



North Carolina Balance of State Continuum of Care

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Balance of State Steering Committee Meeting 4.5.16

Regional Leads Present:

Sharon Covington, Kim Crawford, Jamal Troublefield, LaTasha McNair, Trina Hill (for Brian Alexander), Joel Rice, Marie Watson, Susan Pridgen, Nicole Dewitt, Jim Cox, Robert Lawler, Marlene Harrison, Emily Locklear, Monica Frizzell, Jennifer Molliere, Linda Brinson (for Ginny Mohrbutter), Mary Mallory

Regional Leads Absent:

Sally Love, Teena Willis, Alvin Foster, Austin Pearce, Mollie Tompkins, Sarah Lancaster, Tyrone Lindsey, Roxanne Curry, Juliet Rogers, Debbie Briscoe Smith

Interested Parties Present:

Lynne James, Talaiaka Williams, Brian Fike, Ursulla Ingram, Melissa McKeown, Patricia Bryant, Twyla Coleman, Amy Steele, Faye Pierce, Ellery Blackstock, Lori Watts, David Jacklin, Nancy Chastain, Brenda Chorzelewski, Bob Bourke, Mark Owen, Tammy Gray

NCCEH Staff Present:

Emily Carmody, Nancy Holochwost, Denise Neunaber

Approval of March Minutes

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

FY 2015 CoC Program Funding Announcement

- HUD announced the CoC program funding awards for Tier 1 on March 9. All Tier 1 projects in the Balance of State CoC application were awarded funding, including the CoC planning grant. The total award for the BoS was \$6,150,229. The list of awards is posted on HUD's website at <https://www.hudexchange.info/onecpd/assets/File/2015-north-carolina-coc-grants.pdf>.
- HUD will make a second announcement regarding projects in Tier 2 and the project that straddled Tier 1 and Tier 2.

Coordinated Assessment

- NCCEH is expecting 26 coordinated assessment plans. Twenty-five have been approved and are now being implemented. One more plan is expected from Rutherford Polk, which is a new Regional Committee.
- The Coordinated Assessment Exchange is a monthly phone call to discuss implementation of coordinated assessment. It is held on the second Tuesday of each month from 3:00 to 4:00. Participants can register for the March 12 call at www.ncceh.org/events/949/. Materials from the calls are posted on the NCCEH website at www.ncceh.org/bos/subcommittees/caexchange/.

- Coordinated assessment outcomes are due on April 15 for coordinated assessment activities from January through March. All Regional Committees except Transylvania and Rutherford Polk are expected to submit outcomes. The required reporting form is posted at <http://goo.gl/forms/QESzakx4xH>. There is also an optional tally sheet and an outcomes training posted at www.ncceh.org/bos/coordinatedassessment.

Letter of Support

- As part of the NC Housing Finance Agency's Supportive Housing Program application process, applicants can request a letter of support from their CoC to submit as part of their application. In the BoS, applicant agencies are asked to submit a form requesting this letter and then NCCEH staff bring the request to the Steering Committee for review and approval.
- The St. John Community Development Corporation submitted a form requesting a letter of support. The form is posted at www.ncceh.org/files/6840/.
- The agency is applying for funding to develop 16 units of affordable housing in Wilson County, which may serve some homeless people. The target population for these units includes:
 - single adults with low income
 - homeless or at risk of homelessness
 - veterans
 - people with disabilities
- Steering Committee members were asked for any questions or discussion.
 - Mary Mallory noted that the community is always looking for opportunities to add to resources to serve homeless people and this would add to their housing inventory. She also noted that the agency has started participating in Regional Committee meetings.
 - Marlene Harrison asked if a certain percentage of the units will be dedicated to homeless clients. Mary noted the agency expects to serve about 20% homeless clients. Denise noted that the application does not require this information, and it would be helpful for the Regional Committee to collaborate with the agency to set up a referral process for homeless clients.
 - Marlene asked if this project will serve people with criminal backgrounds. Mary noted that the agency has not specified this information.
- A motion was made and approved to provide a letter of support to the St. John Community Development Corporation [Harrison, Watson]. All in favor; none opposed.

Regional Committee Restructuring Proposal

- The Regional Committee Restructuring Workgroup was formed in 2015 to discuss and evaluate ways to restructure BoS Regional Committees that could improve the work of the CoC, including creating Regional Committees that function as cohesive systems, increasing regional stability and capacity, and streamlining administration. The workgroup is formed of eleven volunteers from Regional Committees across the CoC. The workgroup has created a restructuring proposal, which is posted at <http://www.ncceh.org/bos/restructuring/>.
- Kim Crawford and Nicole Dewitt, members of the restructuring workgroup, led the presentation about the restructuring proposal.
- The workgroup has identified several benefits of restructuring, including:



