SACRAMENTO STEPS FORWARD

Ending Homelessness. Starting Fresh.

CoC Advisory Board Executive Committee Meeting

Thursday, June 27, 2019
3:00 PM – 4:30 PM
1331 Garden Highway, Sacramento, CA 95833, Video Conference Room (2nd Floor)
To Call in: <mark>Notify Staff in Advance,</mark> (916) 285-1830 Access Code: 95833

Agenda Item	Presenter	Time	Agenda Item Type
I. Call to Order & Welcome: Sarah Bontrager, Chair			
II. CoC Program Manager Introduction: Greg Schuelke	Michele Watts	3:05 PM (5 minutes)	Information
III. May 23, 2019 Minutes	Emily Halcon	3:10 PM (5 minutes)	Action
IV. Confirmation of E-Mail Vote Results Correcting the Scope of the Application for Round 2 CESH Funding	Kate Casarino	3:15 PM (5 minutes)	Action

V. Advisory Board Meeting Agendas
    A. July 10, 2019
    B. August 14, 2019
	Michele Watts	3:20 PM (25 minutes)	Discussion

VI. FY2019 HUD CoC Program NOFA Competition
    A. Release Update
    B. Required Policies to be Adopted
    C. Governance Charter Adoption Timeline
	Michele Watts	3:45 PM (10 minutes)	Discussion

VII. 100-Day Challenge Asks of the CoC Board from June Meeting	Kate Casarino	3:55 PM (10 minutes)	Discussion
VIII. Status of Policy on Developing and Adopting Policies	Lisa Bates	4:05 PM (5 minutes)	Information

IX. Updated Annual Business Cycle Calendar	Michele Watts	4:10 PM (10 minutes)	Information
X. Follow-Ups Report Review	Kate Casarino	4:20 PM (10 minutes)	Information
XI. Other Business	-	-	-
X11. Adjourn	Sarah Bontrager	4:30 PM	-

SACRAMENTO STEPS FORWARD

Ending Homelessness. Starting Fresh.

CoC Advisory Board Executive Committee Minutes

Thursday, May 23, 2019
1331 Garden Highway, Sacramento, CA 95833, NIC Main (1st Floor)

Attendance:

Member	Organization	Present
Sarah Bontrager, Chair	City of Elk Grove	Yes
Erin Johansen, Vice Chair	Hope Cooperative	Yes
Emily Halcon, Secretary	City of Sacramento	Yes

Guests & Staff	Organization
Lisa Bates	SSF CEO
Kate Casarino	SSF CoC & Contracts Coordinator
Michele Watts	SSF CPO

I. Call to Order & Welcome: Sarah Bontrager, Chair		
Sarah Bontrager, Chair, called the meeting to order at 3:05 PM.		
II. April 25, 2019 Minutes	Presenter: Emily Halcon, Secretary	Action
M/S Emily Halcon/Erin Johansen to approve minutes as presented. Approved.		

II. Advisory Board Meeting Agendas
    A. June 12, 2019
    B. July 10, 2019
	Presenter: Michele Watts	Discussion

Michele reviewed draft agendas for the June and July CoC Advisory Board meetings with members. Members provided input and revisions were agreed upon. Staff will revise agendas as directed.		
III. HUD Debrief of FY2018 NOFA Applicaton Weaknesses	Presenter: Lisa Bates	Information
SSF and the Sacramento delegation to Cap-to-Cap received concerning feedback from staff at the HUD Office in D.C. regarding the CoC's FY2018 application. A debrief call with HUD was scheduled as a follow up and included SSF, HomeBase, and HUD San Francisco Field Office staff. HomeBase prepared a summary of the		

