



# North Carolina Balance of State Continuum of Care

---

bos@ncceh.org

919.755.4393

www.ncceh.org/BoS

## NC BoS CoC Steering Committee Meeting

June 4, 2019 Minutes

**Regional Leads Present:** Kristen Martin, Teena Willis, Mollie Thompkins, Nicole Dewitt, Natasha Elliott, Marie Watson, Emily Locklear, Joel Rice, LaTasha McNair, Melissa Eastwood, Jim Cox

**At-Large Members Present:** Eric Edwards, Deena Fulton, Dora Carter, Parker Smith, Ellen Blackman, Tood Rosendahl, Angela Harper King, Bob Kurtz

**SC Members Absent:** Destri Leger, Kara Desmarais, Ryan Carver, Jessa Johnson, Lisa Phillips

**Interested Parties Present:** Amy Steele, Andrea Merriman, Bonnie Harper, Emily Lowery, Lynne James, Lenize Patton, Lori Watts, Monica Frizzell, Manuel Hyman, Melissa McKeown, Nana Knowles, Paulett Wall, Teresa Robinson, Sarah Lancaster, Talaika Williams, Ursulla Gauthier

**NCCEH Staff Present:** Brian Alexander, Ehren Dohler, Amy Sawyer, Bagé Shade, Jasmin Volkel, Jenn Von Egidy

### Approval of Consent Agenda

- The consent agenda will be voted on as a whole at the beginning of each meeting. Steering Committee members may request to move an item from the consent agenda to the regular agenda, if they feel it requires additional discussion.
- The consent agenda was sent out prior to the meeting and is posted at: <https://www.ncceh.org/files/10127/>
- There being no changes needed, the consent agenda was approved by common consent.

### New Staff Introduction: Amy Sawyer

- Brian introduced Amy Sawyer and gave a brief background of her experience and knowledge as a result of her position as Asheville/Buncombe County CoC Coordinator during their 10-year plan to end homelessness and her role on the United States Inter-Agency Council (USICH). Amy also facilitated the fall NC BoS CoC in-person meeting on ending chronic homelessness.
- Amy gave a brief introduction and stated her excitement at joining NCCEH and working closely with the NC BoS CoC team.

### HMIS@NCCEH Launch

The NC BoS CoC voted to leave the current NC HMIS implementation and change its HMIS Lead to NCCEH from MCAH in December 2017. Staff announced the launch date of HMIS@NCCEH.

- Users should no longer put data into the current NC HMIS system as of 11:59 PM on June 6, 2019. Wellsky, the ServicePoint software vendor will make a copy of our site at that time. It will take several days for the script to run. Once complete, the NCCEH Data Center staff will review to ensure all licenses are current, access is correct, and all necessary reports have been pulled over from the old site.

- HMIS@NCCEH will launch by June 12! Users should wait for final confirmation to start entering data into the new system. NCCEH will release new trainings, forms, documents, and policies and procedures.
- Staff solicited questions and comments.
  - Kristen Martin asked if the HMIS Consent form for the new implementation will be the same as the Coordinated Entry Consent Form.
    - Ehren responded that the intention is for users to only sign one consent form, and he is working with the Data Center to create a form that encompasses the necessary information on the Coordinated Entry form.
    - Brian added the new consent form would be more inclusive of the By-Name List sharing needs.
  - Kristen asked if the new form would ask about the Coordinated Entry Lead like the current Coordinated Entry Release Form.
    - Ehren stated that was a good question, and he would need to bring that point up with the Data Center.
- Brian added that the website has more information about the launch of HMIS@NCCEH: <https://www.ncceh.org/hmis/launch/>

