NC BoS CoC Steering Committee Meeting
December 3, 2019 Minutes

Regional Leads Present: Destri Leger, Emily Locklear, Emily Lowery, Jim Cox, Kristen Martin, LaTasha McNair, LaTonya Penny, Joel Rice, Melissa McKeown, Teena Willis

At-Large Members Present: Angela Harper King, Ellen Blackman, Parker Smith

SC Members Absent: Marie Watson, Todd Rosendahl, Lisa Phillips, Tharesa Lee, Deena Fulton

Interested Parties Present: Amy Steele, Bonnie Harper, Brooke Mickelson, Catrina Martin, Lynne James, Karisa McDaniel, Lori Watts, Monica Frizzell, Melissa Eastwood, Natasha Elliott, Rebecca Snyder, Renee Urban, Teresa Robinson, Sonia Gibbs, Tambra Chamberlain, Teresa Allen, Tonya Rathbone, Tujuanda Sanders, Alyce Knaflich, Amy Modlin

NCCEH Staff Present: Brian Alexander, Ehren Dohler, Jenn Von Egidy, Kevin McNamee, Debra Susie

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/bos/steeringcommittee/
- There being no changes needed, the consent agenda was approved by common consent.

New CoC Staff
Brian introduced two new staff members on the NC BoS CoC team: Kevin McNamee and Debra Susie. Kevin has worked in direct services with persons experiencing homelessness for the past 7 years. Debra comes to us with 20 years of leadership experience at a statewide poverty coalition in Florida.

Governance Charter Updates
The NC BoS CoC Governance Charter is updated annually, as required by HUD. The following has been updated to reflect changes in 2019:
- Code of Conduct
- Racial Equity Subcommittee
- Adding alternate/proxy for at-large members
- Small typos

Draft charter: https://www.ncceh.org/bos/steeringcommittee/

Code of Conduct Policy
- NCCEH staff will set a Code of Conduct framework for all regions. Based off this framework, regions will develop a Code of Conduct to include specific needs of the region.

- The policy shall cover conflict of interest in regard to serving on funding review and selection committees and abstaining from voting when there is a conflict of interest present.
- The policy will be updated annually, and approval of the policy will be recorded in Regional Committee minutes.

Racial Equity Subcommittee

In response to the Racial Equity Assessment done in the NC BoS CoC, the CoC is soliciting members to participate in a Racial Equity Subcommittee to push forward next steps.

- Responsibilities of the subcommittee include:
  o Regular meetings throughout the year. The meeting schedule is determined by subcommittee members.
  o Oversees implementation of the annual Racial Equity Assessment and analyzes data collected to create a final report for the CoC Application.
  o Recommends data-informed action steps to the NC BoS CoC Steering Committee to improve equity across the CoC.
- Statement of inclusion
  o The NC BoS CoC believes that inclusion is a critical part of developing and providing best practice homeless services.
  o For this reason, the CoC believes the members of the Racial Equity Subcommittee should reflect the diversity of homeless service networks in regard to race, ethnicity, gender and gender identity, sexuality, age, education, ability, and lived experience with homelessness.
- We are hosting an open call for members with a passion for racial equity to join us!
  o Membership on the subcommittee is open to all stakeholders in the CoC.
  o Regular meetings throughout the year. The meeting schedule is determined by subcommittee members.
  o Submit your interest here: https://forms.gle/ufE5r5MghKhdek5z5

Staff solicited questions or comments. None expressed.

A motion to approve the Governance Charter revisions was made [Penny, Martin]. All in favor, none opposed. The motion passed by unanimous consent.

Steering Committee At-large Member Elections

The Steering Committee needs at-large members that will provide collaboration between their agency/sector and the NC BoS CoC to better serve people experiencing homelessness.

