submitted a thorough proposal to organize and submit the 2016 CoC application. Rhode Island Housing will pay the associated costs of \$46,000.

Membership

In accordance with the Governance Charter membership was solicited with ads in the Providence Journal, Nuevo Horizons, Providence American, and the Observer. The responses were reviewed by the Board. There is a need for at least 1 homeless or formerly homeless individual to serve as a member. Eileen Hayes from Amos House will follow up and recruit homeless or formerly homeless individuals. It was also noted that Interagency Council Senior staff and the City of Providence would be an asset to the board. Carol Ventura will solicit participation from the City of Providence. Eileen Hayes volunteered to contact Amy Kirshoff from Citizen's Bank for possible board membership. There was a discussion about having meetings in a more accessible location possibly Amos House.

Other Business

There will be a special meeting of the CoC Membership on February 12, 2016 to further discuss the rental assistance programs in Rhode Island and review the matrix that was created by Rhode Island Housing and the Office of Housing and Community Development.

Carol Ventura and Jim Ryczek provided an update on the issuance and utilization of HCVP vouchers for homeless households. Barriers were discussed, and Carol Ventura explained the new Director of Leased Housing and Rental Assistance is working with staff regarding these challenges. There are 80 individuals scheduled to come in for a mandatory briefing and 35 vouchers have been issued.

There being no further business to discuss, a motion was made by Stephanie Geller, seconded by Michelle Wilcox and unanimously approved to adjourn the meeting at 12:35.

Respectfully submitted,

Maryrose Mensah

Rhode Island Housing