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

**Meeting Minutes**

February 5, 2015

Present Included: April Durr, UWAC; Heidi Norwick, UWAC; Lynn Rousseau, FAS; Kim Crawford, ACAC; Bob Holdren, Community; Monika Gauthier, ACAC; Catherine Cooper, VOA; Donna Hodges, ACAC; Ron Osborne, RTSA; Nikki Ratliff, BHA/BDC; Jimmy Taylor, Salvation Army; Joel Rice, Cardinal; Carolyn Carter, RTSA; Cheryl Manuel, RTSA.

Kim Crawford called the meeting to order at 3:30PM.

**Items Discussed Included**:

* Meeting Minutes from JAN were reviewed; a note was read to make sure title is consistent “ACICHA: Ala. Co. Interagency Council on Homeless Assistance. A motion was made by Nikki to approve as written, Heidi seconded the motion, all members present agreed and the motion carried, minutes were approved as written.

Roundtable Announcements:

* + ACAC: Open beds at Homeless Shelter, both men and women.
  + Cardinal: Shelter Plus Care, 33 Total.
  + FAS: Lynn reported Women’s Shelter is full, in need of repairs, but unsure of where residents would go during renovations. Another challenge has been transitioning women out. Thanks to Salvation Army for assistance. Thanks to City of Burlington for scheduling a CDBG hearing.
  + UWAC: April explained Fixed Route Public Transit advocacy continues. Community Assessment is in the final phase, poverty has been an emerging issue thus far. Grant Season underway.
  + RTSA: Mebane Street has 1 bed available, must complete the application process first, Cheryl brought a copy that explains the process (see attached scanned document). Ron explained that the criteria for SA services with state license are very strict and they could lose their license if a client doesn’t meet the criteria. Cheryl apologized for mix-up with recent referral from Project Homeless Connect. Kim encouraged the agencies involved with the mix-up to stay after the meeting to discuss further. Staff explained that they will be getting surveillance system. Ron stated that their banquet will be held on May 5th with national speakers as a fundraiser along with their Bid & Boogie event in the fall.
  + HOPE: 2 placements available.
  + STEPS: 2 slots open.
  + BHA: No vacancy.

Discussion:

* Cardinal Innovations Memo – A memo was presented at the Jan. 8th meeting asking ACICHA to amend the Nov. meeting minutes. Members agreed to discuss this issue in Feb. Kim provided a copy of the Memo, meeting minutes and materials from Balance of State. The Balance of State documents confirm that the grants were late; Nikki recommended that we scan a copy of each item into one packet and file with meeting materials. A motion was made by Heidi, seconded by Jimmy, all members present agreed and the motion carried (see attached scanned document).
* PHC Review – Kim had attached items for member review with the meeting reminder and agenda. Kim explained that this preliminary data is still in progress and once final will be emailed out again. Point in Time Count and PHC will need to be entered for state by Feb. 20th (Jan, Lynn and Bob will follow-up with Nikki on numbers). Nikki will also need Joel to work on the HMIS report in CHIN in order to check for errors and completeness of data for tracking purposes.
  + Members felt that employment opportunities were huge need at the event.
  + Catherine saw 2 veterans at the event.
  + Heidi shared email from state coalition to end homelessness who attended the event and praised the work of the team and said that Ala. Co. is a model.
* Coordinated Assessment – Kim emailed out the most recent version, a subgroup will be meeting to continue work, and implementation phase is next. Waiting list management and priority placement must be reviewed. The Steering Committee approved the plans for Ala. Co. during the threshold review period. Kim encouraged everyone to read and review the document and make notes of issues or questions. To date the plan has been presented to United Way Board and Community Council. The new dedicated phone line is in at ACAC, but not yet ready to take calls.
* HUD update – HUD awarded 41 projects in BoS for FY 2014 at $5,649,866. They have begun the process for FY 2015 by sending the Grant Inventory Worksheet. NCCEH Staff will be in touch with grantees in coming days and likely will need a quick turnaround.
  + CHIN/NC HMIS change coming, no more CHIN – a new position has been posted (Raleigh).
  + Client Tracks – Need to determine next steps, how can we work with 211, meeting with state forthcoming.
* ACHICHA Governance – A subgroup will be meeting to work on this (Robin, April, Lynn and Kim).
* Upcoming Meetings:
  + PSH Mtg on Feb. 23rd
  + Regional Lead Mtg on Feb 25th (April and Kim will go, Lynn and Shawna can’t attend).

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

Respectfully Submitted, April Durr, United Way of Alamance County