



CATCH
Central Arkansas Team Care
for the Homeless

Board Meeting Minutes

Friday, September 20, 2024

9am- Virtual

Attendees: Greg Chastine (St. Francis House), Ben Goodwin (Our House), Ashley Young (Better Community Development), Lekita Colclough (Women & Children First), Artina Blackmon (People Trust), Rebecca Beadle (Central Ark. Library), Andre Jones (VA), Michelle Spencer (City of Jacksonville), Carol Miles (DePaul USA), Chris Porter (People Trust).

Absent Board Members: Dr. FranSha Anderson (ARSILC), Harriett Phillips (CLR) and Arlo Washington (People Trust).

Non-Board Member Attendees: Sandra Mitchell (BCD), Alyssa Starkey (CNLR), Paul Wilkerson (RCM), Matthew DeSalvo (CLR), Tracey Shine (CLR) and Cecilia Cole (CLR).

Call to Order- 9:06am

Roll Call of Board Members

Tracy Shine Comment/Overview (Collaborative Applicant):

- Asked that the Board do things to remain above board, so anytime that you are going to represent the CATCH Board or if the CATCH Board is being represented that you set up a meeting. If you are going to do anything, you will need to go through your CATCH President Dr. FranSha Anderson. All Collaborative Applicant (CA) communication should come from Cecilia Cole, so if you're going to communicate anything on behalf of the CA, please send that information to Cecilia Cole.
- Please do not set up any meetings, send out any communication or speak on behalf of the CA or the CATCH Board. Your CATCH Board President is Dr. FranSha Anderson and CA is Cecilia Cole.
- Each person is representing their agency, so you are to share resources with the group from your agency or take back information to your agency. Even if you are serving on the CATCH Board as a Chair or Executive Role.
- Asked that other members, please connect with one of these committees and/or committee chairs so we can thrive and move the CATCH Board and organization forward.
- If you have any employee problems or needs with Cecilia Cole, please contact me as I am her supervisor.

Approval of Minutes from August 16, 2024 Board Meeting

- Motion: Ben Goodwin
- 2nd: Ashley Young

Minutes approved.

HMIS Steering Committee Update (Artina)

- Getting ready to switch to ReStore Hope to take on the HMIS Contract
- People Trust was going to go after the HMIS Contract but some of the things were not disclosed all the way. After fully getting an understanding of the full scope of things, People Trust decided not to move forward.
- Wanted Arkansas Balance of State to have one more year with the understanding that they have now but that obviously didn't go through how we wanted.
- Still trying to get the visibility for basic information, so we could open across the state that brings us closer to our collaborative efforts and our coordinated entry. Need to be thinking about how to move forward in that. Artina will send out more information for a better understanding.
- General basic information will be displayed as long as a participant or a person you are serving gives you the authority to put their information in HMIS. Whether that be verbal consent or release of information consent form.
- Would like to vote soon and hopefully by next meeting, Artina will send more information about it. Two (2) Continuums have already voted to allow this to happen.
- Implementing some training site (can sign up) and everyone getting a little bit more knowledgeable and entering the pertinent data that's needed.

Infographic

- Some data did not equal to 100% because we had a few holes in our data, where data was not able to be collected from someone saying they didn't want to speak on that. They may have given their race, age but not given their information across the board on maybe their demographic, their location to that extent. Basically, if you do not complete all the information during the PIT those holes will be reflected in the data, and it will not add up to 100%.

Question (Greg)- How is the mindset changed across the different CoCs now that they are willing to share? Is it just the fact that it's only limited information that is going to be shown?

Response (Artina)- Yes, it is. The fact of limited information and we've been going on a crusade just really explaining the process and the concepts that are needed for Arkansas because this is a depiction of Arkansas and it's for the greater good. Understanding more now what's needed versus are we really trying to look at being intrusive into their businesses, their agencies.

Question (Tracey)- What is needed from the CATCH Board before the vote? Because you're stating you are going to come back to share some information and you're going to come back from the vote.

Response (Artina)- Yes, going to send out just a little bit more information on what it would look like. Something tangible to read over and not just speak about it, so you could make your voting decisions from there.

Questions (Carol)- Would it not be helpful to add a category of unreported? Because if somebody else looks at it and figures it don't add up to 100, they might conclude there's some missing data. Unreported would make up the balance of that percentage?

Response (Artina)-Yes, but in the world of HMIS, you're wanting to see those numbers. If they don't add up to 100, you're wanting to see that because it tells you what parts missing. You don't necessarily have to say unreported, but we can do it for AR-500, if you like? They are looking for what's reported because it could be reported but wasn't entered correctly, duplicate information or error with data quality.

Question #1 (Ben)- Is there a previous round of technical assistance on Coordinated Entry? Such as, MOU type of agreement between each agency and People Trust?

Question #2 (Ben)- Is there needs for sign offs from clients to authorize sharing data and the ability to opt out?

Response #1 (Artina)- Because we have the HMIS Steering Committee, we kind of already sharing data. The Steering Committee basically has representatives from each Continuum that comes together to make an informed decision for the entire group.

Response #2 (Artina)- We do have some consents in place already and not sure everyone has access to which will be a part of the package (that will be sent out). It's the AR-500 Release of Information. There's one that's for the entire statewide effort for HMIS. A little bit of verbiage has change because of the updates with HMIS but is already in place.