- Nominations Committee Membership: Monica Frizzell, LaTonya Penny, Jim Cox, Paullett Wall

At-large Members come from 3 Distinct Categories

Type of Seat	# of seats	Sectors/Agencies
Lived experience	1-2	n/a
State government	3-6	Department of Health and Human Services Department of Public Safety Housing Finance Agency Department of Education Department of Military and Veteran Affairs Department of Commerce
Other at-large	3-5	Health care sector Business sector Public housing agency Domestic violence services or advocacy sector Legal services Youth services or advocacy sector

Current At-large Members that have expressed an interest to renew for 2020

Deena Fulton, North Carolina Coalition Against Domestic Violence

Parker Smith, Pisgah Legal Services

Jessa Johnson, NC Department of Health and Human Services

Ellen Blackman, North Carolina Housing Finance Agency

Angela Harper King, NC Department of Health and Human Services

Todd Rosendahl, PointSourceYouth

Lisa Phillips, NC Homeless Education Program

Eric Edwards, Lived experience

Based on the current slate of at-large members, these categories have vacancies

State Government	Open slots: 2
Department of Public Safety	
Department of Military and Veteran Affairs	
Department of Commerce	

Other Sectors with state-wide Focus	Open Seats: 2
Business	
Public Housing	
Healthcare	
Lived Experience	Open Seats: 1

- Staff is still soliciting members for Government Sectors and lived experience.

The Nominations Subcommittee has assisted to make recommendations for new at-large steering committee members.
- Brooks Ann McKinney, Moses Cone Healthcare
- Michael Dineen, Public Housing Authority of the City of Lenoir and NC PHA Director's Association

2020 At-large Member Slate

Lived Experience 1 seat	Eric Edwards, Transylvania Association for Disabled Citizen	
Partner Sectors 6 seats	Deena Fulton, North Carolina Coalition Against Domestic Violence	Parker Smith, Pisgah Legal Services
	Ellen Blackman, NC Housing Finance Agency	Todd Rosendahl, Point Source Youth
	Brooks Ann McKinney, Moses Cone Healthcare	Michael Dineen, NC PHA Director's Association
Government 3 seats	Angela Harper King, NC DHHS, Division of MH/DD/SA Services	Lisa Phillips, NC Homeless Education Program, DCDPI
	Jessa Johnson, NC DHHS, Supportive Housing Policy Director	

2020 Steering Committee Member Orientation
- December 12, 10:00 A.M.
  Presentation: https://global.gotomeeting.com/join/791696621
  Audio: (646) 749-3112 Access Code: 791-696-621

Staff solicited questions and comments.

- Tambra Chamberlin introduced herself and expressed interest in serving as an education sector at-large member.
  - Jenn explained we currently have the education sector filled by Lisa Phillips at the NC SERVE Center, but that we would value Tambra's experience and service on a subcommittee.

A motion was made to approve the 2020 at-large member slate [Penny, Cox]. All in favor, none opposed. The motion was approved by unanimous consent.

Regional Committee Elections for 2020 should be complete by December 31

2020 Regional Committee Elections should happen in 4th quarter meetings!	Regional Lead
	Regional Alternate
	Webmaster
To promote coverage, a single agency should not fill more than 2 leadership positions on the Regional Committee	Coordinated Entry Lead
	PIT Lead (starts in 4th quarter of 2019)
	ESG Funding Process Lead
	CoC PRC Representative

- All Regional Committees are asked to submit names and contact info for their leadership positions to NCCEH staff by December 31: https://forms.gle/papqWv4qzXEZZ4jq8

2020 Point-in-Time/Housing Inventory Count

2020 Goal: The NC Balance of State CoC will complete an accurate and comprehensive Point-In-Time and Housing Inventory Count in 2020 throughout all of our regions.
- Number of counties reporting '0' unsheltered individuals increased from 26 in 2018 to 27 in 2019.
- Number of counties reporting '1-5' unsheltered individuals increased from 13 in 2018 to 22 in 2019.
- Things to think about when planning for an conducting an unsheltered count:
  - Start planning early
  - Engage agencies/organizations/groups in the community that might come into contact with this population
    - Law enforcement
    - Soup kitchens/food programs
    - Outreach programs: i.e. SSVF programs
    - Youth providers
  - Build a list of known or potential locations where people living unsheltered might be
  - Advertise in the community
  - Solicit for and train volunteers

The unsheltered population is the most vulnerable that we serve because they are not accessing emergency housing of any kind and may not be accessing services at all.

