

North Carolina Balance of State Continuum of Care

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www.ncceh.org/BoS

NC Balance of State CoC Steering Committee Meeting Minutes

January 10, 2023

Regional Leads Present: Derek Lancour, Kristin Dunn, Amber Story, Pamela Hinton, Kristen McAlhaney, Marie Watson, Emily Locklear, James Stroud, Lakitra Claude, Tujuanda Sanders

At-Large Members Present: Rachelle Dugan, Ellen Blackman, Cassandra Rowe, Angela Harper King, Lisa Phillips, Catherina Kastleman

SC Members Absent: Emily Lowery, Natasha Elliot

Interested Parties Present: Kris Mueller, Alyce Knaflich, Amy Modlin, Kim Hemphill, Teena Willis, Mary Erwin, Brenda Marie Forbes, Leanne Greer, Kristen Martin, Lori Watts, Laurenn Singleton, Charlesy Nance, Victoria Gray, Kecia Robinson, Tonya Freeman, Bonnie Harper, Michele Welsh, LaTasha McNair, Kisha Darden

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

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.

Letter of Support Request

Rowan Helping Ministries is seeking a letter of support for its grant request to The Department of Veterans Affairs' VA Grant Per Diem Program.

- The grant will allow the agency to continue partnering with the Salisbury VA Medical Center to provide transitional housing and supportive services to Veterans experiencing homelessness to return to permanent housing.
- Last year, the agency was awarded a \$450,000 grant from the VA GPD Capital Grant Program to support the construction of a third transitional housing facility on its campus. A

building has already been identified in Sanford, NC and will be renovated to meet the program's needs.

- 10 GPD beds
 - 9 in a new transitional housing facility with private units
 - 1 in an existing transitional housing facility
- Veterans will be provided wrap-around supportive services including employment and educational opportunities, individual and group therapy, as well as community member support.
- Veterans are referred through the Salisbury VA Medical Center, which encompasses 21 counties: Alleghany, Anson, Ashe, Cabarrus, Davidson, Davie, Forsyth, Gaston, Guilford, Iredell, Mecklenburg, Montgomery, Randolph, Rowan, Surry, Stanly, Stokes, Stanly, Union, Yadkin, and Wilkes.

Alyce Knaflich asked which regions and CoCs the project could affect. Brian Alexander answered that Regions 7, 5, 4 plus the Northwest CoC, Winston-Salem/Forsyth CoC, Greenboro/High Point CoC, Gaston/Lincoln/Cleveland CoC, and Mecklenburg/Charlotte CoC.

Marie Watson motioned for approval of the Rowan Helping Ministries' letter of support request. James Stroud seconded. The motion was unanimously approved.

Steering Committee Member Introductions

The January Steering Committee meeting is the first meeting with new at-large members and new elected Regional Leads and Regional Lead Alternates. All present members, including Regional Lead Alternates, introduced themselves, providing a little background information along with the region or organization they represent.

NCCEH staff introduced themselves as well and shared the roles they play within the NC Balance of State CoC.

For contact information on Steering Committee members, please visit <https://www.ncceh.org/files/10820/>.

NCCEH staff reminded members to submit their regional leadership for 2023. All regions must submit names and contact info for 2023 leadership positions as soon as possible; deadline is past due. Complete the following form to submit leadership information: <https://app.smartsheet.com/b/form/e2c1ea421a6840fcaae5bae1fd65eca8>.

Steering Committee Member Conflict of Interest Overview

Upon election to the NC BoS CoC Steering Committee, members are required to submit a fully written disclosure of their interests, relationships, and holdings that could potentially result in a conflict of interest. This written disclosure will be kept on file and updated annually. All Steering Committee members will need to complete the Conflict-of-Interest form by January 24th at <https://na1.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLbqZhDgRRfhQKFh2Y>

[i7q-y4P3n4ex2VGzMujGPA43NIDDdl9-w38yvLjbVzIzimERSjqzs*](https://www.ncceh.org/steering-committee). Steering Committee members will not be able to vote as a member after the due date until they have signed & submitted their form.

