Balance of State Steering Committee Meeting
2.3.15

Regional Leads Present:

Susan Bellew (for Wanda Feldt), Jonathan Gaskins (for Marc Recko), Joe Marks, Casey McCall, Mollie Tompkins, Melissa Pressley, Sharon Poarch, Brian Alexander, Julie Sager, Joel Rice, Becky Surles (for Marie Watson), Gus Smith, Susan Pridgen, Nicole Dewitt, Gregg Gauss, Debbie Cole, Marlene Harrison, Andrew Romines, Chris Battle

Regional Leads Absent:

Kim Crawford, Howard Anthony, Alvin Foster, Asia Elzein, Juliet Rogers, Tonya Gray, Jennifer Flood

Interested Parties Present:

Jason Beck, Ellery Blackstock, Kristi Case, Ashley Freeman, Anne Friesen, Katie Getz, Tammy Gray, Perry Hines, Christopher Hoover, Cheryl Manuel, Latasha McNair, Amy Modlin, Mark Owen, Melissa Payne, Faye Pierce, Detra Purcell, Mindy Rathbone, Quiotti Ratliff, Janice Sauls, Robin Shue, Amy Steele, Lori Watts, Bob Williams, Talaika Williams

NCCEH Staff Present:

Nancy Holochwost, Denise Neunaber, Corey Root, Tia Sanders-Rice

Approval of January Minutes

There being no changes needed, the minutes were approved by common consent.

Point-in-Time Count

- The PIT Count was held the night of January 28. Regional PIT leads should now be collecting local data, reviewing it for accuracy, and de-duplicating and compiling the unsheltered count.
- Agencies that are on HMIS must run the HMIS PIT report to get their count. This includes both shelters and transitional housing programs (for the PIT) and rapid re-housing and permanent supportive housing programs (for the Housing Inventory Count). The HMIS report is expected to be released in early February. HMIS agencies should wait until the report is released before submitting their count. They should be doing data clean-up now to prepare for running the report.
- The NC PIT/HIC forms are posted at www.ncceh.org/2015pit. Each Regional Committee should submit the following forms by February 20 (to data@ncceh.org):
    - Unsheltered Homeless Count form: 1 from each county
    - Sheltered Homeless Count form: 1 from each shelter and transitional housing program
    - Rapid Re-Housing Count form: 1 from each RRH program
    - Permanent Supportive Housing Count form: 1 from each PSH program

- o Programs on HMIS must also submit their HMIS PIT report
- Steering Committee members were asked about challenges, successes, and lessons learned during this year's PIT Count.
  - o Onslow: Local police insisted they accompany enumerators for security purposes and told people in encampments they would be arrested if they didn't leave in 24 hours. The preliminary unsheltered count looks lower than last year.
  - o Pitt: The committee collaborates with the police department on the PIT count and have a good working relationship. Because of better weather this year, they expect their unsheltered count will be higher because they were able to do a more thorough count.
  - o Rockingham: The committee found it helpful to have regular meetings and extensive organization prior to the count. They also collaborate with their police department and have found it helpful.

Coordinated Assessment
- Twenty-two coordinated assessment plans have been submitted and four are still outstanding. Nine of the twenty-two submitted have not passed threshold. Regional Committees are working on revisions.
- The Coordinated Assessment Council (CAC) met in January and reviewed four plans. The CAC will continue plan reviews during two February meetings and one March meeting.
  - o Nine plans are ready for CAC review. NCCEH continues to conduct threshold reviews on remaining plans.
- After the CAC reviews plans, each Regional Committee will be asked to schedule a call with 1-2 CAC members and an NCCEH staff member, who will provide feedback on the plans. Once the CAC recommends a plan for approval, the Steering Committee will be asked to vote on it.
- The Steering Committee was asked to review three plans that the CAC recommended for approval:
  - o Alamance
    - CAC recommended that Regional Committees who are still working on their plans use Alamance's plan as a best practice
    - Strong plan elements include prioritization (p. 10), grievance policies (p. 13), and identifying and addressing gaps (p. 15)
  - o DISSY
    - High degree of community involvement
    - Strong plan elements include option for self-referral (p. 19) and grievance policies (p. 20)
  - o Onslow
    - Strong plan elements include central case reviews for referrals (p. 17), phone conferencing to address transportation barriers (p. 17), and information on agency engagement and client referral (p. 18)
  - o Steering Committee members were asked for questions about the three plans; none were raised.

