



# North Carolina Balance of State Continuum of Care

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## NC Balance of State CoC Steering Committee Minutes

January 5, 2021

**Regional Leads Present:** Destri Leger, Kristen Martin, Arwen March, Teena Willis, Andrea Merriman, LaTonya Penny, Marie Watson, James Mercer, LaTasha McNair, Lakitra Claude, Tujuanda Sanders

**At-Large Members Present:** Ellen Blackman, Angela Harper King, Brooks Ann McKinney, Cassandra Rowe, Isaac Sturgill, Kelly Benton, Jefferey Rawlings, Pamela Atwood, Eric Edwards, Lisa Phillips

**SC Members Absent:** Emily Locklear, Tiffany Gladney

**Interested Parties Present:** Alyce Knaflich, Amy Modlin, Kimberly Hemphill, Chipper Long, Nicole Dewitt, Monica Frizzell, Derek Lancour, Lori Watts, Mark Owen, Emily Lowery, Michele Welsh, Peter Peedin, Leonard Tillery, Brian Fike, Leila McMichael, Natasha Elliott, Tonya Freeman, Gail Henson, Melissa McKeown, Bonnie Harper, DJ Coles

**NCEH Staff Present:** Brian Alexander, Debra A. Susie, Kevin McNamee, Andrea Carey, Ashley VonHatten, Adrianna Coffee

### Approval of Consent Agenda

- The consent agenda was sent out for review prior to the meeting and is posted at: <https://www.ncceh.org/bos/steeringcommittee/>
- The consent agenda was voted on at the beginning of the meeting. Without changes or objection, the consent agenda was approved by common consent.

### Introductions of 2021 Steering Committee Members

Kevin McNamee facilitated the self-introduction of all 2021 Steering Committee members:

	Regional Lead	Alternate
Region 1	Destri Leger	Keri Guidry
Region 2	Kristen Martin	Emily Lowery
Region 3	Arwen March	Tonya Freeman
Region 4	Teena Willis	Bonnie Harper

Region 5	Andrea Merriman	Samantha Hall
Region 6	LaTonya Penny	Natasha Elliott
Region 7	Marie Watson	Quiotti Radcliff
Region 8	Emily Locklear	Denise Riggins
Region 9	James Mercer	Melissa Elliott
Region 10	LaTasha McNair	DJ Coles
Region 11	Lakitra Claude	Carolyn Anderson
Region 12	Jim Cox	Tujuanda Sanders
Region 13	Tharesa Lee	Lenize Patton
At-Large	Eric Edwards	Transylvania Assn. for Disabled Citizens
At-Large	Jeffrey Rawlings	Johnston Lee Harnett Community Action
At-Large	Angela Harper King	NC Dept. of Health and Human Services
At-Large	Lisa Phillips	Department of Public Instruction
At-Large	Ellen Blackman	NC Housing Finance Agency
At-Large	Brooks Ann McKinney	Cone Health
At-Large	Kelly Ross Benton	NC Realtors
At-Large	Pamela Atwood	NC Housing Coalition
At-Large	Isaac Sturgill	Legal Aid of NC
At-Large	Deena Fulton	NC Coalition Against Domestic Violence
At-Large	Tiffany Gladney	NC Rural Center

For next steps, Steering Committee members were encouraged to:

- Complete the Conflict-of-Interest form.
- Watch the Steering Committee Orientation Webinar: <http://bit.ly/38ffFER>.

### 2021 Point-in-Time/Housing Inventory Count

Andrea Carey used this table to go over the NC BoS CoC's data-collection process for the 2021 Point-in-Time Count scheduled for January 27<sup>th</sup>.

Unsheltered	Sheltered Count		
	HMIS ES + TH	Non-HMIS ES + TH	
By Name List Reports	HMIS Reports	Counting Us App	Aggregate Reports*
Lead up to night of Count: Jan 27 Verification of current status: Jan 28-Feb 9	Work with NCCEH Data Center to finalize data and submit reports	Night of Count: Jan 27	NCCEH staff can assist agency staff to gather and report data by 2/28/21

Regions were encouraged to facilitate a medium-term plan to get people living unsheltered counted and connected to the local coordinated entry system’s by-name list.

- Emphasis on outreach efforts leading up to the PIT Count
  - Plan canvassing days to do street outreach, when feasible
  - Get service centers involved
  - Refer all unsheltered individuals to the by-name list
- Advertising to the community
  - People experiencing unsheltered homelessness
  - Agencies serving people living unsheltered
- Verify people living unsheltered on PIT night between 01/28 - 02/09
  - Use the by-name list to confirm status on 01/27/2021

Regional PIT/HIC teams were asked to coordinate with Coordinated Entry Leads for HMIS report to support this effort.

