Amarillo CoC (COCTX-611) Board Meeting Minutes
May 9th, 2024
WT Harrington Academic Hall – Room 105N
720 S. Tyler Street, Amarillo, TX 79101
9:00 AM

Meeting was brought to order at 9:02 am by Kraig Stockhill and a quorum was established.

Members in attendance: Michelle Shields, Audra Rea, Kraig Stockhill, Meg DeJong-Shier, James Bellar, Seth Trujilo, Michael Johnson, Jason Riddlespurger, Julie McCarty, Steve Smart, Juan Maldando, Shanna James, Julie Cleveland, Virginia Trice , and Cindy Bird

Members not in attendance: Rudy Montano, Ana Ramirez

Also in Attendance: Samantha Hernandez, Angela Snow, Shaira Joyce

Motion to approve March and Aprl 2024 Board minutes by Jason Riddlespurger, Seconded by Shanna James pending changes:

>   March Meeting Notes; James to Seth in attendance (Completed by Meg on 5/9/24)

>   April Meeting Notes: Cenikor – September 7th not December (Church of Christ, not Christy) (5/9/24)

Routine Agenda Items:

Lead agency report – Jason Riddlespurger

- Government Charter

The lead agency is currently in the process of establishing a revised government charter for the CoC. This has been in collaboration with Alissa Weber from Homebase who provides technical assistance for the CoC and lead agency. At this time the proposed charter needs to be reviewed by Jason and the CoC executive board members. If approved at this level, then the proposed charter will be shared with board members for comments and feedback. Of particular concern is setting standards for board attendance, expectations, and size.

Jason then discussed that the lead agency is currently searching for a new HMIS provider. At the present Wellsky is being utilized. When HMIS was first implemented in Amarillo, Wellsky was the only available provider. However there have been several issues with Wellsky such as being outdated, higher charges for any type of service, difficulty in getting assistance and reports run. At the moment, after visiting with multiple service providers, the lead agency is interested in contracting with BitFocus. While it is more expensive then other available HMIS servers, BitFocus provides more comprehensive services including a geocaching feature. It was noted that the Texas Homeless Network is using a different server then BitFocus, however working with BitFocus would allow more increased sharing of information with THN. (Wellsky does not work well with other servers)

Jason asked the board for a motion to allow the lead agency to continue discussion with Bitfocus and switch to a different HMIS server. Juan Maldanado motion to approved and Steve Smart seconded. Motion was carried.

Committee Reports

Kraig announced that after meeting with Homebase and receiving clarification relating to standing committees that there is no mandate by HUD for committees. Only committees required is PIT (annually), Gap Analysis (annually).

Shelter Committee (Michelle Shield)
- Last meeting was held at GSRC
    - GRSC has office space rooms for others to provide case management. Office includes basic furniture as well as computers
    - There was a recent break in. They are still looking to determine all that was taken. Clients' personal checks were stolen.
    - They are putting up a memorial tree mural to honor those who have passed.
- Faith City is closed on Sundays (creates a gap)
- Update on Transformation Park
- Salvation Army – clarification regarding length of stay: 90 day if receiving case management (exit on day 89)
- Access to public bathrooms is an issue on Sundays for those within Amarillo.
- Increased need for water, especially on weekends (also hand washing station)
- Create a survey for additional education – what do staff at shelters want for education
- Next meeting (June) at Salvation Army

PIT Committee

- No report

Gap Analysis (Need Chair)

- Kraig will be chair of this committee
- He will recruit specific people to participate
- Goal is to utilize gap analysis structure that use different mechanisms to capture information
    - Ex: Norman OK – gap analysis by Homebase (focus groups, surveys, and individual interviews)
- May not be able to address everything but can identify a topic and create/design intervention

Education and Training Committee (Shanna James)

- Technical assistance meeting with executive committee held yesterday
    - Homebase will provide a training for CoC board. (Homebase is a consulting firm that works with CoCs).
    - Additional clarification between board and lead agency responsibility was provided
    - Two hours for next board meeting? Approved by board.
- Future plans for trainings, offer training morning and afternoon to encourage all staff to attend.
- Fall 2025 Symposium – November 6th. Drive to educate the community

New Business and Discussion Agenda Items:

Board Attendance/Expectations – Kraig

- Need to capture in our governance Charter the size and how to manage quorum.
- Range – no fewer then 7 and up to 15

- Reinforcement of level of commitment
- Suggestions and/or comments from board:
  - Move non active members to ex-officio status (attend when you can, but non voting member) and backfill those spots.
  - Steve- leadership to speak with board members not attending face to face to discuss (not a fan of ex-officio status) if they still don't attend, then follow the rules and vote to remove
  - Audra – concern about "rewarding" bad behavior. (If the criteria for dismissal is missing three meetings in a row they may be some individuals who will miss two, but come on the third)
  - Shanna – need for communication
  - Virginia – remote access
    - Zoom attendance will offered as an exception, not a regular occurrence.
  - Members Absent for board to be included in minutes
  - Seth – if you miss three meetings in a row you may forfeit spot on board (language to give us flexibility)

Old Business or Agenda Items Needing Discussion:

- 2025 Conference Planning – November 6th , 2025
  - Shanna will lead

Announcements

SSI SSDI Outreach and Recovery: program been successful in enabling people to apply and be able to get benefits without an attorney

  - There is a person at every Panhandle Center with SARR certification (Audra)
  - Share how to register for SARR certification

Public Health Concerns:

- Seeing a lot more dog bites.
  - Free Tdap and antibiotics through public health
- Working with Cattle? CDC concerned with mad cow disease and bird flu.
  - Amarillo Public Health is providing free testing and treatment

Non Profits can get free access to Canva and Office 365

Monday Night at Bubba – fundraising for Coming Home 3pm – 11pm

Second Chance House announced their Open House at 11am -2pm on April 20th. Their 35th anniversary will be July 18th

Big Texas rally September 7th hosted by Cenikor at Church of Christ

Meeting was adjourned at 10:15am