debrief call, as well as an assessment of the FY2018 CoC Application, both of which were provided to the committee. In response to this feedback from HUD, SSF has engaged HomeBase for more support on the community narrative in the FY2019 competition, including facitation of the monthly CoC Application input sessions.		
IV. 100-Day Challenge Report for June CoC Board Meeting	Presenter: Michele Watts	Discussion
The 100-Day Challenge Team Leads submitted a draft report and powerpoint presentation for the committee's review and input. Copies were distributed at the meeting and electronic copies will be emailed for members to provide comments back to the 100-Day Team. A final version of the report will be included in the meeting packet distributed June 7 for the June 13 meeting.		
V. Policy on Developing and Adopting Policies	Presenter: Lisa Bates	Discussion
Lisa presented the proposed policy on developing and adopting policies. Members agreed with the draft as presented, but proposed an amendment to allow for accelerating the process in time-sensitive instances.		
VI. Recruit HMIS & Data Committee Co-Chair from CoC Board Membership	Presenter: Michele Watts	Discussion
Michele asked for member input regarding the vacant co-chair position on CoC Advisory Board's' HMIS & Data Committee. Recruitment will continue until the position is filled.		
VII. Special Executive Committee Meeting Request to Review SSF Data Team Work Plan	Presenter: Michele Watts	Information
Michele asked members to schedule another meeting before the June CoC Advisory Board meeting to review the SSF Data Team Work Plan. The meeting was scheduled for June 3, 2019.		
VIII. Follow-Ups Report Review	Presenter: Michele Watts	Information
Members reviewed the follow-ups report and offered input on its format. The need for correcting several typos was noted. Members will review this report every month.		
IX. Adjourn		
The meeting was adjourned at 4:30 PM.		

Michele Watts <mwatts@sacstepsforward.org>

Request for vote on time-sensitive action re. CESH

Kate Casarino <kcasarino@sacstepsforward.org>　　　　　　　　Fri, Jun 14, 2019 at 8:54 AM
To: Sarah Bontrager <sbontrager@elkgrovecity.org>, Emily Halcon <ehalcon@cityofsacramento.org>, Erin Johansen <ejohansen@tlcssac.org>
Cc: Michele Watts <mwatts@sacstepsforward.org>, Lisa Bates <lbates@sacstepsforward.org>

Dear Executive Committee Members,

An action item approved at the May 8, 2019 CoC Board meeting needs to be amended prior to the next full Board meeting because it is time-sensitive. Lisa and Sarah briefly discussed this issue and agreed it is appropriate to address it at the Executive Committee level.   Please review the details and staff recommendation provided below and respond with your support or opposition. You are permitted to vote via email and the recommended action can be approved if the result is unanimous approval.

At the May 8, 2019 CoC Board meeting, members approved two action items related to the second round of CESH funding:
- designation of SSF as the Administrative Entity, and
- approval to seek funds for system support activities, specifically referred to as category #5 activities.

The second action needs to be amended, with the background and rationale provided below. Because the application for the second round of CESH funding is due at the end of the month, prior to the next next CoC Board meeting, SSF staff requests that the Executive Committee act on the behalf of the full Board.

After discussion at the May 8 meeting, CoC Board members agreed to continue to seek funds for the system-level activities included in the first round of CESH in the CoC's second round application. These activities fall into two CESH funding categories, #5 and #6, with #5 referring to system support activities and #6 referring to updating coordinated entry. Unfortunately, the memo accompanying this action item only referred to category #5 and this is the language that made it into the official action item approved and documented in the minutes. Despite the wording of this action, at the meeting it was clear that the CoC Board supports a round two CESH application for funding all of the system-level work in round one and would not want to exclude coordinated entry work. Therefore, SSF recommends the Executive Committee to approve the following amendment to the May 8 action taken by the full Board regarding the scope of the application for round two of CESH funding.

Staff Recommendation for Executive Committee Action: Expand the scope of the application for the second round of CESH funding approved on May 8 beyond system support activities (category #5) to also include updating coordinated entry activities (category #6), in alignment with the intent of the full CoC Board based on discussion at the meeting when the action to seek funding for category #5 was approved.

