

Northeast Minnesota Continuum of Care Committee Descriptions

Coordinated Entry Committee

The Coordinated Entry System (CES) Committee supports CES planning and operation for the NE CoC.

Meeting frequency: Monthly - **Meets the first Tuesday of each month from 9am – 10am via Zoom**
Meeting duration: 1 hour

Key Responsibilities:

- Review and update policies and procedures and CES tools (Step 1 screening, VI-SPDAT supplemental questions, releases of information, memorandum of understanding), annually
- Ensure CES contact information is updated in commonly used resource guides (i.e. 211), ongoing
- Outreach to non-housing provider groups who may encounter households experiencing homelessness, at least annually
- Review CES data and identify trends and system needs, quarterly
- Ensure CES operations adhere to the rights and safety of participants

HUD CoC Project Ranking & Review Committee

The HUD CoC Project Ranking Committee (Ranking Committee) oversees the process of ranking projects for the HUD CoC NOFA competition. Ranking Committee members have sufficient knowledge of homeless programs and the CoC Plan to make intelligent objective project ranking recommendations. *Ranking Committee member agencies must not receive CoC funds.*

Meeting frequency: 3-4 times per year between May and October
Meeting duration: 2-3 hours

Key Responsibilities

- Oversee all application processes related to the HUD CoC Program
- Review applications and supporting materials for funding
- Recommend project score and rank based on objective criteria
- Make funding recommendations to the CoC Governing Board based on selection criteria established by the Performance and Evaluation Committee and approved by the Governing Board
- Answer questions related to the process

Performance and Evaluation Committee

The Performance and Evaluation Committee is responsible for recommending CoC-wide and provider-specific performance goals and evaluation plans, and monitoring system-level and project-specific performance of ESG and CoC-funded programs. The Committee is also responsible for developing a data collection and analysis plan to monitor and evaluate program and system wide performance.

Meeting frequency: Monthly – **Meets the second Tuesday of each month from 10am – 11am via Zoom.**

Meeting duration: 1 hour

Key Responsibilities

- Identify provider-specific performance goals and evaluation plans for CoC and ESG funded programs, *annually*
- Identify scoring and ranking tool for HUD Continuum of Care project applicants, *annually*
- Review CoC project annual performance reports and provide feedback to projects, *quarterly*
- Identify performance improvement plan for low performing CoC projects, including connecting projects to higher performing projects for assistance, *as needed*
- Review System Performance Measures and identify strategies for improvement, *quarterly*

Governance Committee

The Governance Committee consists of elected officers and other CoC Governing Board Members. This committee oversees the Governance and structure of the CoC on behalf of the CoC Governing Board. All Governance Committee members must be CoC Governing Board members.

Meeting frequency: Bimonthly – **Meets the second Thursday of every even month from 10am – Noon at IRRRB in Eveleth (call in option available)**

Meeting duration: 1-2 hours

Key Responsibilities

- Review and make recommendations for revisions to the CoC Governance Charter for recommendation to the Governing Board/CoC Committee, *annually*
- Develop and review any other organizational documents, including, but not limited to: by-laws, MOU's, agency agreements, and documents required for HMIS data sharing, *as needed*
- Review the HUD CoC NOFA Collaborative application and make recommended changes before CoC Governing Board approval and submission to HUD, *annually*
- Identify recommendations for activities to be included in the work plans for funding related to CoC planning and operation, *as needed*
- Identify potential funding sources to support the operations of the CoC, *as needed*

Point-In-Time Count Committee

The Point-in-Time (PIT) Committee is in charge of regional planning for the annual PIT homeless count (typically one meeting in late November/early December and a debrief meeting in February). The PIT Committee is comprised of at least one individual from each of the six NE CoC counties (County PIT leads), at least one individual representing the Tribal Nations (when possible), and additional members that play supporting roles in planning and completing the PIT count in each county.

Meeting frequency: 2-3 meetings per year between November and February

Meeting duration: 1-2 hours

Key Responsibilities

- Oversee regional planning and implementation of the PIT count
- Create local timeline to the PIT count
- Identify local PIT leads
- Establish roles for persons involved in PIT planning
- Identify and establish training plan and resources for the PIT
- Develop and update outreach materials
- Create and oversee subcommittees and workgroups, especially those tasked with engaging special populations (i.e. youth, Veterans, LGBTQ+) in the PIT count