North Carolina
Balance of State Continuum of Care

bos@ncceh.org　　　919.755.4393　　　www.ncceh.org/BoS

Steering Committee Meeting	September 3, 2013, 10:30 am
Call-In Info	1-218-895-9693 conference code 805232#
Online Presentation	https://join.me/nccehrocks

START	10:30 Welcome & Call to Order	
ONE	**Agenda Item: Roll Call**	**Agenda Item Completed**: ☐
	Presenter: Nancy Holochwost	**Estimated Time:** 5 min
	Background Information: Roll will be called for elected regional leads. The CoC Grant Application Scorecard requires Regional Leads' active participation in Steering Committee meetings for their Regional Committee to be eligible for funding. After roll call for elected leads, we ask that other callers identify themselves. If this is your first time calling in to a BoS Steering, please send an email to: bos@ncceh.org to ensure we have your contact information.	
	Supporting Materials: • Regional Lead Contact List	

TWO	**Agenda Item: Approval of Minutes**	**Agenda Item Completed**: ☐
	Presenter: Corey Root	**Estimated Time:** 5 min
	Goal: ☒Share Info ☐Obtain Input ☐Make Decisions	**Formal Approval Needed?** ☒Yes, by common consent
	Supporting Materials: • August Meeting Minutes	

THREE	**Agenda Item: Funding Update - ESG**	**Agenda Item Completed**: ☐
	Presenter: Corey Root	**Estimated Time:** 10 min
	Goal: ☒ Share Info ☐ Obtain Input ☐ Make Decisions	**Formal Approval Needed?** ☐ Yes　☒ No
	Background Information: ESG applications were due to NC DHHS on August 21. DHHS staff have stated that this year's applications look more complete and organized compared to last year. The ESG Office hopes to announce awards on a short turnaround and will offer application feedback to interested regional applicants in October. Call Amy Cole (in October, not now!) to schedule a consult call if you'd like feedback. The Steering Committee will discuss the funding that BoS regions did and did not apply for this year and how BoS staff are evaluating funding applications. At last month's meeting we agreed: • Renewals automatically approved if asking for same funding as previous year • New rapid re-housing and prevention projects approved if meet State's scoring threshold • BoS staff will review all other projects more closely and provide feedback to State	
	Supporting Materials:	

Action Items:
- Schedule a consult call with Amy Cole in October if you would like ESG application feedback

FOUR		
	Agenda Item: Funding Application Update- CoC	**Agenda Item Completed**: ☐
	Presenter: Corey Root	**Estimated Time:** 25 min
	Goal: ☒Share Info ☐ Obtain Input ☐ Make Decisions	**Formal Approval Needed?** ☐ Yes ☒ No
	Background Information: HUD released the Grant Inventory Worksheet (GIW), a list that each CoC must complete to determine what our Annual Renewal Demand (ARD) will be. Grants that need to renew this year but are not included on the GIW could lose funding, so this process is critical to ensure program continuation. In addition, the ARD informs HUD how much of available funds are needed to continue renewals. This is one step in determining how much money, if any, is left over for additional projects. Because of the lack of increased funding and sequestration we expect ARD to exceed available funds. This likely means we are facing a funding cut. Nancy and Corey have been/will be in touch with grantees up for renewal this year to confirm grant information. The GIW is due to HUD field office on Sept 10, whereupon BoS staff and HUD field reps will continue to comb through grant information to make sure that all renewals are included. The GIW will be finalized Sept 19 and CoC registration will close Sept 23. HUD released the CoC scoring of the 2012 competition; BoS received a score of 105.55. The funding line was 97. This year the highest score achieved was 127.35 and the lowest was 48. Meanwhile HUD continues to issue the SNAPS Weekly Focus emails. Topics the past weeks have included combating veterans' homelessness and adopting a Housing First approach.	
	Supporting Materials: - [SNAPS Weekly Focus](#)	
	Action Items: - Grantees: Double, triple make sure that all grants expiring Jan 1 – Dec 31 2014 are included on GIW - Continue to read and reflect on SNAPS Weekly Focus emails - All new CoC project applicants please fill out the Intent to Apply on NCCEH website: www.ncceh.org/BoS/CurrentCoCApplication	

FIVE		
	Agenda Item: Data Usage Workgroup Update	**Agenda Item Completed**: ☐
	Presenter: Corey Root	**Estimated Time:** 15 min
	Goal: ☒Share Info ☒ Obtain Input ☒ Make Decisions	**Formal Approval Needed?** ☒Yes ☐ No
	Background Information: The Steering Committee decided in June to use the CoC HMIS grant to pay for the full BoS fee to participate in CHIN. 200 license fees are covered in this cost for FY 2013-14. The Data Usage workgroup is charged with determining criteria for maintaining these no-fee licenses, how to distribute/target unused licenses allocated to BoS and determining criteria to evaluate this one-year pilot project. The Data Usage workgroup	

met in August and proposes the following policy for maintaining no-fee licenses:

NC Balance of State CoC has paid CHIN license fees for all existing CHIN users within Balance of State CoC with a license on July 1, 2013. This is a one-year pilot project expiring on June 30, 2014. In order to maintain this no-fee license, users must comply with the following:

• Log in at least once every 60 days
• Maintain an HMIS rating of 80 or higher (as determined in the Monthly Data Quality report) or be actively working with CHIN to improve HMIS rating
• Be responsive to outreach from CHIN and/or NCCEH
•User or other agency representative must regularly participate (80% or better attendance) in his or her local Balance of State Regional Committee meetings
• Enter all HUD required elements in CHIN

Once this policy is finalized, BoS will contact CHIN users who are not in compliance to either reclaim the license if unused/unwanted or make a plan for the user to comply with the policy.

