**Alamance County Interagency Council for Homeless Assistance**

**August 5, 2013**

**Present:** Kim Braxton, RTSA; Jan Bowman, ABSS; Spencer Cook, Cardinal Innovations; Kim Crawford, Allied Churches; Suellyn Dalton, Volunteer; Adalinn Harris, Allied Churches; Elizabeth Lockley, CHIN; Heidi Norwick, United Way; Nikki Ratliff, BHA/BDC; Jackie Sheffield, BPD; Caroline Taylor, Allied Churches; Shawna Tillery, City of Burlington; Clara Trollinger, Volunteer/CFAC; Calvetta Watlington, Family Abuse Services; Margaret Williamson, Community Link; Robin Wintringham, Habitat for Humanity.

**Introductions**: With several new folks joining us today, Kim Crawford asked everyone present to introduce themselves. Clara Trollinger, a member of ACICHA for several years, is now a member of CFAC. New folks to the meeting today included: Spencer Cook, with Cardinal Innovations, is the new Regional Housing Specialist and will be attending this monthly meeting. Margaret Williamson is with Community Link as the Permanent Supportive Housing Coordinator working with Shelter + Care. Caroline Taylor is a new Case Manager at Allied Churches and Adalinn Harris is the new Director of Development at Allied Churches.

**July Meeting Minutes**: The July meeting minutes were distributed and reviewed. A motion to approve the minutes as distributed was made by Robin Wintringham, with a second by Jan Bowman. The motion passed.

**Cardinal Innovations**: There are changes to the way the Shelter + Care grant will be administered at Cardinal Applications. Applications can be faxed to Spencer. Nikki will forward via email to Spencer the single application used for all supportive housing in Alamance County. Kim will send the listing of emails of those in attendance today to Spencer for use in distributing Shelter + Care application and other information.

**ESG Grant Application Process**: The agenda for today’s meeting was distributed with the main focus being the ESG grant. The ESG grant application was made available after the July meeting of ACICHA and will be due before the regular September meeting. Kim Crawford has discussed the application process with the folks at the Balance of State. The ACICHA Regional Committee discussed the ESG application at today’s meeting and answered application questions, as appropriate.

Two agencies from Alamance County will be submitting a single application for ESG funding—Allied Churches and Family Abuse Services, with Allied Churches serving as the lead agency. A motion to approve a single ESG application moving forward was made by Heidi Norwick, with a second by Robin Wintringham. The motion was approved.

Several agencies have data that is needed for the application. Representatives from these agencies will have the required information to Allied Churches by this Friday. Those agencies completing an MOA for the application will submit those documents to Allied Churches by Monday, the 12th. Kim Crawford will submit to the Regional Lead, Kim Braxton, a completed application by email who will forward this to the Committee for review. The Committee will meet for final review/approval of the application the week of August 12th.

A motion to adjourn was made by Heidi Norwick and the meeting was adjourned. The next regular meeting of the Committee is September 9, 2013 at 2:00 p.m. at the Habitat for Humanity office.

Respectfully submitted,

Kim Braxton

Secretary, ACICHA Regional Committee