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|  | Michigan Balance of State Continuum of Care  **Project Evaluation Committee Meeting**  August 6, 2018  2:00 p.m.  Webinar:  <https://attendee.gotowebinar.com/register/7525746266976108289> |

**Meeting Minutes**

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| 2:00-2:05 | **Welcome and Introduction**   * Attendees: Anne van den Goor, Becky Zemla, Christina Soulard, Janet Irrer, Jesica Vail, Lori Pieri, Michelle Edwards, Michelle LaJoie, Randy Horstman, Tina Allen * Absent: Adam Traviss, Betsy Huggett, Candace Morgan, Nicole Schalow, Prudence Anguilm, Rose Meyer |
| 2:05-2:10 | **Review/Approve Agenda (action item)**   * Michelle LaJoie – Motion to approve * Becky Zemla – Second * Approved |
| 2:10-2:40 | **Set-Up Discussion: Why we score the way we score**   * Rank for score and rank for priority * Infrastructure is critical and historically placed at the top of Tier 1 * Important to keep Tier 2 as small as possible to minimize risk to renewing projects * Reminder: Bonus projects are prioritized according to full BoS CoC coverage and data alignment * Observations from this year’s process * Scoring first year renewals with the standard renewal application exposed shortcoming with application questions; consider changes for future application rounds * Applicants in general did not follow application instructions: wrong attachments, not using a completed year’s data, not using data from a similar component-type project, blending data from multiple project years * Need more information on how projects determine subgrantees and coverage areas * Project Evaluation Committee needs more background information on project performance and any significant changes * If projects are falling below threshold in this round, provide technical assistance |
| 2:40-3:20 | **Review Scores**   * Action Needed: Consolidated Projects * Consolidation decreases administrative burden * Motion: support consolidation applications as solicited by applicants * Jesica Vail – Motion to approve * Michelle LaJoie – Second * Approved * Motion: rank consolidation applications in accordance with individual renewal project scores (averaged), due to level of project performance information available in renewal project applications * Michelle LaJoie – Motion to approve * Becky Zemla – Second * Approved * Action Needed: DV Bonus Projects * DV Bonus did not demonstrate plan for engaging all providers who were interested/may have been interested * Bonus projects in general create risk for forced reallocation of renewal projects because the funds are not guaranteed * Motion: Place DV Bonus project at bottom of Tier 2 * Becky Zemla – Motion * Tina Allen – Second * Approved * Review ranking list options from averaged scores * All projects ranked, even if they did not meet threshold * Discussion: what does this say to projects that were defunded in last year’s process? * Did not spell out consequences in this year’s process; additionally, new application and scoring process this year * Recommendation to provide technical assistance to any projects below threshold |
| 3:20-3:35 | **Confirm recommendations for ranking**   * Action Needed: Group vote to confirm recommendation * Drafted ranking (attached) reviewed and in alignment with previous motions * Michelle LaJoie – Motion to approve * Becky Zemla – Second * Approved * Confirm support for Coordinator to message all applicants about their place in ranking and average score * Motion: reference scoring threshold in letter to applicants and offer technical assistance to any projects that score below threshold * Michelle LaJoie – Motion to approve * Becky Zemla – Second * Approved |
| 3:35 – 3:40 | **Wrap up**   * One project voluntarily reallocated * Decision/recommendation needed to place funds within a renewal project(s) * Table to meeting on 8/13/18 |
| **Adjourn** | **3:45pm** |
| **Next Project Evaluation Committee Meeting**  August 13, 2018 at 3pm | |
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*Drafted 8/8/18 C Soulard*