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|  | Michigan Balance of State Continuum of Care **Project Evaluation Committee Meeting**August 6, 20182:00 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
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| 2:05-2:10 | **Review/Approve Agenda (action item)*** Michelle LaJoie – Motion to approve
* Becky Zemla – Second
* Approved
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| 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
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| 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
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| 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
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| 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
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| **Adjourn** | **3:45pm** |
| **Next Project Evaluation Committee Meeting**August 13, 2018 at 3pm |
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*Drafted 8/8/18 C Soulard*