## 2019 CoC Competition

- HUD announced the initial steps of the 2019 CoC competition.
  - Registration has been submitted and verified by HUD.
  - The GIW was submitted prior to April 17 deadline and has now been verified with HUD.
  - The NOFA is expected to be released in late June at the earliest because of where HUD is in their process. Staff will send a notification of the NOFA to our NC BoS CoC email distribution list upon release.
  - System Performance Measures were submitted to HUD on May 30<sup>th</sup>.
- 2019 CoC Funding Priorities and Scorecards were approved at the May Steering Committee Meeting and can be found on the website:
  - [CoC Funding Priorities](#)
  - [New Project Scorecard](#)
  - [Renewal Project Scorecard](#)
- The Intent to Apply form has been released. If agencies are interested in applying for a new CoC project in the NC BoS CoC in the FY2019 competition, they will need to fill out this form. NCCEH staff will be in touch to discuss proposed projects. It is mandatory that all agencies wanting to apply for new CoC funding complete an Intent to Apply form. The deadline to apply is 2 weeks after the release of the CoC Competition Notice of Funding Availability (NOFA). The 2019 Intent to Apply Form can be found at: <http://bit.ly/2t8YKQa>.
  - Intent to Apply forms are accepted on a rolling basis and are non-binding.
  - Staff will set up a phone call with agencies to talk about thresholds, program design, and any questions the agency has.
  - The CoC needs agencies to apply for funds that can run effective programs. Regional Committee leadership and at-large members can help with recruitment.
  - Agencies interested in applying should:
    - Have capacity to operate CoC programs
    - Have knowledge of best practices
    - Have a willingness to serve the most vulnerable people



- [New CoC Project webinar](#)
  - CoC eligible activities
  - Overview of NC BoS CoC Application Process
  - Thresholds and standards for applying
  - Helpful hints to get started
- [Renewal CoC Project webinar](#)
  - Overview of NC BoS CoC Application Process
  - Common errors and mistakes
  - New resources to help with the application
  - Helpful hints
- Staff solicited questions or comments. None expressed.

**Partners CoC Grant Transfer**

Partners BHM submitted a request to transfer their PSH CoC grant at the end of 2018. NC BoS CoC had 3 applicants for the grant. The Significant Change Policy obligates the Project Review Committee to review materials submitted by an agency interested in taking over the advertised grant.

- The Project Review Committee was to meet to provide a recommendation for the Partners PSH grant transfer, but the process failed due to lack of participation by committee members.
  - Attempted to hold two meetings: orientation meeting – 1 member attended
  - Review and score applications: 1 member followed scored applications
  - Second meeting to discuss options and provide recommendation – no members attended
- This process must move forward, but the NC BoS CoC cannot rely on the current slate of Project Review Committee members to participate. The Steering Committee will need to take over the review responsibilities and approve an action for the grant transfer.
- Special Steering Committee meeting
  - A Doodle Poll will be sent out to choose a date for a Special Steering Committee meeting.
  - Conflict of Interest for Steering Committee members involved in the transfer will be taken into account. The following agencies can be present on the call, and contribute to quorum, but staff shall abstain from voting:
    - NC Department of Health and Human Services
    - Community Link
    - Partners BHM
- Regional Committees who have chosen a PRC representative need to verify that they are willing to participate. For Regional Committees who have not chosen a PRC representative, please do so by June 30<sup>th</sup>.
- Elected Project Review Committee representatives:

|                            |        |          |
|----------------------------|--------|----------|
| <b>At-Large Member</b>     | Dora   | Carter   |
| <b>Region 2</b>            | Alyce  | Knaflich |
| <b>Region 5 – Piedmont</b> | Andrea | Merriman |
| <b>Region 6 – PRACC</b>    | Carl   | Thompson |
| <b>Region 7</b>            | Kay    | Johnson  |



|                            |          |          |
|----------------------------|----------|----------|
| <b>Region 9 - Tar Heel</b> | James    | Mercer   |
| <b>Region 10</b>           | Deniece  | Cole     |
| <b>Region 12</b>           | Gabriele | Gonzalez |

### ESG Lead Elections

The Emergency Solutions Grant is expected to be released mid- July 2019. The NC BoS CoC is beginning preparations for the funding competition now.

- Regional Committees are responsible for running a local competitive processes, soliciting, reviewing, and selecting project applications.
- Funding priorities should assist communities to design their process and make good decisions.
- ESG Funding Process Lead role:
  - Serve as primary contact for Regional Committee and NC BoS CoC staff for the ESG competition
  - Organize annual ESG competition activities for the Regional Committee
  - Facilitate the formation of a funding committee to oversee and provide recommendations for the ESG competition
- Every Regional Committee needs to elect their ESG Funding Process Lead (FPL) by Monday, July 1<sup>st</sup>. ESG Funding Process Leads should not be from an agency receiving or applying for ESG Funds due to conflict of interest.
  - Regions missing a FPL: 1,3, 4, 5, 6, 8,11
  - Submit your ESG FPL here: <https://forms.gle/j6f7NEFK7rpsBpZX9>
- ESG Funding Process Orientation Webinar
  - Thursday, July 11<sup>th</sup> 11:00 AM - Noon
  - Register: <https://www.ncceh.org/events/edit/email/1346/>

