



North Carolina Balance of State Continuum of Care

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www.ncceh.org/BoS

Balance of State Steering Committee Meeting

2.7.17

Regional Leads Present:

Marilyn Chamberlin, Autumn Culver, Nicole Dewitt, Marlene Harrison, Emily Locklear, Kanika Turrentine, LaTasha McNair, Nicole Boone, Jim Cox, Susan Pridgen

Regional Leads Absent:

Kevin Hege, Donna McCormick

Interested Parties Present:

Jennifer Molliere, Janice Sauls, Tina Rodgers, Linda Brinson, Janice Johnson, Lynne James, Charshae Phillips, Brian Fike, Talaika Williams, Melissa Eastwood, Rasheema Walker, John Barker, Melissa McKeown, Thadeous Carr, Ellery Blackstock, Trina Locklear, Lori Watts, Trina Hill, Glori Keating, Teena Willis, Leila McMichaels, Anise Avery, Kelly Shook, Mary Boyles, Linda Golden, Kathy Bragg, Joel Rice, Roxanne Curry, Monica Frizzell, Roberta Sessoms, Faye Pierce, Shantisha Williams

NCCEH Staff Present:

Brian Alexander, Andrea Carey, Emily Carmody, Ehren Dohler, Nancy Holochwost

Approval of January Minutes

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

Staff Update

- Ehren Dohler has recently joined NCCEH and will be working as a Project Specialist on the Balance of State team. Ehren previously worked on national housing policy at the Center on Budget and Policy Priorities, as the leader of Kansas City's 100,000 Homes campaign, and on a PATH team in Chicago.
- Ehren can be reached at ehren@ncceh.org, bos@ncceh.org, or 919-755-4393.

Letter of Consistency

- The Union County Community Shelter has requested a letter of consistency from the BoS CoC to be included with their application for the NC Housing Finance Agency's Supportive Housing Program.
- Kathy Bragg, the executive director of the shelter, described the proposed program. The agency is applying for funds to build a new shelter facility, which will replace a borrowed facility the program currently operates from. The new facility will expand the number of beds available for single men and women and will add 7 family suites as well as a soup kitchen, food pantry, and offices for case management and rapid re-housing staff.

- Steering Committee members were asked for any questions or discussions about the application; none were raised.
- A motion was made to provide a letter of consistency to the Union County Community Shelter [Dewitt, Harrison]. All in favor; none opposed.

Regional Committee Transition

- BoS staff are holding two upcoming webinars to assist Regional Committees during the transition process:
 - Training for elected webmasters: Thursday, February 9, at 10:00 (register at www.ncceh.org/events/1079)
 - Coordinated assessment webinar: Tuesday, February 14, at 3:00 (register at www.ncceh.org/events/1046)
- BoS staff are also holding in-person funding process workshops in March. Regional Leads, funding process leads, and others involved in regional funding processes are asked to attend. The agenda will cover the ESG competition, how to plan and facilitate a fair and impartial funding process, and how to evaluate projects.
 - Hickory: Tuesday, March 14, 10 AM – 3 PM
 - Regions 1, 2, 3, 4
 - Register at: www.ncceh.org/events/1080/
 - Greenville: Tuesday, March 21, 10 AM – 3 PM
 - Regions 10, 11, 12, 13
 - Register at: www.ncceh.org/events/1081/
 - Greensboro: Thursday, March 23, 10 AM – 3 PM
 - Regions 5, 6, 7, 8, 9
 - Register at: www.ncceh.org/events/1082/
- A workgroup has been created to explore a new structure for the Steering Committee. After the Regional Committee transition, the Steering Committee's voting membership dropped from 26 to 13 people. The workgroup will explore adding additional voting members who can contribute regional or statewide perspectives. The workgroup will also discuss changing the content of Steering Committee meetings and making the group more strategic.