PIT/HIC data is an important tool and resource for your communities
- Inclusive count of homeless populations

- o Includes non-HMIS agencies
- o Includes unsheltered homeless populations
- Can use local and regional data to:
  - o Understand size and scope of the homeless population
  - o Assess system for gaps
    - Do your programs match the needs of your population?
  - o Track increases or decreases
  - o Locate and engage unsheltered homeless populations
  - o Raise community and political awareness of homelessness

The PIT count provides a snapshot of the system on any given night. *This year's count is on Wednesday, January 29, 2020!*

What we are counting:
- Beds and units
  - o What capacity do we have to provide emergency shelter and transitional housing?
  - o What capacity do we have to provide permanent housing like rapid rehousing and permanent supportive housing?
- People
  - o How many people are experiencing homelessness?

Key Terms
- Point-in-Time Count (PIT)
  - o Count of everyone experiencing literal homelessness as defined by HUD
- Housing Inventory Count (HIC)
  - o Count of the beds in the homeless service system
    - Temporary: Shelter and transitional housing
      - While here, people are counted as experiencing literal homelessness
    - Permanent: Rapid rehousing and permanent supportive housing
      - While here, people are not counted as experiencing homelessness, but we still us the surveys to inform our reports.

PIT Count
- Unsheltered Count: People in places not meant for human habitation
  - o Outdoors
  - o Tents/encampments
  - o Vehicles
  - o Bus or train stations
  - o Abandoned buildings
- Sheltered Count: People staying in emergency shelter or transitional Housing dedicated to people experiencing homelessness

Data Collection for PIT

Unsheltered	Sheltered Count		
	HMIS ES + TH	Non-HMIS ES + TH	
Counting Us App	HMIS Reports	Counting Us App	Aggregate Reports*
Night of Count: Jan 29 Service Based Counts: Jan 29-Feb 5	Work with NCCEH Data Center to finalize data and submit reports	Night of Count: Jan 29 Service Based Counts: Jan 29-Feb 5	NCCEH staff can assist agency staff to gather and report data by 2/14/20

Counting Us App

The Counting Us App is a different app from last year, but it will have a very similar front-facing presentation to last year's app. The back end will be more streamlined so staff can collect data and report it back quicker to Regional Committees than last year.

- New/Improved from last year
- Used nationwide
- Includes expert technical support
- Includes all questions required by HUD
- Use on phones, tablets, computers
- Low-barrier access and use (does require sign-up)
- Ongoing training dates for everyone starting in November
- Available for agencies and volunteers to practice with starting in mid-November.
- App will "go live" on the night of the count
- Data submitted will be immediately able to be viewed, allowing for quicker response and reporting

HIC

- Number of beds and units
  - Temporary Sheltered
    - Emergency shelter
    - Transitional housing
  - Permanent Housing
    - Rapid rehousing
    - Permanent supportive housing
    - Other permanent housing
- Number of people in beds and units
  - Summary of people served

Data Collection for HIC

Temporary Sheltered	Permanent Housing

HMIS ES + TH	Non-HMIS ES + TH	HMIS RRH + PSH + OPH	Non-HMIS RRH + PSH + OPH
HMIS Reports: Work with NCCEH Data Center to finalize data and submit reports	**People Count:** Counting Us Survey App (Due 2/5/2020) **Bed + Unit survey** with NCCEH staff (Due 2/28/20)	HMIS Reports: Work with NCCEH Data Center to finalize data and submit reports	**People Count:** Counting Us Survey App (Due 2/5/2020) **Bed + Unit survey** with NCCEH staff (Due 2/28/20)

