North Carolina
Balance of State Continuum of Care

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NC Balance of State CoC
Steering Committee Meeting Minutes
November 8, 2022

Regional Leads Present: Derek Lancour, Kristen Martin, Tonya Freeman, Pamela Hinton, Kristen McAlhaney, Natasha Elliot, Kendra Martin, Emily Locklear, James Stroud, LaTasha McNair, Kit Claude, Tujuanda Sanders, Brian Fike

At-Large Members Present: Ellen Blackman, Angela Harper King, Brooks Ann McKinney, Jeffrey Rawlings, Rachelle Dugan, Isaac Sturgill

SC Members Absent: Arwen March, Marie Watson, Cassandra Rowe, Torie Keeton, Lisa Phillips, Tiffany Askew

Interested Parties Present: Lori Watts, Amy Modlin, Kisha Darden, Jennifer Cain, Amber Story, Teena Willis, Shantisha Williams, Brenda Forbes, Teresa Robinson, Kecia Robinson, Leanne Greer, Melissa McKeown, Elizabeth Sturgill, Laurenn Singleton, Troy Walkup, Kenett Melgar, Emily Lowery, Christina Rary, Kim Hemphill, Christine Craft

NCCEH Staff Present: Brian Alexander, Allie Card, Adrianna Coffee, Adriana Diaz, Laurel McNamee, Jenny Simmons, Debra Susie, Ashley VonHatten

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.

NC BoS CoC Governance Charter Update
HUD requires all CoCs to have a Governance Charter and provide updates annually. CoCs must develop and regularly update a Governance Charter that defines its:

- Mission and vision
- Geographic area
- Decision-making structure & process
- Roles & responsibilities
- CoC & ESG funding processes

- Data collection methods & responsibilities
- Required policies & procedures
- Procedure to ratify and amend the Governance Charter

The NC BoS CoC has several potential updates to consider for its 2022 Governance Charter updates. Staff will suggest several updates that reflect:

- Language updates for clarity and accuracy of current procedures
- Opportunities to include more voices of people with lived expertise
- New Point-In-Time data collection procedures and requirements
- New dates and updated attachments

Over the last year, CoC staff have been approached with grievances regarding stakeholders and providers in Regional Committees behaving inappropriately. It has been difficult to navigate these issues since there is no current guidance or procedure in place. Therefore, staff are drafting a CoC Code of Conduct to include in the Governance Charter. The Governance Charter does not currently incorporate a Code of Conduct for the CoC. A Code of Conduct can:

- Define professional behavior & appropriate interactions
- Set a grievance policy and procedure for stakeholders & people experiencing homelessness
- Guide the CoC, including CoC staff & the Steering Committee, on how & when to address grievances
- Provide potential consequences

Staff asked what members would like to see in a final Code of Conduct. Amber Story expressed her support in the development of a CoC-wide Code of Conduct. Members were encouraged to email bos@ncceh.org if they have any suggestions on what to include in the Code of Conduct.

Steering Committee members will have the draft Governance Charter in advance of the next meeting. Staff are currently finalizing a draft Governance Charter for review. The next steps were outlined:

- Staff will email the final draft version about a week before the December 6th meeting
- Members need to review the draft document to consider approval
- Members should come prepared with any questions

NC BoS CoC Subcommittees Overview
CoC staff provided overviews of the eight NC BoS CoC subcommittees they staff. Members are highly encouraged to pass this information forward to anyone they know who may be interested in joining a CoC subcommittee.

Coordinated Entry Council (CEC)
- A standing committee of the NC BoS CoC Steering Committee
- Composed of regional Coordinated Entry Leads and statewide experts

- Provides oversight of the full CoC's CE system to ensure regional coordinated entry plans meet the standards set forth in the CoC's CE Written Standards
- Advises & offers technical assistance (TA) on issues related to CE
- Approves significant CE plan changes
- Provides ongoing oversight of the system to meet HUD priorities & mandates
- The CEC meets on the third Monday of the month at 10 AM.

Veterans Subcommittee
- Designs & implements a plan to address & end Veteran homelessness in the CoC
- Incorporates HUD & VA strategies to end Veteran homelessness
- Forms strong partnerships with local Veteran service providers & VAMCs
- Ensures that all Vets, regardless of discharge status, are quickly connected to services through a standard referral process
- Approves significant CE plan changes
- Provides ongoing oversight of the system to meet HUD priorities & mandates

Staff are actively recruiting members for the subcommittee to resume meetings in 01/23.
- Looking for members that can actively participate in planning & implementation of goals & educate the CoC about Veteran homelessness.

Funding & Performance Subcommittee
- Assists the Steering Committee to set goals & priorities for the CoC to make funding decisions
- Analyzes relevant data, including but not limited to, System Performance Measures, progress toward ending homelessness, & resource allocation
- Recommends strategies to end homelessness
- The subcommittee meets on the fourth Tuesday of the month at 11 AM.