Setting CoC Funding Priorities

- A workgroup is being created to discuss funding priorities for this year's CoC competition. The workgroup will provide recommendations to the Steering Committee with the goal of making decisions before the CoC competition opens.
- The workgroup is expected to meet 2 to 3 times beginning in late March or early April. The first meeting will likely be an in-person meeting in Raleigh. Anyone interested in participating in the workgroups should email bos@ncceh.org with their contact information.

Veteran Homelessness

- Work is underway on the BoS CoC plan to end Veteran homelessness by the end of 2017. The first phase is for Regional Committees to develop their Veteran plans using the template that was approved at the January Steering Committee meeting. The template was sent to Regional



Committees and is also posted on the new BoS Veterans webpage at www.ncceh.org/bos/veterans/.

- BoS staff held two calls with SSVF staff to discuss their part in helping Regional Committees develop their plans. Staff also held a call on February 3 with SSVF providers and Regional Committee leadership. SSVF providers will be reaching out to regional leadership shortly to begin the planning process. Any region that has not heard from their SSVF provider by February 10 should contact bos@ncceh.org.
- Regional Veteran plans are due April 1, 2017.

2017 Point-in-Time Count

- The 2017 Point-in-Time Count was held the night of January 25. Steering Committee members were asked for feedback about how their counts went. People noted that involving homeless people in the planning process, holding the count in conjunction with Project Homeless Connect, and having better weather all helped in getting a more comprehensive count.
- Regional Committees are now working on collecting and reporting PIT/HIC data. Agencies should fill out the PIT Count form for their program type and run HMIS PIT/HIC reports (if the agency uses HMIS). Regional PIT leads should collect all forms and reports, review for completeness, and compile the unsheltered count for each county.
- Regional PIT leads must submit PIT/HIC data to BoS staff:
 - One PIT Count form + HMIS reports (if applicable) from each shelter, transitional housing, rapid re-housing, and permanent supportive housing program
 - One Unsheltered Homeless Count Form for each county in the region
- The data is due by February 17. BoS staff will email the submission link to all PIT leads.
- Blank PIT Count forms and trainings are posted at www.ncceh.org/2017pit-bos/.
- Agencies that use HMIS are asked to run their PIT/HIC reports ahead of time and work with the Data Center on any needed corrections. The NCCEH Data Center has created a PIT/HIC guide for HMIS agencies, which is posted on the NCCEH website at www.ncceh.org/hmis. Agencies should run the following reports:
 - Shelters & transitional housing: 0630 Sheltered-Unsheltered PIT, 0629 Housing Inventory Count, Institutional Discharge
 - Rapid re-housing & permanent supportive housing: 0628 HIC Supplement, Institutional Discharge
- The Data Center will check agencies' bed utilization to ensure it falls within HUD's required range of 65% to 105%, which affects our ability to submit data for the AHAR.
- HUD has made some changes to information that is reported in the HIC, including funding sources, address, and housing type. Data Center staff will work with agencies to ensure this information is entered correctly into HMIS.

Coordinated Assessment

- HUD released Notice CPD-17-01 in late January, which clarified and expanded their guidance on coordinated assessment. The notice also included some new requirements for coordinated assessment implementation. The BoS will need to make some changes to its coordinated assessment process to meet these requirements. CoCs are expected to comply with the notice



by January 23, 2018. BoS staff will work with Regional Committees to implement these changes over the coming year.