Regional Teams Benchmarks

Date	Benchmark
October	Regional Committees identify Regional Count Team Leads
Nov 8	Confirm who the Regional Count Lead is with NCCEH
Nov 8-Nov 20	Regional Lead assembles a Regional Count Team
Nov-Jan	Regional Count Team meets regularly to prepare for the count
Nov-Jan	Keep NCCEH and Regional Committee informed of progress and participate in planning calls with other Regional Teams.
February	Wrap Up: Regional Committee works with Regional Count Team to thank team members, agencies, donors, and volunteers

Several Regional Committees need to elect a PIT/HIC Lead

Regional Committee	Elected PIT/HIC Lead
1	
2	Emily Lowery
3	
4	
5	
6	
7	
8	Emily Locklear
9	Melissa Elliott

10	
11	Erica McCloud
12	Jim Cox/Linda Mandell
13	Lenize Patton

- Please send name and contact information for your elected PIT/HIC Lead ASAP to: http://bit.ly/2miDTKj

NCCEH Trainings and Open Office Sessions

Date	Time	Focus
November 13	1:30-2:30	Conducting the count & Orientation to the App (*Recording posted*)
November 20	1:30-2:30	Virtual Open Office Session
November 25	1:30-2:30	Conducting the count & Orientation to the App (*Recording posted*)
December 11	1:30-2:30	Virtual Open Office Session
December 18	1:30-2:30	Conducting the count & Orientation to the App
January 15	1:30-2:30	Virtual Open Office Session
Trainings: Conducting the Count & Orientation to the App		Trainings open to all: Regional Team members, Agency Staff, and Volunteers. Cover basics of participating in a count and orientation to the App.
Virtual Open Office Sessions		Virtual Open Office Sessions are for anyone involved in the count can join the call and ask questions about the App, conducting surveys, etc.

Planning and Trainings calls for Regional PIT Leads and teams

Date	Activity
November 6 – 1:30-2:30	Orientation (*Recording posted*)
December 4 – 1:30-2:30	Review Progress/Volunteer Recruitment
January 8 – 1:30-2:30	Review Progress/Problem Solving
January 22 – 1:30-2:30	Last Minute Prep

- This page on the NCCEH website is the go-to place to find regular updates, trainings, and other important information: https://www.ncceh.org/datacenter/pointintimehowto/

Family Reunification Voucher (FUP) MOA

The 2019 Family Reunification Program (FUP) NOFA has been released.
- For PHAs to serve:
  - Families for whom the lack of adequate housing is a primary factor in the imminent placement of a family's child in out-of-home care or the delay in the discharge of a child to the family from out-of-home care.
  - Youth between 18-24 who left foster care or will leave foster care within 90 days and are homeless or at-risk of becoming homeless.
- Applications due December 17, 2019.

The NOFA requires a MOA between PHAs, child welfare (FUP Liaison), and the CoC
- Details responsibilities to collaborate with
  - PHA
  - FUP Liaison: DSS, foster homes, etc.
  - CoC
- Requires
  - PHA to work with CoC and FUP Liaison to develop data tracking systems
  - PHA to attend CoC meetings (at least quarterly)
  - Participation in the CE process

We have gotten one MOA request from Western Piedmont Council of Government
- Vouchers
- Region 3: Catawba, Burke, Alexander, and Caldwell Counties

We anticipate more requests for MOAs prior to the December 17 deadline

Staff solicited questions or comments.
- Tambra Chamberlin leads a youth subcommittee in Region 7 and expressed questions about getting vouchers in her region for the unsheltered youth population.
  - Ehren responded that staff could see if any neighboring PHAs currently have FUP vouchers that could be used in these counties. He also suggested that there is still time to get local PHAs to apply for this year's NOFA.

A motion was made to approve any MOA requests that come in for the 2019 FUP NOFA [Martin, Smith]. All in favor, none opposed. Motion approved by unanimous consent.

ESG Debrief

NC BoS CoC Conditional Funding Award notices have been released. All amounts are conditional until contracts are executed.

