North Carolina
Balance of State Continuum of Care

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Balance of State Steering Committee Meeting
3.5.13

Regional Leads Present:

Christine Craft (for Brian Alexander), Chris Battle, Susan Bellew, Ellen Blackman, Kristi Case, Debbie Cole, Spencer Cook, Nicole Dewitt, Jennifer Flood, Joe Marks, Amy Modlin, Jane Motsinger, Faye Pierce, Kristi Pitchford, Joel Rice, Candice Rountree, Michele Steele, Paulette White, Teena Willis, Shari Wright

Regional Leads Absent:

Michael Bloomer, Kim Braxton, Monica Jones, Whitney Morton, Shanna Poole, Nickie Siler, Gus Smith

Interested Parties Present:

Martha Beatty, Tonya Billings, Ellery Blackstock, Beverly Brown, Keri Christensen, Liz Makely, Laura McDuffee, Kannika Turrentine, Lori Watts

NCCEH Staff Present:

Nancy Holochwost, Denise Neunaber

Approval of February Minutes

There being no changes needed, the minutes were approved by common consent.

CoC Application Scorecards

- During the CoC application, project applications were scored by the Project Review Committee using a scorecard created by the Scorecard Committee. NCCEH staff sent each project applicant their scorecard(s) for their new and renewal applications. Applicants can request a consultation with NCCEH staff to discuss their scorecards.
- HUD is expected to announce renewal application awards within the next two weeks.
- The CoC application is expected to open earlier this year than last year. It will operate under the interim CoC rule, as the 2012 application did.

Regional Lead Elections

- Prior to today's meeting, Regional Leads were informed that their Regional Committees must elect or re-elect leads during their January or February meeting. Regional Committees that had a reason to hold their elections at another time were asked to email bos@ncceh.org to apply for a

waiver. Meeting minutes documenting the elections were required to be submitted to bos@ncceh.org by March 4th.

- At this time, the following Regional Committees have submitted minutes and are considered active: AHRMM, Alamance, Beaufort (election held recently and minutes pending), Burke, Caswell, Catawba, Chatham, Craven, Henderson, Iredell-Yadkin, Johnston, Kerr-Tar, Piedmont, Pitt, Randolph, Rockingham, Surry, Wilson-Greene.
  - o A motion was made and approved to approve this list of active Regional Committees [Motsinger, Dewitt].
- Four Regional Committees have requested waivers: Harnett, Lee, Twin County, and Person.
- Seven Regional Committees have not requested waivers: Down East, Foothills, Northeast, Onslow (called about a waiver but did not submit one), Southeast, Southwest, and Transylvania.
  - o These RCs were asked for feedback about the status of their elections. Transylvania, Southwest, and Onslow have held their elections and will submit minutes soon. Foothills will hold its election at its March meeting. Southeast is currently holding its election via email.
- With the Steering Committee's consent, NCCEH will extend the deadline to submit minutes until March 31. NCCEH will then present an updated list of active RCs at the April Steering Committee meeting.
  - o Steering Committee members discussed what to do if an RC does not submit minutes by March 31. It was decided that, in order to be considered active, Regional Committees must have elected a lead and submitted minutes by the end of March. A motion to approve this policy was made and approved [Flood, Marks].
- NCCEH is planning to hold meeting/training for Regional Committee leads in April.

AHAR and Point-in-Time Count

- The AHAR (Annual Homeless Assessment Report) is a report that HUD presents to Congress about the national scope of homelessness. It is primarily based on HMIS data about people who experienced homelessness during a 12-month period (October 2011-September 2012). NCCEH submitted HMIS data on behalf of the BoS in February.
  - o HMIS data quality must be high for data to be accepted to the AHAR. The BoS was able to submit useable data for 10 of the 12 AHAR shells. Two shells (PSH-FAM for the all persons and veterans submissions) were not useable because of data errors.
  - o Agencies are asked to work on their HMIS data quality throughout the year. CHIN conducts monthly data quality reviews and contacts agencies with the lowest scores to help them improve; agencies should respond to these emails and work with CHIN on needed fixes. HMIS users should also register for the next Data Quality Subcommittee meeting on March 26: http://www.ncceh.org/en/cev/681
- NCCEH staff is compiling PIT Count data for the BoS CoC. PIT Count leads and agencies are asked to respond promptly to requests for missing data. HMIS users should expect to be contacted to verify their CHIN bed inventory.
- Steering Committee members were asked for feedback on lessons learned from this year's PIT

- Count.
- Steering Committee members were encouraged to read NCCEH's blog posts about how PIT Count data is used: http://blog.ncceh.org/tag/point-in-time/

New HEARTH Requirements
- The interim CoC rule will be in effect for at least the next year or two. HUD will open another comment period to allow CoCs to comment on needed changes. The rule requires CoCs to meet specific governance requirements and to create a CoC-wide coordinated assessment system. The planning for these requirements will be done at the Steering Committee level, not the Regional Committee level, but there will be flexibility built in to allow communities to implement the system in a way that is effective locally.
- All Regional Leads and CoC and ESG grantees should read the guide "Establishing and Operating a CoC": https://www.onecpd.info/resources/documents/EstablishingandOperatingaCoC_CoCProgram.pdf

NCCEH Staff Updates
- NCCEH has posted the Project Specialist position for BoS coordination: http://www.ncceh.org/joinourteam/. The position is open until filled. Steering Committee members are asked to share the posting with their networks.
- NCCEH staff are concentrating on organizing internal BoS processes during March, including:
  - Creating a BoS grant inventory
  - Writing out current governance structures and policies
  - Planning an in-person training/meeting for Regional Leads
  - Revising the Intent to Apply process
- NCCEH is also working on educating state leaders about the importance of funding BoS coordination and will contact Steering Committee members about future action items for advocacy.

Regional Committee Updates
- Piedmont: Holding its annual Housing Forum on April 17 in Kannapolis.
- Wilson-Greene: Candice is working on recruiting new Regional Committee members and reaching out to old members who have stopped attending meetings.
- Onslow: The Solutions for Stability program has housed 6 families so far and has 3 more families receiving services now.
- Surry: Their ESG program has housed 12 families so far.
  - ESG grantees on the call discussed concerns and challenges they've had with the program. Denise told members they can contact NCCEH with questions or concerns that they have.

Reminders

- Register for Subcommittee meetings this month:
  - [Rapid Re-Housing Subcommittee](#): March 12 at 10:30 AM
  - [Data Quality Subcommittee](#): March 26 at 10:30 AM
- CoC Grantees: Submit APRs and QPRs to bos@ncceh.org.
- Regional Leads: Submit Regional Committee minutes and information to bos@ncceh.org.

Next Meeting: Tuesday, April 2 at 10:30.