- The HUD notice includes several key areas:
 - Non-discrimination: ensuring coordinated assessment does not discriminate against protected classes
 - Lowering barriers: ensuring people are not screened out or presented with barriers that make it more difficult to receive services
 - Access and accessibility: ensuring coordinated assessment is available and accessible to people with severe disabilities or specific needs
 - Emergency services and domestic violence: ensuring there is a method for providing immediate shelter and services to those who need it
 - Waitlist management: determining how to track people who provide limited personal information or do not want their information shared
 - Consent/privacy: creating a plan for how to protect personal information
 - Evaluation: creating a process for gathering feedback from agencies and consumers
- BoS staff have made some updates to the coordinated assessment plan template that Regional Committees are using to create their new coordinated assessment processes. These updates will help Regional Committees incorporate some of the new HUD requirements into their plans. The updates are in two areas:
 - Waitlist management:
 - Process for obtaining consent for sharing personal information
 - Process for managing the waitlist for clients who refuse consent
 - Process for managing the waitlist to maintain confidentiality and safety for survivors of domestic violence
 - Process for how to make a second referral if the first referral is rejected by either the client or the agency
 - System management and oversight:
 - New section that asks how coordinated assessment is accessible to people with disabilities, people with limited English proficiency, and people with limited literacy
- BoS staff reviewed the updated plan template with the Steering Committee.
- Steering Committee members were asked for questions about the proposed changes.
 - Some members had questions and concerns about ensuring accessibility for people with severe disabilities or other conditions that impact communication. BoS staff recommended checking with local DSS and health departments for assistance, and Marilyn Chambers recommended contacting local colleges and universities.
 - Joel asked about whether funds will be available for local coordinated assessment systems. Brian noted HUD has allowed CoCs to reallocate funds to coordinated assessment in the past and may do so again this year, but realistically, these funds will not be enough to cover all communities in the BoS. Regional Committees and BoS staff will need to work together to implement coordinated assessment, and BoS staff will continue to advocate for funds.
- A motion was made to approve the updated coordinated assessment plan template [Rice, Chambers]. All in favor; none opposed.



- BoS staff will post the updated plan template on the website and send it to regional coordinated assessment leads.
- BoS staff are holding a coordinated assessment webinar on Tuesday, February 14, from 3:00 to 4:00. This webinar will cover the updated plan template. Coordinated assessment leads and others working on the plans should attend. Participants can register at www.ncceh.org/events/1046.
- Coordinated assessment outcomes from the fourth quarter of 2016 were due January 15. Outcomes have been received from Randolph, Piedmont, Burke, Onslow, AHRMM, Southwest, Lee-Harnett, Wilson-Greene, Johnston, Rockingham, Henderson, and Foothills. Other Regional Committees should submit their outcomes as soon as possible at <https://goo.gl/forms/aAYSC2Htq15HBRYB3>.

HMIS Update

- The Governance Committee oversees the statewide HMIS implementation. The BoS has four representatives and four alternates on the committee.
- The alternate seat for Region 1 has been vacant. BoS staff recommended Casey McCall from the Salvation Army of Hickory to fill this seat. Casey is an HMIS user and has worked with the Data Center on HMIS data for Catawba County.
- A motion was made to approve Casey McCall as the Region 1 alternate on the Governance Committee [Walker, Locklear]. All in favor; none opposed.

Upcoming Meetings & Reminders

- Coordinated Assessment Leads: Register for coordinated assessment webinar
 - Tuesday, February 14, 3:00 – 4:00 PM
 - Register at www.ncceh.org/events/1046
- Coordinated Assessment Leads: Submit 4th quarter coordinated assessment outcomes
 - Submit at <https://goo.gl/forms/aAYSC2Htq15HBRYB3>
- Webmasters: Register for training
 - Thursday, February 9, 10:00 AM
 - Register at www.ncceh.org/events/1079/
- Regional leadership: Register for in-person funding workshops in March
 - Hickory: Tuesday, March 14, 10 AM – 3 PM
 - Regions 1, 2, 3, 4
 - Register at: www.ncceh.org/events/1080/
 - Greenville: Tuesday, March 21, 10 AM – 3 PM
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 - Register at: www.ncceh.org/events/1082/
- Regional PIT leads: Submit PIT/HIC forms to BoS staff by February 17
 - Submission link will be emailed to leads
- Volunteers for Funding Priorities Workgroup: Email bos@ncceh.org with your contact info



Next Meeting: Tuesday, March 7, at 10:30.

