**ACICHA: Alamance County Interagency Council on Homelessness Association**

**Meeting Minutes**

January 9, 2015

Present Included: Nikki Ratliff, BHA/BDC; Catherine Cooper, Volunteers of America; Shawna Tillery, City of Burlington; Monika Gathier, ACAC; Heidi Norwick, UWAC; April Durr, UWAC; Anna Green, Alamance Plaza/Norfolk Village; Joel Rick, Cardinal Innovations; David Richardson, Legal Aid of NC; LaTanya Foust, ACAC; Kim Crawford, ACAC; Robin Wintringham, Habitat for Humanity; Jan Bowman, ABSS; Lynn Rousseau, FAS; Paige Kelloway, ACCSA; Tammy Smith, FAS; Cheryl Manuel, RTSA; Wendy Lewis, Salvation Army; Nicole Blackwell, ACCSA; Bob Williamsom, Durham VA; Kara Gustaveson, Crossroads.

Kim Crawford called the meeting to order at 3:35PM.

* Meeting Minutes were reviewed; a motion was made by Robin to approve as written, a 2nd was made by Jan and there were no addition to the meeting.

**Roundtable Announcements & Updates**:

* Kim reported Project Homeless Connect in conjunction with the Point in Time count Is January 28th and 29th at Holy Comforter Church from 9 AM-2 PM. In order for agencies to participate they must have a person and stuff at the event. Connect with April or Ruth if you would like to participate or need more information about Project Homeless Connect.
* Robin reported Habitat would like to do a homeownership community meeting within the next month and is open to people who want to participate. Please contact Robin if you are interested.
* Nikki reported HOPE has two spots open for the chronically homeless. STEPS has 3-4 slots and is accepting referrals through the Coordinated Assessment for homeless families. The number of slots is dependent on the level of assistance needed.
* Shawna reported the City will be hosting a community meeting on January 20th at 5:00 pm at the North Park Community Center for the public to comment on community development and affordable housing needs for the 2015-2020 Consolidated Plan. There will also be a public hearing at 7:00 pm at the City Hall for the public to comment on the community development and affordable housing needs.
* Heidi reported the next step in the community assessment involves a ranking process. There may be some people who are around the table who will be participating in this process.
* Anna Green reported Alamance Plaza has two 2-bedroom apartments available. At least one person by be over 62. Anna will provide program information and guidelines at the next meeting.
* David reported Affordable Care Act appointments are through February. He also provided a review of the program for applying through the marketplace. United Healthcare is now participating in Alamance County.

**Discussion**

PIT Update:

Nikki reported the forms are out and available on NCCEH website. Nikki asked the group to look at the forms and determine if was additional information we wanted to capture if so then let her know. She will be e-mailing the form to the group.

Kim said we need to count all the homeless people in order to have a comprehensive idea of our homes less population to have a effective CA.

Jan will be capturing the at-risk homeless population at ABSS. Couch hopping will be tracked for purpose of Project Homeless Connect. Jan volunteered to ride with one of the police officers from the City and Kim volunteered Sara Beth to ride with someone from the Sheriff’s Department.

Kim emphasized we want to encourage all people who are homeless to come to project homeless connected. ACAC will be capturing everyone for the Coordinated Assessment data but all the data will not be the PIT count since it does not apply to that specific definition.

Due to the recent cold weather Kim mentioned that ACAC has an inclement weather plan and people just need an ID. The program ACAC is having is communication the perception that this is a warm and safe place to be.

Coordinated Assessment (CA) Update:

Kim reported the CA Committee is meeting and will be meeting a lot in the next months. The official implementation will be pushed back until the spring. A discussion of the referral process was discussed. Kim has added some additions to the CA in ways people are connected to services. If any agencies has any to changes to what Kim has done please let her know.

The details on how the referrals are done to specific programs will be completed by LaTonya at ACAC. She is now serving dual roles as a shelter advocate and the coordinated assessment liaison until the implementation is in full swing.

ACAC will be getting a new phone system to receive only CA phone calls.

The details of a denial for a housing program needs to be more specific and criteria need to be determined for a what makes a denial okay and what does not. We have a basic policy now but need a more detailed on.

Kim also discussed the ways to get the word out about the CA including marketing and adding it to the United Way 211. We will have to keep building and improving the process so it works for all.

Regional Lead Election:

Kim mentioned the regional committees need to elect one Regional Lease and one alternate.

Data Quality Subcommittee:

Kim advised ACICHA members that anyone with a CIHN license needs to attend the Data Quality Subcommittee meeting on January 26th from 10:30-11:10 AM.

**ACICHA Committee Elections**:

Nikki made a motion to elect the Kim Crawford, ACAC as Chair; Lynn Rousseau, FAS as Vice-Chair; Shawna Tillery, City of Burlington, Secretary; April Durr, Alternate Secretary. Robin seconded the motion. All members approved the slate with no further discussion.

**Membership Guide**:

Kim discussed the need for ACICHA to have a membership guide for those who are coming to the meeting. This guide needs to include what the committee does and what our roles are. The real emphasis needs to be on h how we are connecting people to other resources. We know the CA is mandated by HUD and with this process we could help a lot people who have needs through the CA. A subcommittee was suggested to work on this project. Robin, April, and Lynn volunteered to work on this guide. The subcommittee will also send out a very to ACICHA member for ideas.

**Project Homeless Connect**:

The following items were discussed in reference to Project Homeless Connect

* Internet Hot Spots
* Floating Crisis Services (Family Abuse & CrossRoads) – intake can refer discretely to them.
* Funding needed for T-Shirts
* Stuff needed for Bags (100)
* Handouts needed for Resource Table
* Jan 28th 3-5pm – Set up time and time to fill the bags

**Point in Time Count**:

This is schedule for the night of Jan. 28th

**Cardinal Innovations**:

The attached memo was presented to ACICHA from Joel. This will be added to the next meeting for discussion and vote. The issue is regarding the Nov. 6th meeting minutes, which Cardinal would like changed or the memo be added as an addendum.

**Next Meeting** – Thursday February 5, 2015, 3:30pm at United Way (always the 1st Thursday after the BoS meeting).

5PM Adjourned

Respectfully Submitted, Shawna Tillery, City of Burlington