NCCEH staff shared the following resources for Steering Committee members to learn more about the NC Balance of State CoC and its Steering Committee structure:

[Roles and Responsibilities](#)

Explains the structure, purpose, and responsibilities of the NC BoS CoC and its subcommittees.

[Steering Committee Roster](#)

Contact information for Steering Committee Members

[Steering Committee Member Handbook](#)

Gives an overview of CoC governance and requirements, NC BoS CoC structure and priorities, CoC and ESG funding, and tracking data

Steering Committee Orientation Webinar

- [Slides](#)

- [Recording](#)

Preparing for the 2023 PIT/HIC

NCCEH staff provided an update on the 2023 Point-In-Time and Housing Inventory Count that will take place on Wednesday, January 25th.


- Combining Data & Reporting
 - NCCEH staff will combine data & submit to HUD:


Type	Method	For Point in Time Count (PIT)	For Housing Inventory Count (HIC)
Unsheltered	CE Verification	✓	
Sheltered (ES +TH)	HMIS & Counting Us App	✓	✓
Permanent Housing (RRH + PSH)	HMIS & Counting Us App		✓
Other Permanent Housing (OPH like EHV vouchers)	External reports		✓

- Timelines & deadlines:
 - Unsheltered Count:

1  **Pre-PIT Night**
 Plan coverage and coordination
 Submit and update Unsheltered Access Workbook
 Gather contact info for unsheltered clients


2  **PIT Night – January 25**
 Data Collection (if possible/planned for)
 Data Entry into HMIS with Current Living Situation

3  **Post-PIT Night – January 26 - February 1**
 Confirm the location of Unsheltered Households
 Complete missing CE Intake info (if possible)
 Data Entry into HMIS with Current Living Situation


4  **Celebrate!**
**Once you have completed filling all your missing information and submitted corrections!*



○ HMIS Participating ES, TH, RRH, PSH Count:


1  **Pre-PIT Night**
 Confirm Project Details
 Reserve time for Data Entry
 Confirm basic information for current clients

2  **PIT Night – January 25**
 Data Collection

3  **Post-PIT Night – January 25 - February 1**
 Reports run by NCCEH
 Review reports and correct
 Notify NCCEH assigned staff complete

4  **Final Review of PIT and HIC – February**
 Respond to NCCEH staff questions

○ Non-HMIS Participating ES, TH, RRH, PSH Count:

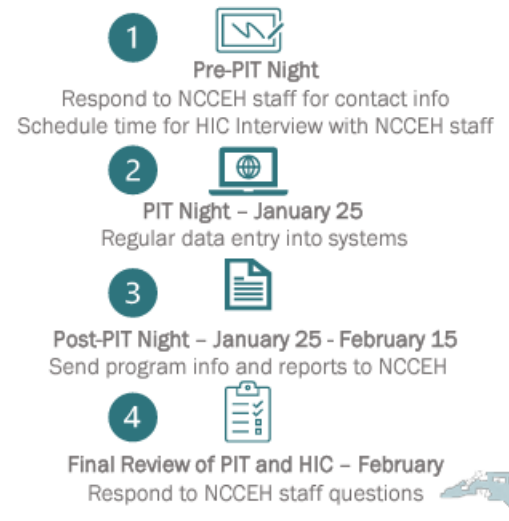
1  **Pre-PIT Night**
 Respond to NCCEH staff for contact info
 Train and test Counting Us App
 Reserve time for surveys PIT night
 Schedule time for HIC Interview with NCCEH staff

2  **PIT Night – January 25**
 Survey clients with Counting Us App

3  **Post-PIT Night – January 26 - February 15**
 Notify NCCEH assigned staff complete
 Complete HIC interview with NCCEH staff