### Anti-Discrimination Policy

The Steering Committee approved the original Anti-Discrimination policy in Spring 2018. The 2019 Anti-Discrimination Policy has expanded the current policies to include more guidance and procedures. The draft of the policy is posted: <https://www.ncceh.org/files/10173/>

- These policies and procedures aim to ensure safety, dignity, and well-being of all individuals and families served by programs in the NC BoS CoC.
- The NC BoS CoC's Anti-Discrimination Policies and Procedures apply to staff, volunteers, and contractors at all partner agencies.
  - Mandatory for agencies that receive CoC and ESG funding
- Anti-Discrimination Policy now includes procedures for:
  - NC BoS CoC
  - Agencies
  - Staff, Volunteers, and Contractors
- Expansion includes the following policies:
  - Transgender and Gender Nonconforming Policies and Procedures
  - Family Separation Policy
  - Faith-Based Activities Policy
  - Grievance and Anti-Retaliation Policy and Procedures
- Agencies shall incorporate the language used in the NC BoS CoC Anti-Discrimination Policies and Procedures into their own Policies and Procedures
- Appendix
  - Appendix 1: Resources



- [Notice of Rights](#)
- [HUD Equal Access Final Rule](#)

○ Appendix II: Checklist Questions

| YES | NO | Checklist Questions:  | Notes |
|-----|----|---|-------|
|     |    | Does your agency have an Anti-Discrimination policy?  |       |
|     |    | Is there a stated plan to train new staff and clearly communicate this policy during the onboarding process? Is annual training provided for staff, volunteers, and contractors?  |       |
|     |    | Does the intake process include a copy of the agency's Anti-Discrimination policies to clients or people presenting for services.   |       |
|     |    | Does the Policy Refer to Department of Housing Urban and Development (HUD) Equal Access Rule, anti-discrimination and privacy laws, and all other federal, state, and local non-discrimination and privacy law?   |       |
|     |    | Is there a clear statement about non-discrimination because of race, ethnicity, color, national origin, language, ancestry, religion, sex, familial status, age, gender identity, LGBTQ+ status, marital status, domestic or sexual violence victim status, or sensory, mental, or physical disability? |       |
|     |    | Is there an equal access policy?  |       |
|     |    | If there is an equal access policy: Does it include specific procedures for working with transgender and gender nonconforming persons?  |       |
|     |    | Is there a family separation policy?  |       |
|     |    | Is there a faith-based activities policy?   |       |
|     |    | Are procedures spelled out that demonstrate how the clients, agency, staff, volunteers, and contractors will carry out the agency's anti-discrimination policies?   |       |
|     |    | Are there grievance and anti-retaliation policies and procedures? If so, are they shared with each person presenting for services?  |       |

- Staff solicited questions and comments.
  - Deena Fulton expressed confusion around a double-negative in a bullet point on the first page of the policy.
    - Staff agreed the sentence could be re-written to provide more clarity. Staff also suggested that the policy could be approved contingent upon the bullet being re-written.
  - LaTasha McNair asked for a deadline to have the Anti-Discrimination Policy language reflected into agency policies and procedures.
    - Staff stated that if the policy is approved by the NC BoS CoC Steering Committee today, the policy is effective as of today, June 4, 2019. It may take agencies some time to update their policies and procedures and go through local approval steps. . However, updates would need to be made prior to any monitoring by HUD (or the ESG office) as they will be reviewing program policies and procedures to ensure compliance with CoC Anti-Discrimination Policies. If an agency has upcoming monitoring visits scheduled and cannot update policies and procedures prior to monitoring, they should be able to state a timeline for when their edits will be made. NCCEH staff will not be reviewing policies and procedures until the CoC or ESG funding competitions.
  - Jim Cox asked if he needed to present the proposed policy at a Regional Committee meeting prior to voting on it.



- Staff stated that the Regional Committee needs to be made aware of the Anti-Discrimination policy and that the NC BoS CoC, and ESG- and CoC-funded agencies are required by HUD to have it. The CoC has had an approved policy for over a year, and this policy simply provides more information for policies and procedures.
- A motion was made to approve the 2019 Anti-Discrimination Policy [Edwards, Martin]. All in favor, none opposed.

