

# North Carolina Balance of State Continuum of Care

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## Balance of State Steering Committee Meeting

1.7.11

### Regional Leads Present:

Sharon Foust, Amy Modlin, Tamara Veit (for Jane Motsinger), Vanessa Neustrom, Joel Rice, Jackie Sheffield, Michele Steele, Paulette White, Teena Willis

### Regional Leads Absent:

Albert Barron, Chris Battle, Kristi Case, Debbie Cole, Jim Curtin, Wanda Feldt, Ramona Gilbert, Beverly Hall, Laura Hartman, Melissa Ledbetter

### Interested Parties Present

Emily Carmody, Nicole Dewitt, Nancy Holochwost, Nancy Hunter, Denise Neunaber, William Robinson, Glenn Silver, Emila Sutton, Talaika Williams

### Approval of December Minutes

A motion to accept the minutes was made and approved [Rice, Modlin].

### Regional Committee Leadership

- NCCEH began asking Regional Committees to officially elect their leads last year.
  - During this month or next month's meeting, each Regional Committee should elect or re-elect their lead.
  - The election should be recorded in meeting minutes. Leads should email those minutes with a note of who is serving as the lead to [bos@ncceh.org](mailto:bos@ncceh.org).
  - NCCEH will send out an updated Regional Committee lead job description next week.
- Regional Committee leads should be sending all meeting agendas and minutes to NCCEH at [bos@ncceh.org](mailto:bos@ncceh.org).

### 2011 Updated BoS Forms

- BoS Participant Form
  - Everyone who participates in the Balance of State must fill out this form. New questions were added during the 2010 CoC application.
  - The form is available to fill out online at [www.ncceh.org/forms/25/BoSParticipants/](http://www.ncceh.org/forms/25/BoSParticipants/). NCCEH will also post the updated form in the BoS section of the website for Regional

Committee leads to download. Leads should make the form available at all meetings for new members to complete.

- NCCEH will email leads a list of who has completed the form on a quarterly basis.
- BoS Participation Checklist and Due Dates
  - The checklist contains all requirements and due dates for participation in the Balance of State. Regional Committee leads can share it with anyone attending meetings who is interested in participating in the Balance of State.
  - The checklist was reviewed, including responsibilities for all participants, for current and prospective grantees, and for regional leads.
    - Agencies considering new or renewal projects for 2011 CoC funding are being asked to submit a letter of intent to NCCEH. Steering Committee members noted that they would like Regional Committee leads to be informed of which agencies are intending to apply. NCCEH will create a form to take the place of the letter and will forward submitted forms to the appropriate Regional Committee lead.

#### **Point-in-Time Count**

- The 2011 Point-in-Time Count is the night of Wednesday, January 26.
  - Communities will count homeless people who are in emergency shelter, in transitional housing, and unsheltered on the night of the count.
  - Communities will also count people in permanent supportive housing. Even though they are not homeless, this data must be reported to HUD.
  - BoS communities will use two forms to report data: the Sheltered Count form and the Unsheltered Count form. These forms are due to NCCEH by February 4.
- NCCEH is holding a Point-in-Time Count training call Wednesday, January 12 at 3:00. Registration is available on the NCCEH website.
- Steering Committee members were asked if there is interest in a BoS-focused call in the next week for communities to share strategies with each other. Members requested that there be extra time at the end of tomorrow's training call for this discussion. The group also suggested that there be a follow-up discussion after the count to discuss what strategies were successful, which will be done on the next Steering Committee call.

#### **Subcommittee Meetings**

- The Permanent Housing, Transitional Housing, and Families Committees will meet quarterly throughout 2011.
  - The Transitional Housing Committee will meet the 2nd Tuesday of the month at 10:30 am (Feb 8, May 10, Aug 9, Nov 8)
  - The Permanent Housing Committee will meet the 3rd Tuesday of the month at 10:30 am (Feb 15, May 17, Aug 16, Nov 15)
  - The Families Committee will meet the 4th Tuesday of the month at 10:30 am (Feb 22, May 24, Aug 23, Nov 22)

### **APRs/QPRs**

- All grantees must turn in APRs to NCCEH. Email or fax a copy to NCCEH when you turn them in to HUD.
  - Reviewed list of agencies who have not yet turned in 2010 APRs. Grantees on this list also received a reminder email.
- All grantees must also turn in QPRs to NCCEH.
  - QPRs are due 30 days after the end of each quarter of the operating year.
  - Reviewed list of QPRs due in the next 2 months. Grantees on this list also received a reminder email.

### **Regional Committee Updates**

- Surry County: The Surry Homeless and Affordable Housing Coalition has just started a new grant with 6 permanent housing units for disabled people. One and a half of those units are already filled.
- Kerr-Tar: The Regional Committee is looking at partnering with the City of Henderson to hold a fair housing training in early spring that will target developers and consumers.
- Mid-South: The Southeastern Carolina Crossroads Inc. in Bladen County is creating a program for people in substance abuse recovery. Participants will receive life skills, job training through the community college, and clinical services through the VA. A large portion of the target population will be homeless individuals. The group is holding an auction and barbecue lunch on Saturday.

**Next Meeting:** Tuesday, February 1 at 10:30.