4  **Final Review of PIT and HIC – February**
 Respond to NCCEH staff questions

○ Other Permanent Housing (OPH) Count:



- Training & Support

- Unsheltered Access & Coordinated Entry (<https://www.ncceh.org/bos/pithic/>)
 - 1/5, 2/2, 3/2, 4/6 – Unsheltered PIT Planning & Resources
- HMIS ES, TH, RRH, PSH, OPH Projects (<https://www.ncceh.org/hmis/pithic/>)
 - 1/10 - HMIS System Updates: Plan Launch and Training
 - 1/18 - HMIS Training: BusinessObjects Basics
 - 1/25, 2/1, 2/8, 2/15 - HMIS PIT/HIC Office Hours
 - 2/14 - HMIS System Updates meeting
- Non- HMIS ES, TH, RRH, PSH, OPH (<https://www.ncceh.org/bos/pithic/>)
 - 1/4 - Counting Us App PIT Training)
 - 1/11 - Counting Us App PIT Training for Victim Service Providers
 - 1/13 - Counting Us App Extra Practice

- Next Steps

- Who to contact:

Type of Count	Contact
Unsheltered Count	Unsheltered Access Coordinators <ul style="list-style-type: none"> ▪ Find yours here: https://www.ncceh.org/files/12671/
HMIS Sheltered/Permanent Housing Count	Data Center HelpDesk <ul style="list-style-type: none"> ▪ hmis@ncceh.org
Non-HMIS Sheltered/Permanent Housing Count	Your NCCEH PIT/HIC contact <ul style="list-style-type: none"> ▪ Not sure who? Email bos@ncceh.org
OPH Count for PHAs	Allie Card is the EHV and HCV contact <ul style="list-style-type: none"> ▪ allie.card@ncceh.org

- Check out the NCCEH website PIT/HIC Page for Trainings, Materials, and descriptions of each type of count:
 - [HMIS PIT/HIC specific webpage](#)
 - [NC Balance of State CoC PIT/HIC specific webpage](#)

Upcoming meetings & reminders

- **2023 PIT Training (NC BoS CoC non-HMIS participating projects)**, Wednesday, January 4, 2:00 – 3:00 P.M.
 - o Find the recording at: <https://www.ncceh.org/bos/pithic/>
- **HMIS System Updates**, Tuesday, January 10, 10:30 – 11:30 A.M.
 - o Find the recording at: <https://www.ncceh.org/hmis/news/>
- **2023 Victim Service Providers PIT Training (Non-HMIS participating projects)**, Wednesday, 10:00 – 11:00 A.M.
 - o Find the recording at: <https://www.ncceh.org/bos/pithic/>
- **Lived Expertise Advisory Council Meeting**, Friday, January 13, 12:00 – 1:00 P.M.
 - o Presentation:
<https://zoom.us/j/5799039481?pwd=UFkwNCtLdUszeG94Y2prS0ttRkVmdz09>
- **Racial Equity Subcommittee Meeting**, Wednesday, January 18, 11:30 A.M. – 12:30 P.M.
 - o Presentation: <https://global.gotomeeting.com/join/791696621>
United States: +1 (646) 749-3112
Access Code: 791-696-621
- **Local Leadership Response Sharing Call**, Wednesday, January 18, 1:00 – 2:00 P.M.
 - o Presentation:
<https://zoom.us/j/5799039481?pwd=UFkwNCtLdUszeG94Y2prS0ttRkVmdz09>
- **Coordinated Entry Council Meeting**, Monday, January 23, 10:00 – 11:30 A.M.
 - o Presentation: <https://www.gotomeet.me/NCEndHomelessness>
Access Code: 975-793-733
- **Funding and Performance Subcommittee**, Thursday, January 26, 11:00 A.M. – 12:30 P.M.
 - o Presentation: <http://uberconference.com/brianncceh>
Dial: 401-283-4752 Pin: 13939

Next Steering Committee meeting

Tuesday, February 7, 2023 at 10:30 AM