### **Coordinated Entry Evaluation Changes**

HUD requires a robust annual evaluation of the Coordinated Entry system. In 2019, the CE system was evaluated for the first time through surveys for clients and providers who participate in the CE system. The Coordinated Entry Council is planning for the 2020 evaluation.

- Suggestions for improvement from the CE Council:
  - Survey RRH participants at entry, rather than once a year.
  - Survey PSH participants over a 2- or 3-month period.
  - Survey people currently experiencing homelessness the same as last year.
  - Over 2-week period after the VI-SPDAT.
  - Conduct evaluation in March or April of each year to avoid other funding cycles.
- Staff solicited questions and comments.
  - Brian asked Ehren for clarification on whether Spring 2020 would be in compliance with HUD's requirement for the evaluation to be conducted annually.
    - Ehren stated his reading of the regulations does not reflect that the evaluation needs to be done every 12 months, but that an evaluation done in each calendar year should suffice.
    - Brian stated we may need to discuss this timeline with the ESG office since a CE evaluation is an application requirement for their funding process.

### **2019 PIT/HIC Update**

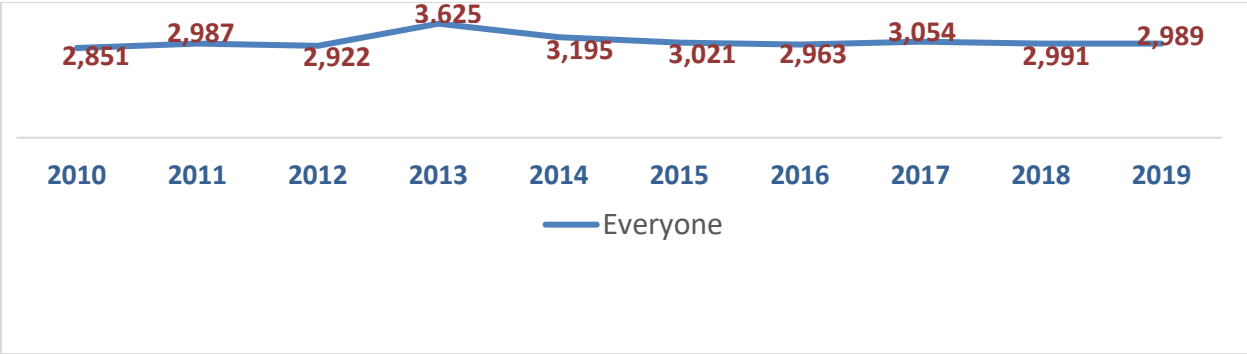
2019 PIT/HIC submissions from all CoCs in the nation will be reviewed by HUD technical assistance providers. This initial report will be made final once we receive the "all clear" from HUD. NCCEH staff reviewed preliminary 2019 PIT data with Steering Committee members during the May Steering Committee meeting and want to provide a recap and see if any questions have arisen.

- Staff thanked the NC BoS CoC for their involvement in the 2019 PIT/HIC count. Data was submitted both through HMIS and online forms this year.
- Amy is working to follow up with people that have requested PIT numbers for their region or county.

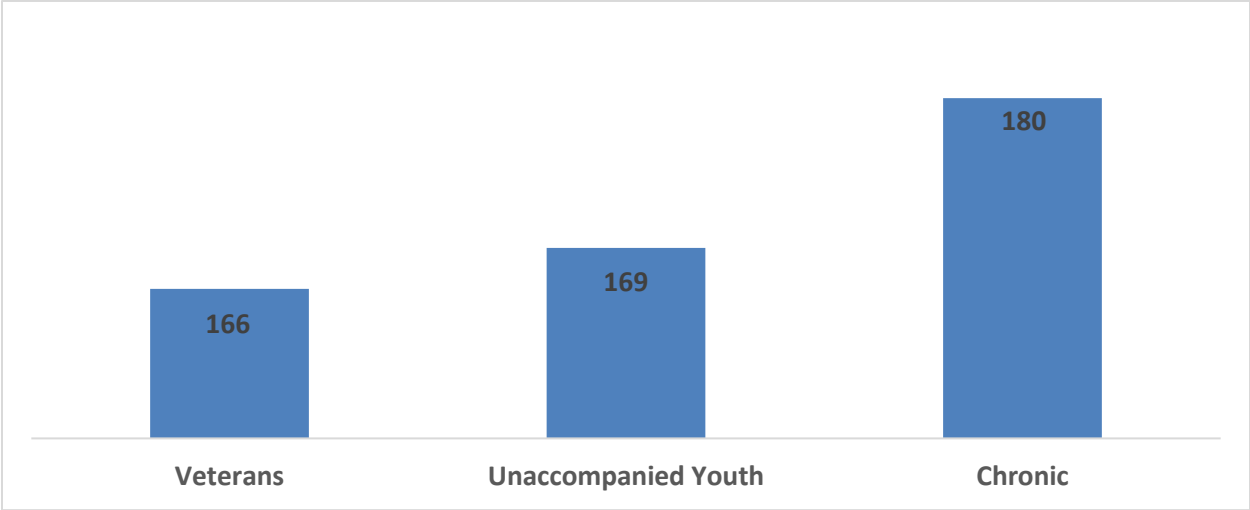
The following graphs were presented to Steering Committee members:

- NC Balance of State CoC has seen a 5% increase in its PIT since 2010.
  - 2019 total count: 2,989 individuals
    - Individuals: 2,211
    - People in families: 776
    - Child-only Households: 2

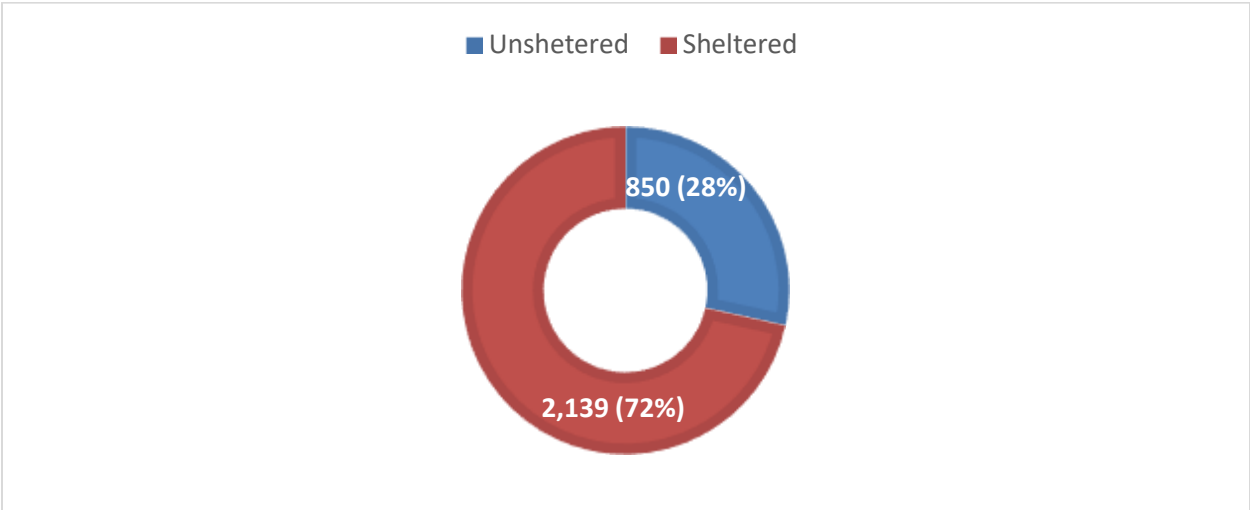




- Subpopulations



- Sheltered and Unsheltered



- Programs reporting: HMIS and Non-HMIS
  - DV cannot enter data into HMIS

|                             | HMIS      | Non-HMIS Total |  | Non-HMIS (Non-DV) | Non-HMIS DV Only |
|-----------------------------|-----------|----------------|--|-------------------|------------------|
| <b>Emergency Shelter</b>    | <b>28</b> | <b>85</b>      |  | 40                | 45               |
| <b>Transitional Housing</b> | <b>12</b> | <b>33</b>      |  | 28                | 5                |
| <b>Rapid Rehousing</b>      | <b>21</b> | <b>3</b>       |  | 2                 | 1                |
| <b>Permanent Housing</b>    | <b>22</b> | <b>36</b>      |  | 36                | 0                |
| <b>Total</b>                | <b>83</b> | <b>157</b>     |  | 106               | 51               |