- o A motion was made and approved to approve the three coordinated assessment plans [Alexander, Marks]. All in favor; none opposed. The Regional Leads for Alamance, DISSY, and Onslow abstained from voting on this motion.
- Once plans are approved, Regional Committees can begin implementation. Training videos for the assessment tool will be available by March 1. This will include training on the prevention and diversion screen, the VI-SPDAT, and the case management tool.
- Regional Committees that are still working on plans must re-submit materials as requested for threshold review or after CAC review. All plans that have passed threshold review are posted at www.ncceh.org/bos/coordinatedassessment, and Regional Committees can use these as examples.

HUD Update
- HUD announced the FY2014 Continuum of Care funding awards on January 26. The Balance of State received a total of $5,649,866, which is slightly higher than the requested amount due to adjustments in Fair Market Rent (FMR) rates. All 41 BoS projects were renewed, including those in Tier 1 and Tier 2. HUD will be contacting grantees regarding grant agreements.
- HUD sent the 2015 Grant Inventory Worksheet (GIW) to CoCs on February 2. The GIW is a list of all grants eligible for renewal in the FY2015 funding competition. Grants must be included on the GIW to be able to renew funding in 2015. CoCs must fill out the GIW and return it to HUD by February 16.
  - o NCCEH staff will contact grantees to ask for required information. Grantees are asked to respond quickly.

AHAR Update
- The AHAR (Annual Homeless Assessment Report) is divided into 6 categories, or shells. HUD reviews the data and only accepts shells that are of high data quality. In 2013, the Balance of State had 4 shells accepted by HUD. In 2014, 5 shells were accepted. Tia thanked everyone for the work they did on the AHAR to get the data to a useable level.

Regional Lead Elections and Meeting
- NCCEH staff use the results of the Regional Lead elections to create the list of active 2015 Regional Committees. Regional Leads were asked to fill out a form with information for elected leads and alternates at http://bit.ly/1yx0dy0.
  - o Eight Regional Committees have not filled out the form: AHRMM, Caswell, Catawba, Chatham, Craven, Harnett, Northeast, Transylvania
  - o Regional Committees are asked to fill out the form by 5 pm on Wednesday, February 4.
- There will be an in-person meeting for Regional Leads and alternates on Wednesday, February 25, from 10:00 to 4:00 in Durham. Registration information will be emailed to Regional Leads and alternates, who are asked to register by February 11. Leads and alternates who are not able to attend are asked to email bos@ncceh.org.

HMIS FAQ and Update

- Nicole Dewitt, who is a BoS representative on the HMIS/CHIN Governance Committee, presented an update about HMIS.
- The administration of North Carolina's HMIS system is in transition from the NC Housing Coalition to the Michigan Coalition Against Homelessness (MCAH). The Governance Committee developed a communications workgroup to help share needed information with communities during this process. The group created a FAQ document that is posted at www.ncceh.org/hmis/transition. The FAQ addresses general questions about the changes that are occurring. Corey will send this document to the BoS along with BoS-specific information about the HMIS transition.
- Under MCAH, each CoC will have a Local System Administrator (LSA) for the HMIS. NCCEH staff will serve as LSA for the NC BoS and several other CoCs. NCCEH currently has one LSA, Thurston Alexander-Smith, and will be hiring for additional positions soon.
- Each agency that is on HMIS will need to have an Agency Administrator, who will lead and support the use of HMIS within the agency. This should be the person who is most familiar with the HMIS system and the agency's data.

Upcoming Meetings

- Permanent Supportive Housing Subcommittee
  - o Monday, February 23, 10:30-11:30
  - o Register: www.ncceh.org/events/809
- In-person Regional Lead & Alternate Meeting
  - o Wednesday, February 25, 10:00-4:00
  - o Registration information will be emailed to leads and alternates

Regional Committee Updates

Smoky Mountain: Andrew thanked the agencies that have been working on coordinated assessment.

Reminders

- PIT Leads: Email PIT/HIC data to data@ncceh.org by February 20
- Regional Committees: Submit coordinated assessment plan revisions as requested
- Regional Leads & Alternates: Register for the in-person meeting (link will be emailed)
- Agencies using CHIN: Begin to think about who at your agency will be an agency administrator. Stay tuned for more information and training.
- PSH Grantees: Attend PSH Subcommittee meeting. Register at www.ncceh.org/events/809

Next Meeting: Tuesday, March 3 at 10:30