Region/LPA	Total*
1	$124,850
2	$116,741
3	$158,148

4	$107,900
5	$284, 827
6	$107,007
7	$361,130
8	$166,920
9	$0
10	$182,573
11	$107,727
12	$149, 911
13	$147,032
NC BoS CoC total*	**$1,580,028**

- ESG Resources
    - ESG Orientation Webinar recording: http://bit.ly/2KHYnVJ
    - ESG Office Website

ESG Funding Process Lead Survey
NC BoS CoC staff sent out a survey to be completed by the regional Funding Process Leads. The survey asked questions related to the technical assistance and support provided to the leads and regions for the ESG application process.

- Received results from 8 of the 13 regions
- Asked about satisfaction with the following CoC staff support:
    - Technical Assistance: Status calls and other correspondence
    - ESG Scorecard Webinar and Q & A Session
    - Staff feedback on ESG Applications
    - Overall Impressions
- What did staff get right?
    - Staff was responsive to questions asked either during status calls, webinars, or through one-on-one contact.
    - Staff created collaboration with regional partners to make sure it all got done.
    - Staff posted materials to the website to be referred back to later.
    - Phone calls and benchmarks created by staff helped regions to stay on a tight timeline.
    - What issues and questions were raised in the survey responses?
- Scorecard
    - Some found wording and jargon confusing
    - Lack of nuance and ability to negotiate points
- Staff Review of applications
    - Long turn-around time
    - Felt like running two separate competitions
- Overall Impression

- o Conflicting information from ESG and NC BoS CoC
- o Lack of Steering Committee input on the review process

Open Discussion
- What feedback do you have?
- What questions does this raise for you?
- Does the process need to evolve next year in the NC BoS CoC?

Staff solicited comments and discussion of the ESG process and staff technical assistance
- Melissa McKeown expressed difficulties in Region 5 for running the process in the last 3-4 years. She stated the process has been stressful due to lack of volunteers stepping up to be the lead because the workload is heavy. She also stated that a competitive process at the regional level puts strain on partnerships and relationships they need to be able to maintain throughout the year. She is concerned this process is harmful to collaboration in the region.
- Teena Willis stated she has had similar relationship strain in Regions 3 and 4.
- Kristen Martin stated that the region did not have problems with the process but that the conflicting information from the NCCEH staff and the ESG staff was difficult to maneuver.
- Jim Cox wants to know if staff has ideas for how the Steering Committee should handle the feedback from the surveys.
    - o Brian stated that staff will be meeting with the ESG office to discuss concerns. He agreed that staff also feels stuck in the middle with mandates to review applications but without all the information. He also wonders if a workgroup may need to be formed to further investigate some of these issues being raised. Does the whole process for the competition need to be reviewed?
        - ▪ Jim Cox and Monica Frizzell both stated they would like to serve on an ESG workgroup.
- Lynne James asked if other states also mandated the CoC staff review applications.
    - o Brian explained that the states have autonomy to create additional rules around their funding process and are able to enforce the CoC's review applications.

A motion was made to create an ESG Workgroup [Cox, Frizzell]. All in favor, none opposed. Motion approved by unanimous consent.

Meetings and Reminders
- 2019 Family Reunification Program (FUP) NOFA has been released. Applications due December 17, 2019.

- 2020 ESG Grantee Orientation Webinar
  Recording: https://transcripts.gotomeeting.com/#/sessionId/4146400588332623898

- 2020 Steering Committee Orientation, December 12, 10:00 AM
  Presentation: https://global.gotomeeting.com/join/791696621
  Audio: (646) 749-3112 **Access Code: 791-696-621**

- Coordinated Entry Council Meeting, December 16, 10:00 AM

Presentation: https://global.gotomeeting.com/join/791696621
Audio: (646) 749-3112 **Access Code: 791-696-621**

- Funding and Performance Subcommittee Meeting, December 16, 10:00 AM
  Presentation: https://www.uberconference.com/room/amyncceh
  Audio: (720) 835-5083 **Access Code: 19728**

Next Steering Committee Meeting: Tuesday, January 7, 10:30 AM – 12:00 PM
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