North Carolina
Balance of State Continuum of Care

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Steering Committee Meeting	January 7, 2014, 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**
	Presenter: Nancy Holochwost **Estimated Time:** 5 min
	Background: Roll will be called for elected regional leads. Afterwards other callers are asked to identify themselves. If this is your first time calling in to a BoS Steering Committee meeting, please send an email to bos@ncceh.org to ensure NCCEH staff have your contact information.
	Supporting Materials: • Regional Lead Contact List
TWO	**Agenda Item: Approval of Minutes**
	Presenter: Corey Root **Estimated Time:** 5 min
	Goal: ☒Share Information ☐Obtain Input ☐Make Decisions **Formal Approval Needed?** ☒Yes, by common consent
	Supporting Materials: • December minutes: www.ncceh.org/files/3865
THREE	**Agenda Item: CoC Application – Calendar & Deadlines**
	Presenter: Corey Root **Estimated Time:** 5 min
	Goal: ☒Share Info ☐ Obtain Input ☐ Make Decisions **Formal Approval Needed?** ☐ Yes ☒ No
	Background: NCCEH staff are currently reviewing project applications and providing applicant feedback. All BoS agencies should complete the Services Survey by the end of the day Jan 7. Other upcoming deadlines: • Project applicants submit application revisions according to deadlines provided by NCCEH staff in application feedback • Project applicants hit submit in esnaps after receiving approval from NCCEH staff – Fri. Jan. 24 • NCCEH hits submit – Thu. Jan. 30
	Supporting Materials: • FY 2013 - FY 2014 CoC Program NOFA: https://www.onecpd.info/resources/documents/FY2013-2014CoCProgramNOFA.pdf

FOUR	**Agenda Item: CoC Application – Review of Scoring Process**

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

Background: NCCEH staff will review the scoring process for the CoC Application – the roles and responsibilities of NCCEH staff, Project Review Committee members and the Steering Committee. The Project Review Committee had their first meeting Monday Jan 6. Upcoming important dates in the scoring process:

- Project Review Committee calls – Wed. Jan. 8 through Fri. Jan. 10
- Project Review Committee final meeting – Tue. Jan. 14
- Final list of ranked projects presented during special Steering Committee meeting – Thu. Jan. 16
- NCCEH gives written notice to applicants – Fri. Jan. 17

Supporting Materials:

- **2013 CoC Scorecard:** www.ncceh.org/files/3864

Action Items:

- **Project Review Committee reps:**
  - Attendance is required at Jan. 6 and Jan. 14 meetings
  - Score assigned applications once notified by NCCEH staff; schedule a one-on-one call with NCCEH staff between Wed. Jan. 8 – Fri. Jan. 10
- **Regional Lead or Alternate:**
  - Attend special Steering Committee meeting Thu. Jan. 16 to review project rankings
  - If you are a Regional Lead and submitting a project application this year, you will not be able to vote at the Jan. 16 meeting – please arrange for the Regional Lead Alternate to attend and vote

FIVE	**Agenda Item: CoC Application - Collaborative App Input**

	Presenter: Corey Root	**Estimated Time:** 60 min
	Goal: ☒Share Info ☒ Obtain Input ☒ Make Decisions	**Formal Approval Needed?** ☒Yes ☐ No

Background Information: We will ask for input from Steering Committee members about these topics from the CoC Collaborative Application:

- Homeless or formerly homeless membership and roles
- Strategic planning objectives
  - Increase progress towards ending chronic homelessness
    - Discussion and introduction of proposed policy for prioritizing chronically homeless in PSH
  - Increase housing stability
  - Increase project participants' income
  - Increase number of participants receiving mainstream benefits
  - Use rapid rehousing as a method to reduce family homelessness
- Foster care & health care discharge planning
- CoC coordination
  - With federal, state and local entities in the planning and operations of CoC projects
  - With public housing authorities
  - Extent of housing first in PSH projects
  - Procedures used to market housing and services to those least likely to request them
  - Established policies to connect children with services and schools
  - Steps to collaborate with LEAs (Local Education Agencies)
  - Ensuring that families with children under 18yo are not denied or separated when entering shelter or housing
- Coordination with strategic plan goals, current efforts to address
  - Needs of victims of DV
  - Homelessness for unaccompanied youth
  - Veteran's homelessness, in particular those not eligible for VA services
- Implementation of the Affordable Care Act
  - Participating in outreach and enrollment activities

Supporting Materials:
- [Proposed policy for prioritizing chronically homeless in PSH](#)

My Action Items:

SIX	**Agenda Item: Point in Time Count Update**

Presenter: Nancy Holochwost	**Estimated Time:** 10 min
Goal: ☒Share Info ☐ Obtain Input ☐ Make Decisions	**Formal Approval Needed?** ☐ Yes ☒ No

Background Information: NCCEH has scheduled a Point-in-Time Count webinar training for Wednesday, January 15, 2014 at 9:30. The webinar will cover who should (and should not) be counted, data collection changes for 2014, and the forms you'll use to report your data. Each Regional Committee's designated PIT point person should attend this webinar. Regional Leads and agency staff are also welcome to attend. Please register for the webinar on our website at http://www.ncceh.org/events/713/. Regional Leads should have sent the name, email, and phone number for their region's point person to bos@ncceh.org by Monday, January 6.

Supporting Materials:
- HUD guidance on 2014 data collection requirements: OneCPD website

Action Items:
- **PIT Point People:** Register and attend Jan 15th webinar http://www.ncceh.org/events/713/
- **All:** Participate in PIT Count Wednesday Jan 29th

SEVEN	**Agenda Item: AHAR Wrap Up**

Presenter: Tia Sanders-Rice	**Estimated Time:** 5 min
Goal: ☒Share Info ☐ Obtain Input ☐Make Decisions	**Formal Approval Needed?** ☐Yes ☒ No

Background Information: NCCEH submitted 2014 AHAR data on Dec 13. NCCEH staff will give an update on the process and next steps.

Supporting Materials:

Action Items:

EIGHT	**Agenda Item: Regional Leads & Alternate Info**

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

Background Information: NCCEH staff will give an update on missing 2013 Regional Lead and Alternate information (elected positions and conflict of interest forms). All Regional Committees must elect Regional Leads and official Alternates in January and reflect the election in meeting minutes. Regional Leads and/or alternates do not have to change, but do have to be re-elected and submit conflict of interest forms each year. We plan to have an in-person meeting for all Regional Leads and Regional Lead Alternates on March 4 in Greensboro.

Supporting Materials:
NC BoS Governance Charter

Action Items:
- **2013 Regional Leads:** Hold election for Regional Leads and Alternates in January and put results in meeting minutes.
- **2014 Regional Leads and Regional Lead Alternates:** Plan to attend day-long in-person Regional Lead meeting on Tue. March 4 in Greensboro.

NINE

Agenda Item: Upcoming Subcommittee Meetings

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

Background Information: This month there is one subcommittee meeting.
Data Quality, Thu. Jan. 23, 10:30 a.m., registration: www.ncceh.org/events/689

Supporting Materials:

Action Items:
- **All CHIN users**: Register for Data Quality Subcommittee meeting: www.ncceh.org/events/689

TEN

Agenda Item: Regional Committee Updates

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, and share successful strategies.

Supporting Materials:

Action Items:

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

ELEVEN	**Action Items:**
	
	• **Renewal grantees:** Respond to application feedback within deadlines provided by NCCEH staff. Hit submit on final draft of project apps by Fri. Jan. 24 once you receive notification from NCCEH staff that you are ready to do so.
	• **Regional Leads:** Ensure Participant Services Survey completed by ALL participating agencies in your regional committee by Jan. 7
	• **Project Review Committee reps:**
	    o Attendance is required at Jan. 6 and Jan. 14 meetings
	    o Score assigned applications once notified by NCCEH staff; schedule a one-on-one call with NCCEH staff between Wed. Jan. 8 – Fri. Jan. 10
	• **Regional Lead or Alternate:**
	    o Attend special Steering Committee meeting Thu. Jan. 16 to review and approve project rankings
	    o If you are a Regional Lead and submitting a project application this year, you will not be able to vote at the Jan. 16 meeting – please arrange for the Regional Lead Alternate to attend and vote
	• **PIT Point People:** Register and attend Jan 15th webinar http://www.ncceh.org/events/713/
	• **All:** Participate in PIT Count Wednesday Jan 29th
	• **2013 Regional Leads:** Hold election for Regional Leads and Alternates in January and put results in meeting minutes.
	• **2014 Regional Leads and Regional Lead Alternates:** Plan to attend day-long in-person Regional Lead meeting on Tue. March 4 in Raleigh.
	• **All CHIN users**: Register for Data Quality Subcommittee meeting: www.ncceh.org/events/689	

END	**12:30 Adjournment**	
NEXT MEETING: Thursday January 16, 2014 @ 10:30 via conference call		
FEBRUARY MEETING: Tuesday February 4, 2014 @ 10:30 via conference call		