Revisiting Bylaws (Ben)

- No new updates but would like to mention-
We need to align the Bylaws with the Governance Charter. The Governance Charter is in place, and we must follow it. The Board approved it unanimously and the members approved it unanimously. The Governance Charter governs AR-500, which is our Continuum of Care, which is required by HUD to administer homeless programs. Under the guidance of the HUD TA providers, we have a good Governance Charter for AR-500 and separately, we have these bylaws for a non-profit organization incorporated in the State of Arkansas called CATCH. We don't have to have a non-profit at all. We only incorporated it as non-profit about six or seven years ago under the idea that it would help us raise money through private tax-deductible donations. We haven't received one of those, we haven't used it for that purpose yet, but we can. It proposed to keep it alive but don't need two separate boards and two sets of rules. The Committee strongly recommend that we go in and make our bylaws match the Governance Charter so that the board of 1 equals the board of the other and the procedure of 1 equals the procedure of the other.
- The Bylaws would be very short and simple. It would just say see "Governance Charter attached." If we have a process to change the Bylaws more than that, we will go back and

change the Governance Charter. If we want to change it at some point, we change the Governance Charter and we don't have to me with the Bylaws anymore.

Comment (Michelle)- It wasn't a question of whether this needed to be done, it was questioned who was going to be doing this and it was the Bylaws Committee. It was stated in the meeting that it would be the Executive Committee. So, I requested to be added to that group, but it was said could not be added.

Ben- The Committee's initial proposal is that we ask HUD for TA and put in a request. HUD TA could redraft the Bylaws to align with the Governance Charter, send us a draft, tweak it and if we like it, we can vote to approve it.

Michelle- Would like to apart of that discussion because initially sign up to be on the Bylaws Committee.

Ben-Supportive of anyone being on it, if the understanding is that the work must be done.

Greg- Is that something that need to come from the Executive Team or the President for CATCH to put that request in?

Artina- Yes, Dr. FranSha can request it.

Michelle- I was under the impression that we already had the TA from Ashley and Eric that was evolving from the Governance Charter to the Bylaws revisions. Have they expired?

Artina- Yes, that session is over, can request another session.

Ben- proposed to comply very diligently with the Governance Charter because that is ultimately what is most important, is we comply with HUD. That keeps us in compliance, the money flowing through the grants on how we want to set up our board, set up our committee and procedures. Also, pertains to nominations, rules on nominating and board composition.

Committee Updates

Membership and Training- (Ben Goodwin)

- Board Member nominations end October 11, 2024
- Full list goes out to CATCH Membership by October 15, 2024
- Vote will take place on November 15, 2024, at the Membership meeting
- Nominee who gets 50% of yes vote will be eligible to join the Board and fill available positions. Highest vote getter will take the first position, etc.
- Currently, 3 nominees for new Board members
- Per Governance Charter, board is out of compliance must be one (1) representative per agency (People Trust has 3) and only 1/3 of members represent funded agencies (currently have six (6) of eleven (11) members. By October 15, we will need clarity on who the current board members are and number of positions we have.

Comment (Chris)- We also have three (3) representatives of the city on this call and understanding that not all of them on the board. We will need to identify who, and Harriett is not on this call but is a city's rep.

Ben- Currently, the only City employee on the board is Harriett. Matthew, Tracey and Cecilia are on the call but not a board member. They do not get to vote.

Board Nomination Letter (Greg)- Everyone should have gotten a copy; letter gives a detail summary of the different CATCH Committees and the October 15th deadline.

Public Policy and Community Awareness (Chris Porter)

- Policing homeless people in the city and surrounding area; spoke with Legislators to address that.
- City of Little Rock put together an Unsheltered event on yesterday, October 19, 2024

Monitoring and Evaluation (Harriett Phillips)

- Not present

Competition (Greg Chastine)

- Getting summaries together for the NOFO set deadline

Rank and Review (Michelle Spencer)

- Project Application are due today (9/20/24) by 4:30pm
- October 1st- Initial Review
- October 10th, Finalize Review (Rank & Score) then send numbers to Collaborative Applicant
- October 11- reach out to project applicants (accepted, rejected or need some type of completion or corrections
- October 15- notify project applicant that CoC will accept and sent to HUD

Question: Would like to know what software will be used to receive the applications and documents.

Response Tracey Shine- No confirmation yet on software.

Question: With HUD 2991 certification of consistency from all municipalities across AR-500, will we be receiving those, or will the applicants have to do them on their own? Or will the Collaborative Applicant be providing?

Response Tracey Shine- To call after the meeting since your is particular to rank and review committee and we can go over the details.

PIT Count (Andre Jones)

- Check on Mobil Electronic - seen some issues with substantial cost factory & lack of technical support

- Will send email to volunteers meeting for PIT Count.
- First meeting will be in October.

Questions (Rebecca): Could the info graphic be shared?

Response (Artina): Yes, you may share.

Question (Michelle)- Is there a projected timeframe on the first meeting? I have several representatives here in Jacksonville that want to join your committee to help with the efforts in this area so they want to be engaged for the first start of it.

Response (Andre)- I attempted to send out an email with a couple of proposed dates to the people who previously expressed their interest but however, I did not get a response back.

Question (Andre)- Any recommendations on how to go about establishing a meeting date/time?

Response (Tracey)- do to time's sake we will speak after the meeting.

Data (Artina Blackmon)

- See Steering Committee for data update.

Agency Announcements:

Oct 19th- CALS, City of Jacksonville, United Methodist Church are putting on a Health & Wellness Fair

Oct. 10th- Women & Children First Groundbreaking Ceremony for The Forest of Hope Family Peace Center at 9am at 9009 Daily Dr Little Rock, AR

Sept. 30th-Better Community Development Recovery Jams 4p-8p at the Little Rock River Market Pavilion

Oct. 5th- Jazz Event Fundraiser for DePaul USA from 6pm-9pm at The Venue at Westwind in NLR & volunteers are needed and will receive courtesy tickets

Next Board Meeting: Friday, October 18, 2024, at 9am

Adjournment: 10:14am