We invite interested stakeholders to join the subcommittee starting in January. Email brian@ncceh.org if you would like to learn more and/or join!

Scorecard Committee
- Composed of one representative from each Regional Committee & interested at-large Steering Committee members
- Determines criteria & scoring guidelines for new & renewal CoC project scorecards
- The committee meets early in the 2nd quarter for 2-3 meetings.
- Regional Committees choose their Scorecard Committee representatives in the 1st quarter each year.

Project Review Committee
- Composed of at-large members & one representative from each Regional Committee (not grantees)
- Reviews & scores project applications submitted in the annual ESG & CoC funding competitions
- Submits a proposed slate of applications, including funding amounts, to the Steering Committee for consideration & approval
- Considers submitted appeals
- The committee meets in the summer based on a timeline defined by the ESG RFA & the CoC NOFO releases.
- Regional Committees elect their Project Review Committee representatives in the 4th quarter each year.

Lived Expertise Advisory Council
- Intends to improve the provision of services to people experiencing homelessness, & the policies that govern these services, across the CoC through insights & expertise that come from people experiencing homelessness firsthand
- Is comprised exclusively of people with lived experience of homelessness
- Has 10 seats that intend to show a balanced representation geographically & racially. 6 seats are reserved for people who are currently or have recently experienced homelessness.
- The subcommittee meets on the third Friday of the month at 12 PM.

We invite interested stakeholders to join the LEAC starting in January. Email laurel.mcnamee@ncceh.org if you would like to learn more or if you know someone that should join.

Racial Equity Subcommittee
- Conducts the annual Racial Equity Assessment, as required by HUD, and to recommend data-informed action steps to the Steering Committee to improve equity across the CoC
- Includes membership from across the CoC, where recruitment efforts try to maintain a majority of members who are Black, Indigenous, or People of Color (BIPoC)
- Focuses on these current areas of work include:
  - Racial Equity Dialogue Series: hosts an annual series of workshops on topics relevant to ending homelessness and racial equity
  - Equity Core Team: committed to improving disparities in the CE process
  - Racial Equity Assessment: annual assessment of outcomes & disparities in the CoC

○ Policies, Procedures, & Governance: assesses CoC policies, processes, & competition scorecards for opportunities to improve equitable service provision

We invite interested stakeholders to join the subcommittee starting in January. Email laurel.mcnamee@ncceh.org if you would like to learn more and/or join!

<u>Nominations Subcommittee</u>
- Consists of interested stakeholders to help select & recommend the slate of at-large members on the Steering Committee
- Engages current at-large members to gauge their interest in continuing membership on the Steering Committee
- Reviews vacant at-large member positions & identifies sectors not represented on the slate in the context of representatives positioned to enhance the work of the CoC next year
- The committee meets early in the fourth quarter of the year in conjunction with members' schedules.
- The Nominations Committee has been selected this year & is currently working to bring a slate to the Steering Committee for approval at its December meeting.

Collaborations to Promote Earned Income for Clients as Homelessness Prevention
HUD added a policy that prioritizes job training and employment through partnerships with the workforce system, local employers, and public and private organizations.
- State or local Workforce Development Boards
  - ○ Include homeless service stakeholders in leadership roles on the Local Workforce Development Board - & vice versa, having workforce development stakeholders serve on the CoC Board, committees, & workgroups.
  - ○ A written agreement for a partnership that includes prioritized access to employment opportunities or co-enrollment in workforce & homeless assistance programs for people experiencing homelessness
- Private employers and private employment organizations
  - ○ Promote partnerships & access to employment opportunities, including steps such as holding job fairs, outreach to employers, & partnering with staffing agencies
- Local education or training organization
  - ○ Secure a written agreement that includes prioritized access to education & training opportunities for people experiencing homelessness

Staff provided guidance for members on how to collaborate more with these entities:
- Use CE systems and workforce development Boards as springboards for integration

- o Develop cross-system education & training about working to connect individuals experiencing homelessness with employment for staff, e.g., develop e-training modules for use in staff onboarding & training.
  - o Create space for homeless services staff at workforce development hubs/job centers & vice versa, co-locating workforce system staff at CE system (CES) access points &/or drop-in or crisis center sites.
  - o Develop a system for directing referrals of participants from CES & homeless services to workforce development hubs & vice versa – from workforce development to CES – that may include pre-screening to appropriately target referrals.
- Medicare, Medicaid, SSI, Food Stamps, Workforce office, Early childhood education
  - o Create a specific plan to coordinate & integrate with other mainstream health, social services, & employment programs to ensure that program participants are assisted to obtain benefits from the mainstream programs for which they may be eligible.
- Identify where these may already be occurring
  - o CoC staff have created a survey to gauge what work towards workforce development to increase income for clients is already being done. Steering Committee members were encouraged to take the survey and pass on to others: https://app.smartsheet.com/b/form/205ca45ea2f2472cacc35b2d952e0c17

2023 PIT/HIC Overview

Staff provided an overview of the 2023 PIT/HIC Count and the roles of NCCEH, providers, and other stakeholders.