- Unsheltered Count
  - 52 Counties participated
  - 755 Households counted with 850 individuals

|                 |            |                 |           |                  |           |                        |           |
|-----------------|------------|-----------------|-----------|------------------|-----------|------------------------|-----------|
| <b>Region 1</b> | <b>124</b> | <b>Region 4</b> | <b>72</b> | <b>Region 8</b>  | <b>12</b> | <b>Region 12</b>       | <b>21</b> |
| Cherokee        | 1          | Davie           | 8         | Robeson          | 12        | Beaufort               | 5         |
| Clay            | 6          | Iredell         | 32        |                  |           | Bertie                 | 1         |
| Graham          | 1          | Surry           | 32        | <b>Region 9</b>  | <b>14</b> | Martin                 | 1         |
| Haywood         | 32         |                 |           | Franklin         | 4         | Pitt                   | 14        |
| Jackson         | 11         | <b>Region 5</b> | <b>81</b> | Halifax          | 1         | <b>Region 13</b>       | <b>39</b> |
| Macon           | 70         | Cabarrus        | 35        | Vance            | 6         | Carteret               | 2         |
| Madison         | 1          | Davidson        | 7         | Warren           | 3         | Craven                 | 14        |
| Swain           | 2          | Rowan           | 10        |                  |           | Onslow                 | 23        |
|                 |            | Stanly          | 16        | <b>Region 10</b> | <b>75</b> | <b>Unknown Region*</b> | <b>11</b> |
| <b>Region 2</b> | <b>40</b>  | Union           | 13        | Duplin           | 2         | Unknown County*        | 11        |
| Henderson       | 16         | <b>Region 6</b> | <b>5</b>  | Greene           | 1         |                        |           |
| Polk            | 1          | Alamance        | 4         | Lenoir           | 34        |                        |           |
| Rutherford      | 1          | Person          | 1         | Wayne            | 25        |                        |           |
| Transylvania    | 22         |                 |           | Wilson           | 13        |                        |           |
| <b>Region 3</b> | <b>88</b>  | <b>Region 7</b> | <b>88</b> | <b>Region 11</b> | <b>22</b> |                        |           |
| Alexander       | 4          | Harnett         | 6         | Camden           | 1         |                        |           |
| Burke           | 28         | Lee             | 60        | Hertford         | 1         |                        |           |
| Caldwell        | 4          | Randolph        | 10        | Pasquotank       | 19        |                        |           |
| Catawba         | 50         | Richmond        | 12        | Perquimans       | 1         |                        |           |
| McDowell        | 2          |                 |           |                  |           |                        |           |

\*We could not ascertain the region/county for 11 people who were interviewed.

- Staff is conducting PIT/HIC debrief calls to garner feedback about the process.
- Staff solicited questions and feedback.
  - Kristen Martin expressed the PIT numbers are very different from her coordinated entry numbers.
    - Ehren stated he would like to have a conversation with her to see where the differences may lie. He also noted that people may be on the By-Name List but happen to be staying somewhere on the evening of the count.
    - Brian stated that the By-Name List is a good tool to use during the PIT night to ensure everyone is captured.





## Meetings and Reminders

- **CoC New Applicant Webinar** February 28, 10:00-11:30 AM  
Recording: <http://bit.ly/2tNCcEU>
- **CoC Renewal Applicant Webinar** March 7, 11:00 AM- 12:00 PM  
Recording here: <http://bit.ly/2UweclD>
- **VAWA Emergency Transfer Plan Webinar** April 17, 11:00 AM-Noon  
Recording here: <http://bit.ly/2GA4UQS>
- **Coordinated Entry Council** June 11, 2:00-3:30 PM  
View the presentation: <https://global.gotomeeting.com/join/791696621>  
Phone: [+1 \(646\) 749-3112](tel:+16467493112) Access Code: 791-696-621
- **NC BoS CoC HMIS User Meeting** June 20, 1:00-2:30 PM  
Register here: <https://www.ncceh.org/events/1305/>
- **Funding and Performance Subcommittee** June 6 & 27 11:00 AM-Noon  
View the presentation: <https://global.gotomeeting.com/join/791696621>  
Phone: [+1 \(646\) 749-3112](tel:+16467493112) Access Code: 791-696-621
- **Anti-Discrimination Webinar** June 27, 2:00-3:00 PM  
Register here: <https://www.ncceh.org/events/1340/>

*Next Steering Committee Meeting: Tuesday, July 9, 2019 at 10:30 AM*