BoS will also be contacting all agencies providing housing and or services to the homeless within the Balance of State to determine what the license demand will be for the coming year. Look for communication from NCCEH staff in the coming weeks.

Supporting Materials:

Action Items:

SIX

Agenda Item: CA Workgroup Update	Agenda Item Completed: ☐
Presenter: Corey Root	**Estimated Time:** 5 min
Goal: ☒Share Info ☐ Obtain Input ☐Make Decisions	**Formal Approval Needed?** ☐Yes ☒ No

Background Information:
The BoS Coordinated Assessment workgroup met and commenced work in August. We are looking in depth at different guiding principles of CA systems and expect to have a proposal of written standards for the Steering Committee to consider in November. Next Coordinated Assessment workgroup meeting: Thurs Sept 19 at 2 p.m.

Supporting Materials:

Action Items:

SEVEN

Agenda Item: Regional Committee Alternates & CHIN Advisory Committee Rep	Agenda Item Completed: ☐
Presenter: Corey Root	**Estimated Time:** 5 min
Goal: ☒Share Info ☐ Obtain Input ☒ Make Decisions	**Formal Approval Needed?** ☒Yes ☐ No

Background Information: In accordance with the BoS Governance Charter, all Regional Committees should have a formally elected Alternate Regional Lead reflected in committee meeting minutes. These Regional Committees have done so: Alamance, Burke, Northeast,

Rockingham, Southeast and Southwest. All other committees please elect a Regional Lead alternate at your next meeting and be sure to include the election results in your next minutes.

Kathy Bragg has resigned from the CHIN Advisory Committee. Nicole Dewitt has been asked to serve on the CHIN Advisory Committee. The Steering Committee must vote to approve Nicole as a BoS regional representative.

Supporting Materials:
[NC BoS Governance Charter](#)

Action Items:
- Make sure you have a Regional Lead Alternate

EIGHT		
Agenda Item: Upcoming Meetings, Trainings		**Agenda Item Completed**: ☐
Presenter: Corey Root		**Estimated Time:** 5 min
Goal: ☒Share Info ☐ Obtain Input ☐Make Decisions		**Formal Approval Needed?** ☐Yes ☒ No

Background Information:
All CHIN users should register for and attend DQ subcommittee meeting Sept 17.

All RRH providers should register for and attend RRH subcommittee meeting Sept 24.

Learn more about how Wilmington and Winston-Salem have achieved a dramatic reduction in chronic homelessness during the Tuesdays at 2 webinars on Sept 24 and October 15.

Supporting Materials:

Action Items:
- Data Quality subcommittee, Tues Sept 17, 10:30 a.m. [registration](#)
- Rapid Rehousing subcommittee, Tues Sept 24, 10:30 a.m. [registration](#)
- Tuesdays at 2: Reductions in Chronic Homelessness, Wilmington, Tues Sept 24, 2 p.m. [registration](#) and Winston-Salem, Tues Oct 15, 2 p.m. [registration](#)

NINE		
Agenda Item: Regional Committee Updates		**Agenda Item Completed**: ☐
Presenter: Corey Root		**Estimated Time:** 10 min
Goal: ☒ Share Info ☒ Obtain Input ☐ Make Decisions		**Formal Approval Needed?** ☐Yes ☒ No

Background Information:
Time reserved for Regional Leads to share information about regional committee activities, ask questions of the group, share successful strategies.

Supporting Materials:

Action Items:

TEN	**Agenda Item: Reminders**	**Agenda Item Completed**: ☐
	Presenter: Corey Root	**Estimated Time:** 5 min
	Goal: ☒ Share Info ☐ Obtain Input ☐ Make Decisions	**Formal Approval Needed?** ☐Yes ☒ No
	Action Items: • **ESG Regional Lead Agencies:** Schedule a consult call with Amy Cole in October if you would like ESG application feedback • **Grantees:** Double, triple make sure that all grants expiring Jan 1 – Dec 31 2014 are included on GIW • **All:** Continue to read and reflect on SNAPS Weekly Focus emails • **Interested CoC Applicants:** All new CoC project applicants please fill out the Intent to Apply on NCCEH website: www.ncceh.org/BoS/CurrentCoCApplication • **Regional Leads:** Make sure you have a Regional Lead Alternate • **CHIN Users:** Data Quality subcommittee, Tues Sept 17, 10:30 a.m. registration • **Rapid Re-Housing Providers:** Rapid Rehousing subcommittee, Tues Sept 24, 10:30 a.m. registration • **All:** Tuesdays at 2: Reductions in Chronic Homelessness, Wilmington, Tues Sept 24, 2 p.m. registration and Winston-Salem, Tues Oct 15, 2 p.m. registration	
END	**12:00 Adjournment**	
NEXT MEETING: October 1, 2013 @10:30 via conference call		