- BoS staff time can be moved from administrative tasks to more meaningful work, including providing trainings, visiting Regional Committees, and advocating for needed resources.
- Consolidating Regional Committees reduces barriers to participation in the CoC. Inactive communities can join an existing committee, and committees that are struggling can improve their capacity.
- Having fewer Regional Committees frees up time to work on more focused goals, such as ending veteran homelessness and tracking progress on system performance measures. It also allows staff to focus on issues that impact the CoC's competitiveness for funding.
- The restructuring proposal ensures that all 79 counties in the CoC are included in a Regional Committee.
- The restructuring proposal will not affect the process for CoC funding. This process will continue to be run at the Steering Committee level. If needed, CoC grantees may amend their grants to cover a larger geographic area.
- The ESG application will continue to be run at the Regional Committee level. Funding amounts are determined by the state ESG office on a per-county basis, and new Regional Committees will be able to apply for the funding for all the counties in their area. Currently, not all ESG funds are being utilized by BoS communities because of lack of capacity or programs to apply for funds or because the communities are not active Regional Committees. Restructuring will therefore increase access to ESG funds.
- Steering Committee members were shown a map of the proposed restructuring. This was also presented at the March 4 in-person Regional Lead meeting and is posted www.ncceh.org/bos/restructuring/. The proposal combines the 27 current Regional Committees into 13 committees. Kim noted the workgroup discussed various options for this structure and attempted to make it as logical and useful as possible.
- Regional Committees are being asked to review the proposal, discuss it with their members, and provide feedback to the workgroup by April 30. Each Regional Committee is asked to submit a single feedback form. After all feedback is received, the workgroup will incorporate it into a final version of the restructuring proposal, which will be presented to the Steering Committee at the June 7 meeting.
- If the final proposal is approved, there will be a six-month period of consolidation. This process should include:
 - Visiting each other's Regional Committees and developing relationships with partners
 - Creating transition committees to plan consolidation and ensure all expectations and responsibilities will be met
 - Planning for coordinated assessment and the 2017 Point-in-Time Count
- Expectations for new Regional Committees include:
 - The new Regional Committees will need to elect leadership, including a Regional Lead and alternate, webmaster, Point-in-Time Count lead, coordinated assessment lead, and funding committee lead.
 - Regional Committees will operate their existing coordinated assessment systems during consolidation and then will create new plans by April 1, 2017.



- Regional Committees are encouraged to create meeting schedules and venues that maximize participation and to conduct outreach to inactive counties.
- The proposed timeline for implementation of new Regional Committees is:
 - June 7, 2016: final restructuring proposal is presented to the Steering Committee for potential approval
 - June – December 2016: consolidation phase
 - January 1, 2017: new Regional Committees begin
 - January 25, 2017: Point-in-Time Count conducted within new Regional Committee structure
 - April 1, 2017: new coordinated assessment plans due to the Coordinated Assessment Council (CAC)
- Steering Committee members were asked for questions and discussion about the restructuring proposal.
 - Marie Watson asked what Regional Committees should do if they want to form groups other than the ones proposed. Emily noted that there is a question on the feedback form about this.
 - Joel Rice asked if there will be any TA from NCCEH staff during the consolidation phase. Emily noted that there will be TA provided.
 - David Jacklin asked why Madison County was grouped with Henderson County. Denise noted that this was based on local input that Madison has more in common with Henderson than it does with counties in the Southwest Regional Committee.
 - Marlene asked for more clarity on how the ESG application will work. Denise noted that the ESG office will calculate the pro rata for each county, and it will be up to the Regional Committee to decide how to allocate these funds among projects and whether to cross county boundaries.
 - Nicole asked if it is feasible for Regional Committees to submit their feedback by April 30; people agreed that it was.
- NCCEH has created a webpage to house information regarding the restructuring proposal: <http://www.ncceh.org/bos/restructuring/>. This page includes the restructuring proposal, the map, and the feedback form. NCCEH staff will also create an FAQ document as questions are received and will post it to this page.

Point-in-Time Count Update

- NCCEH staff are currently reviewing agencies' Point-in-Time Count and Housing Inventory Count data in preparation for submitting it to HUD. All PIT forms were due to NCCEH by March 10. Forms are missing from about 30 agencies, 10 of which have been unresponsive. Local PIT leads and Regional Committee leads were asked to assist in getting these forms.
- Once PIT forms are received NCCEH staff reviews and verifies the data for accuracy and consistency. For agencies that use HMIS, the PIT forms are checked against HMIS reports for discrepancies. This process ensures the final PIT and HIC are as accurate as possible.
- The final PIT and HIC is due to HUD on May 2. NCCEH staff will submit the data to HUD on behalf of the BoS. The data will also be posted on the NCCEH website at <http://www.ncceh.org/pitdata/>.



Governance Committee Slate Approval

- There is a new slate of BoS representatives for the HMIS Governance Committee:
 - Corey Root previously filled the BoS seat. Brian Alexander, who is replacing Corey at NCCEH, will now fill this seat. Denise Neunaber will replace Beth Bordeaux as the alternate for this seat.
 - Brian Alexander previously filled the Region 1 seat. David Jacklin, who was the alternate, will now fill this seat, and the alternate seat will be filled by Trina Hill.
- There is an open slot for the alternate for Region 2. Anyone interested in serving can email bos@ncceh.org. If there are no volunteers, staff will identify a candidate and will present this option to the Steering Committee for approval.
- A motion was made and approved to approve the slate of Governance Committee representatives [Dewitt, Molliere]. All in favor; none opposed.

Upcoming Meetings & Reminders

- **Coordinated Assessment Leads:** BoS Coordinated Assessment Exchange
 - Tuesday, April 12, 3:00-4:00 p.m.: <http://www.ncceh.org/events/949/>
- **Coordinated Assessment Leads:** BoS Coordinated Assessment Outcome Forms
 - First Quarter Outcome Forms are due April 15, 2016, for data from January, February, and March 2016
- **Regional Committee Leads:** Regional Committee Restructuring Feedback
 - Feedback forms are due back to the Restructuring Workgroup by April 30, 2016
 - Submit forms here: <http://bit.ly/1LRcV2k>
- **PIT Count Leads:** Send outstanding PIT Count forms to NCCEH and respond to questions from NCCEH staff.

Next Meeting: Tuesday, May 3, at 10:30.