Another table was used to break down data collection for the Housing Inventory Count (HIC)

Temporary Sheltered		Permanent Housing	
HMIS ES + TH	Non-HMIS ES + TH	HMIS RRH + PSH + OPH	Non-HMIS RRH + PSH + OPH
<b>HMIS Reports:</b> Work with NCCEH Data Center to finalize data and submit reports	<b>People Count:            Counting Us Survey            App</b> (Due 2/3/2021)	<b>HMIS Reports:</b> Work with NCCEH Data Center to finalize data and submit reports	<b>People Count:            Counting Us Survey            App</b> (Due 2/3/2021)
	<b>Bed + Unit survey            with NCCEH staff</b> (Due 2/28/2021)		<b>Bed + Unit survey            with NCCEH staff</b> (Due 2/28/2021)

NCCEH will offer the following trainings and open office sessions:

- |            |             |                               |
|------------|-------------|-------------------------------|
| January 6  | 11:30-12:30 | Non-HMIS Shelter App Training |
| January 7  | 11:30-12:30 | VSP Shelter App Training      |
| January 8  | 1:30-2:30   | Virtual Open Office Sessions  |
| January 15 | 1:30-2:30   | Virtual Open Office Sessions  |
| January 22 | 1:30-2:30   | Virtual Open Office Sessions  |

Virtual Open Office Sessions are for anyone involved in the count and designed to address questions about the App, conducting surveys, etc. Go to [ncceh.org/events](https://www.ncceh.org/events) to register for these sessions. Regular updates, trainings, and other important information are housed here: <https://www.ncceh.org/datacenter/pointintimehowto/>.

### **Funding and Performance Subcommittee Update**

Amy Modlin reviewed the two CoC goals for HMIS bed coverage:

- The NC BoS CoC will increase HMIS emergency shelter bed coverage to 75% by December 31, 2021.
- The NC BoS CoC will increase HMIS transitional housing bed coverage to 45% by December 31, 2021.

Regional Lead Alternates are charged with facilitating the local plan to engage and recruit new agencies/programs to use HMIS, including work to:

- Form local subcommittees to develop an action plan
- Prioritize agencies/programs to recruit
- Assign prioritized agencies
- Train recruiters
- Evaluate progress
- Report progress monthly

FPS will provide oversight, reviewing monthly progress and attending recruitment meetings, as needed. FPS will also develop the following resources to support local recruitment efforts:

- Hold orientation webinar on February 9, 2021
  - Overview of goals and process
  - Essential roles and responsibilities
  - Next steps
- Survey HMIS participating agencies for feedback
- Send regional 2020 Housing Inventory Count
- Develop sample scripts to help guide conversations
- Develop simple guide
  - Identifying responsibilities
  - Steps to join HMIS
  - Answers to common questions

Dates for upcoming activities:

Orientation Training	February 9, 2021
Resources posted to NCCEH website	February 9, 2021
Form regional recruitment subcommittee	February 23, 2021
Develop regional recruitment plan	March 9, 2021
Begin outreach and engagement	March 15, 2021
First monthly report due	April 15, 2021
Subsequent monthly reports due	15th of the following month

## Upcoming Meetings and Reminders

The Steering Committee was directed to review the following meetings and reminders for January 2021.

- **COVID-19 Local Leadership Response Sharing Call**, *Every other Wednesday, January 6 and 20, 1:00 – 2:00 P.M.*  
Presentation: <https://www.gotomeet.me/NCEndHomelessness>  
Audio: (646) 749-3112 Access Code: 975-793-733
- **2021 PIT Training (NC BoS CoC non-HMIS participating projects)**, *Wednesday, January 6, 11:30 A.M. - 12:30 P.M.*  
Register here: <https://www.ncceh.org/events/1468/>
- **2021 Victim Service Providers PIT Training (NC BoS CoC non-HMIS participating projects)**, *Thursday, January 7, 11:30 A.M. - 12:30 P.M.*  
Register here: <https://www.ncceh.org/events/1469/>
- **Coordinated Entry Council Meeting**, *Monday, January 18, 10:00 – 11:30 A.M.*  
Presentation: <https://www.gotomeet.me/NCEndHomelessness>  
Audio: (646) 749-3112 Access Code: 975-793-733
- **Racial Equity Subcommittee Meeting**, *Wednesday, January 20, 9:00 – 10:00 A.M.*  
Presentation: <https://global.gotomeeting.com/join/791696621>  
Audio: (646) 749-3112 Access Code: 791-696-621
- **BoS HMIS User Meeting**, *Thursday, January 21, 1:00 - 2:30 P.M.*  
Register here: <https://www.ncceh.org/events/1464/>
- **Funding and Performance Subcommittee Meeting**, *Thursday, January 28<sup>th</sup>, 11:00 A.M. – 12:00 P.M.*  
Presentation: [uberconference.com/briannnceh](https://uberconference.com/briannnceh)  
Audio: (401) 283-4752 Pin: 13939
- **CoC Competition Update**, *Awaiting information from HUD regarding plans for the FY20 CoC competition.*  
CoC Funding Priorities: <https://www.ncceh.org/files/10673/>  
CoC Intent to Apply form: <http://bit.ly/2TrvcKu>

Next Steering Committee Meeting is Tuesday, February 2, 10:30 A.M. – 12:00 P.M.