Balance of State Steering Committee Meeting
2.7.12

Regional Leads Present:

Albert Barron, Susan Bellew, Mary Brown, Kristi Case, Debbie Cole, David Collins, Spencer Cook, Jim Curtin, Amy Modlin, Faye Pierce, Katherine Pullicino, Joel Rice, Jackie Sheffield, Michele Steele, Paulette White, Jennie Connor (for Teena Willis)

Regional Leads Absent:

Amanda Hopkins, Melissa Ledbetter, Jane Motsinger

Interested Parties Present:

Ellen Blackman, Mike Bloomer, Kim Braxton, Gertie Crute, Nicole Dewitt, Maseta Dorley, Anne Friesen, Lynn Inman, Laura McDuffee, Nikki Ratliff, Kannika Turrentine

NCCEH Staff Present:

Emily Carmody, Nancy Holochwost, Emila Sutton

Approval of January Minutes

There being no changes needed, a motion was made and approved to accept the minutes [Friesen, Pierce].

CoC Check-Up

- The BoS has completed Stage 1 of the CoC Check-Up process, which was the online self-assessment survey completed by NCCEH staff, Regional Committee leads, consumers, and other CoC stakeholders. The aggregate results of the survey are now available to CoC leads (NCCEH staff) on the Homeless Data Exchange (HDX).
- Stage 2 of the Check-Up involves completing the Review Tool, which helps the CoC interpret the aggregate results of the self-assessment survey. It also helps the CoC understand its CoC Profile, which includes data from the Housing Inventory Chart, Point-in-Time Count, and Annual Homeless Assessment Report.
    - The Review Tool helps turn this data into action steps that can be included in our CoC Action Plan, which is the final product of the CoC Check-Up process.
    - The Review Tool also helps the CoC assess our readiness for HEARTH implementation.

- The Steering Committee reviewed some of the aggregate results from the online self-assessment survey from Stage 1. The indicators that received the highest and lowest scores on a scale of 1 to 5 were reviewed. These indicators will help inform the goals for the CoC Action Plan.
  - The highest-scored indicators (score of 5) were:
    - The CoC strategic plan and the Ten-Year Plan are consistent with each other and do not have conflicting goals.
      - It was noted that respondents were likely answering this question based on local plans rather than the entire CoC.
    - The plan is informed by review of local HMIS, PIT, and other data.
    - CoC staff is knowledgeable of TA resources and opportunities.
    - The HMIS can generate system-level data for the AHAR.
  - The lowest-scoring indicators (score of 2.9 to 2.3) were:
    - The CoC primary decision making group and related committees have an active and diverse membership: Missing representation from landlords.
    - The CoC uses a vulnerability assessment or similar tool to prioritize persons who are disabled for PSH and other appropriate assistance.
    - The housing and services available in the community are accessible and are sufficient and effective at preventing and ending homelessness.
    - Local discharge practices of the corrections system do not result in direct discharge to homelessness.
    - Street outreach is available within the CoC for persons who have difficulties accessing services and housing.
    - Temporary shelter providers ensure all persons have a housing goal plan as soon as possible after admission.
    - People who are homeless or at-risk have access to relevant community-based services and mainstream services: other healthcare services, employment training/work supports, healthcare for the homeless services.
  - The full list of aggregate results and the Review Tool form was viewed. The Review Tool is also available online at www.hudhre.info/index.cfm?do=viewCoCCheckup. NCCEH staff will enter the aggregate responses into the Review Tool for Stage 2.
- The BoS needs to form a committee that will help complete the Review Tool. Members' responsibilities include reading the Review Tool once NCCEH staff have entered data into it and answering the "Additional Questions to Consider" on each section. These answers will help to create the CoC Action Plan.
  - In order to achieve geographic diversity among respondents, NCCEH staff would like to invite people to serve on this committee.
    - A Steering Committee member suggested that in order to achieve geographic diversity, each Regional Committee should participate.
  - A motion was made and approved by common consent to allow NCCEH to invite Regional Committee Leads to serve on the Review Tool committee.

- o Emila will send the Review Tool information to Regional Leads by February 9. Regional Committee Leads must finish the tool by February 23.
- The final Review Tool and the draft CoC Action Plan will be shared with the Steering Committee once completed. The Review Tool and draft Action Plan are due to HUD March 5, and the final Action Plan is due March 16.
    - o NCCEH staff will present the draft Action Plan at the next Steering Committee meeting on March 6 for feedback and approval.

Regional Committee Elections
- Regional Committees must elect or re-elect a Regional Lead to represent the RC on the Steering Committee. This person is the conduit for information between the Steering Committee and the RC. A job description is posted on the NCCEH website at www.ncceh.org/bos.
- Regional Leads should be elected during the January, February, or March RC meeting. Each RC must send its Regional Lead contact information and minutes from the meeting during which the vote was held to bos@ncceh.org by Friday, March 30.

Grantee Webpages and New QPR
- NCCEH staff have created webpages for all BoS grantees where QPRs, APRs, and other information about grants will be posted. These pages are accessible only to grantees and NCCEH staff. They can be accessed at www.ncceh.org/bos/grantees.
- All grantees must email QPRs to NCCEH 30 days after the end of each quarter of their operating year. Timeliness of QPR submission is scored during the CoC application.
- NCCEH staff created a new QPR form to streamline the reporting process. The new QPR form is available for download on the NCCEH website at www.ncceh.org/BoS/grantees. Old forms will no longer be accepted.
- Because the new QPR form calculates the QPR due dates for each quarter, NCCEH staff will no longer send reminder emails to grantees whose QPRs are due. All grantees should download the new QPR form now and enter in their grant start dates to calculate their QPR due dates for the year.

APRs/QPRs Due
- A list of grantees that should turn in APRs and QPRs in the upcoming months as well as to those who have overdue QPRs and APRs was reviewed.

Subcommittee Meetings
- The Balance of State subcommittees will have their quarterly meetings in February:
    - o Transitional Housing: Tuesday, February 14 at 10:30
    - o Permanent Housing: Tuesday, February 21 at 10:30
    - o Families: Tuesday, February 28 at 10:30
- These calls are open to everyone in the BoS. Participants must register for the calls on the NCCEH website calendar at www.ncceh.org/en/cev/mon/

Regional Committee Updates

- Onslow: Katherine Pullicino reported on Onslow-Carteret Behavioral Healthcare's Shelter+Care grant at the last Regional Committee meeting and has 6 potential clients from case managers.
- Piedmont: An article about the Point-in-Time Count was published in the Salisbury Post.
    - Articles were also written in the Alamance and Rockingham county papers.
- Pitt: Project Homeless Connect will be held on February 29th. It will be held in the convention center and will have a large dental clinic through the ECU dental school. Anyone who wants to attend is welcome; contact Paulette White to be added to the attendant list.
- ARMM: Hoke County has just joined the Regional Committee. Sandhills LME is getting close to starting their Shelter+Care program.

To-Do List:

- Regional Committee Leads: look for an email from Emila with instructions on how to complete the Review Tool.
- Regional Committees: elect or re-elect Regional Leads and send contact information and meeting minutes to bos@ncceh.org by March 30.
- BoS Grantees: download the new QPR form and enter in grant dates to calculate QPR due dates.
- BoS Grantees: review the content of your grantee webpage and send edits to emila@ncceh.org.

Next Meeting: Tuesday, March 6 at 10:30.