To vote on this recommendation, please "Reply All" to this email with your support or opposition. If you have any questions or comments, please use "Reply All" as well, so everyone is in the loop. We want to submit the application early next week, so let us know if you support the recommendation as soon as possible. However, if further discussion is needed, we can coordinate a conference call. Either way, thank you for your attention to this matter.

Sincerely,

Kate Casarino |CoC and Contracts Coordinator
Sacramento Steps Forward

1331 Garden Highway, Suite 100
Sacramento, CA 95833
Office: (916)993-7706
Email: kcasarino@sacstepsforward.org
Web: www.sacstepsforward.org

Sacramento Steps Forward is a private, non-profit 501(c)(3) charity serving the Sacramento region. EIN# 27-4907397

SACRAMENTO STEPS FORWARD

Ending Homelessness. Starting Fresh.

CoC Advisory Board Agenda
July 10, 2019 ‖8:10 AM – 9:40 AM
SETA, 925 Del Paso Blvd., Sacramento, CA 95815 – Sequoia Room

I.	**Welcome & Introductions:** Sarah Bontrager, Chair			
II.	**Review and Approval of June 12, 2019 Minutes:** Emily Halcon, Secretary			
III.	**Chair's Report**			
IV.	**CEO's Report:** Lisa Bates			
V.	**New Business**			
A.	**Item: Executive Committee Action on behalf of the CoC Board to correct the scope of the round 2 CESH application approved by the full Board in May 2019**	- Presenter(s): Sarah Bontrager	8:15 AM (5 minutes)	Information
B.	**Item: 2019 PIT Report Presentation and Q & A**	- Presenter(s): Arturo Baiocchi, CSUS	8:20 AM (30 minutes)	Information
C.	**Item:**			Information
D.	**Item:**			Information
E.	**Item: CESH Update**	- Presenter(s): Lisa Bates	8:50 AM (10 minutes)	Information

F. Item: FY2019 CoC NOFA Competition Update	- Presenter(s): Emily Halcon, PRC Co-Chair and Michele Watts, SSF Chief Programs Officer	9:00 AM (10 minutes)	Information
VI. Announcements			
VII. Meeting Adjourned			

Receive & File Items
- Follow Ups Report 6/12/19

Upcoming Committee Meetings: TO BE UPDATED
 – PIT Committee
– Combined CES Evaluation and CES Committees
– Governance Committee
– CoC Board Meeting Series: FY19 NOFA Community and Planning Grant Applications
– Executive Committee Meeting
– Performance Review Committee
– Homeless Youth Taskforce
– CES Committee

Next Meeting: August 14, 2019

Please note that today's meeting is being recorded and the digital file will be available at sacramentostepsforward.org under Continuum of Care, Agendas and Minutes.

SACRAMENTO STEPS FORWARD

Ending Homelessness. Starting Fresh.

CoC Advisory Board Agenda
August 14, 2019 ‖ 8:10 AM – 9:40 AM
SETA, 925 Del Paso Blvd., Sacramento, CA 95815 – Sequoia Room

I. **Welcome & Introductions:** Sarah Bontrager, Chair	
II. **Review and Approval of July 10, 2019 Minutes:** Emily Halcon, Secretary	
III. **Chair's Report**	
IV. **CEO's Report:** Lisa Bates	
V. **New Business**	

A. Item: SSF Data Team Work Plan	- Presenter(s): Michele Watts, SSF Chief Programs Officer	8:15 AM	Information
B. Item:			Information
C. Item:			Information
D. Item: CESH Update	- Presenter(s):		Information
E. Item: FY2019 CoC NOFA Competition Update	- Presenter(s):		Information

VI. Announcements	
VII. Meeting Adjourned	

Receive & File Items
- Follow Ups Report 7/10/19
- Annual Business Cycle Calendar

Upcoming Committee Meetings: TO BE UPDATED
 – PIT Committee
– Combined CES Evaluation and CES Committees
– Governance Committee
– CoC Board Meeting Series: FY19 NOFA Community and Planning Grant Applications
– Executive Committee Meeting
– Performance Review Committee
– Homeless Youth Taskforce

Next Meeting: September 11, 2019

Please note that today's meeting is being recorded and the digital file will be available at sacramentostepsforward.org under Continuum of Care, Agendas and Minutes.