- Combining Data & Reporting
  - o NCCEH staff will combine data and create reports:

Data Collected	Type	Contributes to Point in Time Count (PIT)	Contributes to Housing Inventory Count (HIC)
People	Unsheltered	✓	
	Sheltered (ES +TH)	✓	✓
	Permanent Housing (RRH + PSH +OPH)		✓
Beds + Units	Sheltered (ES +TH)		✓
	Permanent Housing (RRH + PSH +OPH)		✓

- Data Collection for Point-in-Time Count

Unsheltered	Sheltered Count	
HMIS CE	HMIS ES + TH	Non-HMIS ES + TH
HMIS	HMIS Reports	Counting Us App
Count PIT Night: Jan 25 Service-Based Count: Jan 26 – Feb 1	HMIS Data Entry/Corrections: Jan 26-31 Submit HMIS Reports: Feb 1	Count PIT Night: Jan 25 Service-Based Counts: Jan 26 – Feb 1

- Data Collection for Housing Inventory Count

Sheltered Projects		Permanent Housing Projects	
HMIS ES + TH	Non-HMIS ES + TH	HMIS RRH + PSH + OPH	Non-HMIS RRH + PSH + OPH
HMIS Reports: Run, review, and submit corrected reports (Due Feb 1)	People Count: **Counting Us Survey App** (Due Feb 15) **Bed + Unit survey** with NCCEH staff (Due Feb 15)	HMIS Reports: Run, review, and submit corrected reports (Due Feb 1)	People Count: **Counting Us Survey App** (Due Feb 15) **Bed + Unit survey** with NCCEH staff (Due Feb 15)

- **PIT/HIC Timeline:**
  - Planning: October - December
    - Project Planning
    - Training
    - Finalize all Tools
  - Action: January 25 – February 1
    - Data Collection
    - Reporting to NCCEH
  - Submission: February – April
    - Confirm/Clean Data
    - Resolve all Errors
    - Enter into HDX
  - Wrap-Up: April – May
    - Updates to HMIS
    - Analysis

- Roles in NC Balance of State CoC
  - Unsheltered Access Coordinators
    - Elected position(s) for each region
    - Facilitates data collection and entry so folks experiencing unsheltered homelessness can access resources
      - Organizes volunteers for verification surveys night-of or immediately after PIT night
    - Leads collection, entry, and verification of data for PIT night (1/25/2023)
  - ES, TH, RRH, PSH, OPH Agency staff
    - Confirms point of contact with NCCEH when they reach out this fall
    - Ensures information is ready and available for clients served 1/25/2023
      - Counting Us App
        - [Jan 4th](#) training - non-HMIS PIT Training on App
        - [Jan 11th](#) training - VSP PIT Training on App
      - HMIS ([Jan 10th](#) training)
    - Responds to NCCEH with program, funding, bed/unit and capacity information in January/February
  - NCCEH Staff
    - Assigned agencies to support the Counts
      - Unsheltered
      - Sheltered
      - Permanent Housing
    - Designing and delivering training for different counts
      - Unsheltered Access training and materials can help communities prep: https://www.ncceh.org/bos/coordinatedentry/

Upcoming meetings & reminders
- **HMIS System Updates, Tuesday, November 8, 10:30 – 11:30 A.M.**
  - View recording and slides here: https://www.ncceh.org/hmis/news/
- **Funding and Performance Subcommittee Meeting, Tuesday, November 15, 10:00 A.M. – 12:00 P.M.**
  - Presentation: https://www.uberconference.com/briannccoh
  - Dial: (401) 283-4752 Pin: 13939
- **Racial Equity Subcommittee Meeting, Wednesday, November 16, 11:30 A.M. – 12:30 P.M.**
  - Presentation: https://global.gotomeeting.com/join/791696621
  - Audio: (646) 749-3112 Access Code: 791-696-621
- **Local Leadership Response Sharing Call, Wednesday, November 16, 1:00 – 2:00 P.M.**
  - Presentation: https://zoom.us/j/5799039481?pwd=UFkwNCtLdUszeG94Y2prS0ttRkVmdz09
- **Coordinated Entry Council Meeting, Monday, November 21, 10:00 – 11:30 A.M.**
  - Presentation: https://www.gotomeet.me/NCEndHomelessness
  - Audio: (646) 749-3112 Access Code: 975-793-733

- **Unsheltered PIT Planning & Resources, Thursday, December 1, 3:00 – 4:00 P.M.**
  - o Presentation: https://us06web.zoom.us/j/85750391012
  - o Audio: +1 646 931 3860 Meeting ID: 857 5039 1012

Next Steering Committee meeting:

- Tuesday, December 6 at 10:30 A.M.