Sacramento CoC Advisory Board Annual Business Cycle
Updated JUNE 2019

CoC Advisory Board Responsibility	Description	Topic	Status
JANUARY			
Annual Membership Recruitment	The HEARTH Act requires that a public, widely circulated new member recruitment process occur annually.	Membership	Completed
Annual PIT & HIC	HUD-mandated annual count in last ten days of January of all persons in emergency shelter, transitional housing, rapid rehousing, and permanent supportive housing, as well as the inventory of the same, within and outside of the HMIS.	Planning	Completed
Biennial Unsheltered PIT	Biennial count of unsheltered persons in last ten days of January layered on top of the annual count noted above under "Annual PIT & HIC.	Planning	Completed
Pre-NOFA preparations, including Approval of Review Tools & Policies	Review tools and policies are developed by the Performance Review Committee and presented to the Advisory Board for approval in the first half of the calendar year, prior to the release of the NOFA.	NOFA - Projects Competition	Completed
FEBRUARY			
Annual Presentation of Executive Committee Slate	Executive Committee slate is presented in February for final approval in March. Executive Committee members serve one-year terms that can be renewed, with no limit on the total number of terms members can serve.	Membership	Completed

Sacramento CoC Advisory Board Annual Business Cycle
Updated JUNE 2019

CoC Advisory Board Responsibility	Description	Topic	Status
Annual Membership Appointment	The annual recruitment process culminates in a formal vote on a slate of new and renewing members.	Membership	Completed
MARCH			
Annual Approval of Executive Committee Slate	Executive Committee slate is presented in February for final approval in March. Executive Committee members serve one-year terms that can be renewed, with no limit on the total number of terms members can serve.	Membership	Completed
Pre-NOFA preparations, including Approval of Review Tools & Policies	Review tools and policies are developed by the Performance Review Committee and presented to the Advisory Board for approval in the first half of the calendar year, prior to the release of the NOFA.	NOFA - Projects Competition	Completed
APRIL			
Pre-NOFA preparations, including Approval of Review Tools & Policies	Review tools and policies are developed by the Performance Review Committee and presented to the Advisory Board for approval in the first half of the calendar year, prior to the release of the NOFA.	NOFA - Projects Competition	Completed
CoC Application and Planning Project Application development	Convene monthly meetings to develop CoC Application and Planning Project Application, April - August	NOFA- CoC Application & Planning Project	April meeting held 4/25/19
MAY			

Sacramento CoC Advisory Board Annual Business Cycle
Updated JUNE 2019

CoC Advisory Board Responsibility	Description	Topic	Status
Pre-NOFA preparations, including Approval of Review Tools & Policies	Review tools and policies are developed by the Performance Review Committee and presented to the Advisory Board for approval in the first half of the calendar year, prior to the release of the NOFA.	NOFA - Projects Competition	Completed
CoC Application and Planning Project Application development	Convene monthly meetings to develop CoC Application and Planning Project Application, April - August	NOFA- CoC Application & Planning Project	May meeting held 5/23/19
Annual HUD System Performance Measures Report Due	HUD-mandated reporting on System Performance Measures Report for 10/1/17 - 9/30/18 due 5/31/19.	Planning	Completed
JUNE			
NOFA- Related adujustments to Review Tools & Policies as needed	Upon release of the NOFA, amendments to tools and policies may be needed to adjust unexpected requirements	NOFA - Projects Competition	Completed
CoC Application and Planning Project Application development	Convene monthly meetings to develop CoC Application and Planning Project Application	NOFA- CoC Application & Planning Project	June meeting held 6/27/19
JULY			
Biennial Unsheltered PIT Presentation	2019 PIT Report focused on unsheltered persons presentation to CoC	Planning	Presentation scheduled for CoC Board meeting 7/10/19
CoC Application and Planning Project Application development	Convene monthly meetings to develop CoC Application and Planning Project Application	NOFA- CoC Application & Planning Project	July meeting scheduled for 7/25/19
AUGUST			

Sacramento CoC Advisory Board Annual Business Cycle
Updated JUNE 2019

CoC Advisory Board Responsibility	Description	Topic	Status
Governance Charter	HUD-mandated annual approval of the CoC Advisory Board's Governance Charter must be approved prior to the expected CoC Program NOFA due date of September of every CY,	NOFA- CoC Application	Due in August
CoC Application and Planning Project Application development	Convene monthly meetings to develop CoC Application and Planning Project Application	NOFA- CoC Application & Planning Project	August meeting scheduled for 8/22/19
Project Priority List Developed	The Review and Ranking Panel convenes to review and score applications and develop the Project Priority Listing	NOFA - Projects Competition	-
Project Priority List Approved	The CoC Advisory Board reviews and approves the Project Priority Listing	NOFA - Projects Competition	-
SEPTEMBER			
CoC Program NOFA Package Due	Project Priority List, CoC Application, and Planning Project Application expected to be due to HUD.	NOFA- all parts	Estimated due date in September
OCTOBER			
Annual Longitudinal System Analysis (LSA) reporting period opens	LSA data reporting on system-level program performance- launched in October, closes in December or later	Planning	-
NOVEMBER			
HMIS Data Quality Plan Approval	Annual renewal recommended by HMIS & Data Committee	HMIS Requirements	-
HMIS Privacy and Security Plan Approval	Annual Renewal recommended by HMIS & Data Committee	HMIS Requirements	-
DECEMBER			

CoC Advisory Board Responsibility	Description	Topic	Status
Annual System Analysis (LSA) reporting period ends	LSA data reporting on system-level program performance- launched in October, closes in December or later	Planning	-
ACTIVITIES NOT ASSIGNED TO THE CALENDAR			
Gaps Analysis	HUD mandates that the CoC conduct a gaps analysis annually. Staff recommends this analysis takes place immediately following the annual HIC & PIT (1st or 2nd quarter of the CY).	Planning	
Annual Priority-Setting Discussion	Staff recommends priority-setting discussions follow the annual gaps analysis. Additionally, staff cautions against significant priority changes from one year to the next because annual changes make it difficult for agencies to design sustainable programs and programs designed based on needs data.	Planning	
SSF's Subrecipients Projects Monitoring	SSF will present its monitoring approach and calendar and develop a report back process to share results with the CoC Advisory Board. **Staff Recommendation: Share SSF monitoring calendar and criteria in CY2019 Q3, follow-up CY2019 Q4, after the HUD CoC NOFA is submitted.**	Monitoring	

Sacramento CoC Advisory Board Annual Business Cycle
Updated JUNE 2019

CoC Advisory Board Responsibility	Description	Topic	Status
Other Recipients Projects Monitoring	SHRA, TLCS/Hope Cooperative, and Mercy Housing are also CoC Recipients. The Advisory Board's assessment of CoC project monitoring activities should include these Recipients in addition to SSF.	Monitoring	
Committees Deliverables	Staff intends to add all committee deliverables to this business cycle calendar once the work plans for the committees are completed.	Planning	
System Performance Measures (SPM) Report to CoC	Need to schedule presentation of SPM Report data to the CoC Advisory Board.	Planning	Presentation schedule TBD
Longitudinal Systems Analysis (LSA) Report to CoC	Need to schedule presentation of LSA Report data to the CoC Advisory Board.	Planning	Presentation schedule TBD

SACRAMENTO CONTINUIM OF CARE BOARD MEETING
Follow Up Log

Issue Title	Issue Description	Date Identified	Status	Assigned To / Owner	Date Assigned	Follow up Due Date	Date Completed	Resolution/Follow up	Comments
Follow-Ups from June 12, 2019 Meeting									
HEAP Youth Programs Fact Sheets	Send fact sheets to Bridget, Grace, and S	6/12/2019	Complete	Kate	6/12/2019	7/17/2019	6/24/2019	Follow-Up email	
John Burton Advocates for Youth	Share with the CoC Advisory Board via email	6/12/2019	Assigned	Kate	6/12/2019	7/17/2019		Follow-Up email	
City Shelter RFP	Share this with CoC Board Members	6/12/2019	Complete	Kate	6/12/2019	7/17/2019	6/25/2019	Share with CoC Board and Guests	
100-Day Challenge Presentation	Send PPT and additional handouts to CoC Board Members	6/12/2019	Assigned	Kate	6/12/2019	7/17/2019		Follow-Up email	
Follow-Ups from Prior Meetings									
Special Meeting- Data	Provide more data on the missing cohort from the data shared at the special priorities-setting meeting	3/13/19	Assigned	Michele	3/13/19	~~6/12/19~~ 7/17/19		System-level data	Implementation plan and timeline is being developed and staff will share this information at the July meeting
Community Solutions Work	Advise the CoC of SSF's work with Community Solutions, current and past	3/13/19	Assigned	Lisa	3/13/19	TBD		Staff will prepare a written and verbal presentation materials on the Community Solutions work undertaken today (veterans, coordinated entry, by name list)	Need to prioritize and schedule
Data Team Work Plan	Advisory Board requests additional data presentations- staff will provide a Data Team work plan and schedule of presentations	2/14/18	Assigned	Michele	2/14/18	~~5/8/2019~~ ~~6/12/19~~ ~~7/10/19~~ 8/14/19		Staff will present a Data Team work plan and timeline that includes regular presentations to the Advisory Board	Original follow-up request was more narrow, but members and staff have formulated a broader request over time
HEAP/CESH Responsibilities	Advisory Board needs to know what HEAP and CESH decisions require their input and/or approval	6/13/18	Assigned	Ben	6/13/18	4/10/19		SSF will work with the City and County to develop an outline of HEAP and CESH decisions that require their input and/or approval	A plan for this request is underway but will be completed incrementally

Status Definitions:

Assigned - Assigned to staff or committee

In Process - Staff or committee is implementing a response to request

Ongoing - Request response is a reoccurring activity

Complete - Request response is complete

Issue Title	Issue Description	Date Identified	Status	Assigned To / Owner	Date Assigned	Follow up Due Date	Date Completed	Resolution/Follow up	Comments
Governance Charter	Review the Governance Charter and the regulations regarding its required components	5/9/18	Assigned	Governance Committee	6/13/18	TBD			Committee recommendations anticipated in Summer 2019
Committee Formation	Develop a process for convening new standing and ad hoc committees	5/9/18	Assigned	Governance Committee	6/13/18	TBD		Governance Committee will develop a process for convening new committees	Governance Committee is working on committees more broadly and recommendations are anticipated in Summer 2019
Committee Reports	Members suggest Committee Reports be a standing monthly agenda item	5/9/18	Assigned	Governance Committee	6/13/18	TBD		Governanve Committee will recommend strategy for ensuring Advisory Board members are kept abreast of the committees' activities	Governance Committee is working on committees more broadly
Committee Responsibilities	Need to balance conducting Advisory Board business in a timely manner and taking the time needed to fully discuss and understand decisions being made	6/13/18	Assigned	Executive Committee & Governance Committee	6/13/18	TBD		Multiple strategies: address important decisions in two meetings; provide materials and take questions in advance to help staff and presenters prepare; Executive Committee reviews agendas in advance to ensure sufficient	
System-Level Planning and Performance	Advisory Board needs a committee or another avenue for system-level planning and performance review	4/11/18	Assigned	Governance Committee	6/13/18	TBD		Governance Committee will incorporate resolution of this item within its broader discussion of and recommendations regarding committees	Committee recommendations anticipated in Summer 2019
HUD Planning Project and CoC Applications	FY2019 Planning Grant and CoC Application: Provide year-round opportunity for input & review	8/8/18	In Process	Michele	8/8/18	4/1/19-9/1/19		Meetings will be held the 4th Thursday of the month, 1 PM - 2:30 PM; Meeting #1 was held 4/25/19 and focused on Planning Projects funded to date; Meeting #2 will be held 5/23/19	Staff will host monthly Planning Project and CoC Applications input sessions between April and August 2019 ro prepare content for the FY2019 NOFA competition
Meeting Materials Timeliness	Members need to receive meeting materials sooner to allow for sufficient time for review and preparation for the meetings	5/9/18	In Process	Michele	5/9/18	Monthly	Monthly	Meeting materials will be provided the Thursday before the Wednesday meeting	2019 meeting materials distribution dates: Jan - Friday 1/4 Feb - Friday 2/8 Mar - Monday 3/11 Apr - Friday 4/5 May - Thursday 5/2 June - Thursday 6/6

Status Definitions:

Assigned - Assigned to staff or committee

In Process - Staff or committee is implementing a response to request

Ongoing - Request response is a reoccurring activity

Complete - Request response is complete

Issue Title	Issue Description	Date Identified	Status	Assigned To / Owner	Date Assigned	Follow up Due Date	Date Completed	Resolution/Follow up	Comments
Produce accessible documents	The font used for meeting materials should be larger. The font used in the CESH application provided in the packet was extremely small.	4/10/19	Ongoing	Kate	4/10/19	Monthly	Ongoing	All meeting materials will be produced with a minimum font of 12 pt.	
HEAP/CESH Updates	Advisory Board requests monthly written reports on HEAP/CESH planning and implementation	2/13/19	On Going	Ben	2/13/19	3/13/19	Monthly		Staff will provide written report(s) for CESH at every monthly meeting, HEAP program updates will be provided periodically
100-Day Challenge	Advisory Board requests a written report on 100-Day Challenge results, including homeless status and housing location	2/13/19	Complete	Michele	2/13/19	4/10/2019 6/12/19	6/12/19	Initial Follow Up Due Date of 4/10/19 cannot be met; 100-Day Team and staff will coordinate to prepare a written report for May or June Advisory Board	100-Day Team members have been focusing on completing the Youth Homelessness Demonstration Project Application due 5/15/19
Invite members to FY2019 NOFA Input	Send meeting invitations to members for the monthly input sessions on the CoC	4/10/19	Complete	Kate	4/10/19	N/A	4/11/19	Staff will send meeting invitations to members	
New Member Orientation	Conduct an orientation for new members and other members who have joined since the last orientation on March 7, 2018	3/13/19	Complete	Kate	3/13/19	4/8/19		New member orientation scheduled for Monday, April 8, 2019, with staff and Executive Committee members	
Special Priorities-Setting Meeting-Materials	Send out materials from 3/12/19 special priorities-setting meeting	3/13/19	Complete	Kate	3/13/19	4/10/19	4/3/19	Packet to include agenda, handouts, and meeting summary to be distributed to members and posted on the SSF website	
Committee Meetings Schedule	Advise members of when committee meetings are upcoming	2/14/18	Complete	Kate	2/14/18	Monthly	Monthly	Upcoming meetings are printed at the end of each Advisory Board meeting agenda	Several strategies have been implemented over time, the current strategy began with the March 2019 meeting and will continue monthly
FY2018 HUD CoC NOFA Competition Awards	HUD has announced the FY2018 CoC NOFA competition awards	2/13/19	Complete	Michele	2/13/19	4/10/19	4/10/19	FY2018 HUD CoC NOFA competition awards staff report will be provided to the Advisory Board	Written report provided in the April meeting packet

Status Definitions:

Assigned - Assigned to staff or committee

In Process - Staff or committee is implementing a response to request

Ongoing - Request response is a reoccurring activity

Complete - Request response is complete