

North Carolina Balance of State Continuum of Care

bos@ncceh.org

919.755.4393

www.ncceh.org/BoS

Balance of State Steering Committee Meeting

1.7.14

Regional Leads Present:

Brian Alexander, Chris Battle, Ellen Blackman, Kim Braxton, Debbie Cole, Spencer Cook, Frederica Cooke, Nicole Dewitt, Rhoda Emanuel, Jennifer Flood, Kelly Lacy, Joe Marks, Amy Modlin, Jane Motsinger, Whitney Morton, Debra Clark (for Bart O'Sullivan), Melissa Payne, Faye Pierce, Shanna Poole, Susan Pridgen, Candice Rountree, Nickie Siler, Michele Steele, Rasheeda Sturdivant, Kannika Turrentine, Bob Williams, Teena Willis, Shari Wright

Interested Parties Present:

Judith Alvarado, Susan Bellew, David Burnette, Kristi Case, Sonia Ensenat, Ann Friesen, Candy Hall, Gloria Kesler, Hattie McDuffee, Melissa McKeown, Elwood McPhail, Mark Owen, Joel Rice, Andrew Romines, Janice Sauls, Robin Shue, Lori Watts

NCCEH Staff Present:

Emily Carmody, Nancy Holochwost, Corey Root, Tia Sanders-Rice

Approval of December Minutes

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

CoC Application Calendar and Deadlines

- All BoS agencies should complete the Services Survey by the end of the day January 7. The survey is posted at <http://www.ncceh.org/forms/2013-balance-state-services-survey/>.
 - Regional Leads are asked to forward the survey to their agencies if they have not already done so. Corey will share the responses that have been received so far with Regional Leads.
- Project applications were due December 27. NCCEH staff is currently reviewing them and providing feedback to applicants. Applicants must submit revisions according to deadlines NCCEH provides in the feedback.
- Project applicants will hit submit in esnaps after receiving approval from NCCEH staff (no later than January 24).
- NCCEH will submit the full CoC application by January 30.

CoC Application Scoring

- Project applications are currently being reviewed and scored by NCCEH staff and Project Review Committee members. The scorecard has two parts: one that is scored by both NCCEH and Project Review Committee members (whose scores are averaged) and one that is only scored by NCCEH.
- The Project Review Committee held its first meeting yesterday, January 6. One-on-one calls between NCCEH staff and Project Review Committee members will be held January 8-10. The Project Review Committee will hold its final meeting to create the ranked list of project applications on January 14.
- The ranked list of project applications will be presented to the Steering Committee for approval during the special meeting on Thursday, January 16. Regional Leads whose agencies are applying for funding cannot vote on the ranked list and will need to arrange for the Alternate Lead to attend and vote instead.
- If there is any project that will not be included in the final CoC application, NCCEH must provide written notice to the applicant by Friday, January 17.

Collaborative Application Input

- NCCEH has been working on the Collaborative Application (formerly called the Exhibit 1) for the BoS. The Collaborative Application includes questions about our CoC-wide structure and operations, HMIS and PIT data, performance and strategic planning objectives, and project performance. NCCEH discussed and solicited feedback on numerous sections of the application from Steering Committee members.

Question 1B-3 and 1B-4: Does the CoC include membership of a homeless or formerly homeless person? What role do they play?

- Steering Committee members reported that homeless and/or formerly homeless people participate in Regional Committees, are employed by or serve on the boards of grantee agencies, and act as community advocates.

Strategic Planning Objective: Increase progress towards ending chronic homelessness

- This objective asks about permanent supportive housing beds that are dedicated to or will be prioritized for chronically homeless people.
 - CoC-funded PSH beds not dedicated to chronically homeless people: 2014 proposed = 1079, 2015 proposed = 1042
 - PSH beds dedicated to chronically homeless people: 2014 proposed = 143, 2015 proposed = 178
 - PSH beds not dedicated to chronically homeless people made available through turnover: 2014 proposed = 203, 2015 proposed = 168
 - Percentage of PSH beds prioritized for chronically homeless people through turnover: 2014 proposed = 90%, 2015 proposed = 90%
 - The 2014 and 2015 proposed goals are based on interviews with PSH grantees. Steering Committee members were asked for feedback on the actual

percentage of beds that were prioritized during 2013. NCCEH will calculate the 2013 actual percentage based on this feedback.

- A motion was made and approved to use the proposed 2014 and 2015 goals and to use the 2013 actual prioritization percentage as calculated by NCCEH [Pierce, Dewitt].
- The application asks for the CoC's 2-year plan to accomplish the 2014 and 2015 goals. Steering Committee members were asked for feedback on how they prioritize beds for chronically homeless people.
- The application asks what organization or committee will be responsible for ensuring the goals are met. NCCEH proposed that the Permanent Supportive Housing Subcommittee be the responsible committee. Steering Committee members agreed.
- While Corey was talking to PSH grantees during interviews, it became apparent that it would be helpful to implement a policy regarding prioritization of beds to chronically homeless people. Corey created a draft policy, which the Steering Committee reviewed.
 - A motion was made and approved to approve the policy [Alexander, Pierce]. NCCEH will post the policy on its website.

Strategic Planning Objective: Increase housing stability

- This objective asks how many permanent supportive housing participants either remained in or exited to permanent housing. Data for this measure is collected from APRs.
 - 2013 actual=93% of participants achieved housing stability
 - In 2012, this measure was approximately 60% because there were so many unknown exit destinations in HMIS. Due to intensive data clean-up, we can now see the CoC's actual performance is much higher.
 - PSH participants: 2014 proposed=1150, 2015 proposed=1100
 - NCCEH proposed helping PSH grantees implement graduation programs, which will increase turnover and result in a slight increase in 2014, and then targeting those open units to chronically homeless people, which will slowly reduce turnover going into 2015.
 - Percentage of participants achieving housing stability: 2014 proposed=94%, 2015 proposed=95%
 - Since performance on this measure is already high, NCCEH proposed only a slight increase. NCCEH will continue to assist with HMIS data clean-up, which will help increase the percentage as more exits are included in HMIS.
 - A motion was made and approved to use the proposed 2014 and 2015 goals [Dewitt, Pierce].
- The application asks for the CoC's 2-year plan to accomplish the 2014 and 2015 goals. Steering Committee members were asked for feedback on how PSH programs exit clients to other permanent housing destinations.
- The application asks what organization or committee will be responsible for ensuring the goals are met. NCCEH proposed that the Permanent Supportive Housing Subcommittee be the responsible committee. Steering Committee members agreed.

Question 3B: Discharge planning (from foster care and health care systems)

- The Collaborative Application includes questions about discharge planning from foster care and health care systems, which varies at the local level. Emily reviewed the answers that were used in last year's application and asked Steering Committee members for any changes or updates.
 - Foster care: Steering Committee members reported that DSS representatives still participate in Regional Committees. Henderson RC has a subcommittee that is focused on youth homelessness and discusses foster care issues. It was also noted that there is new federal legislation that requires DSS to work with youth in foster care on credit reports and establishing credit history.
 - Health care: Steering Committee members reported that local hospital staff still participate in Regional Committees. It was noted that LME/MCOs have local hospital liaisons who work on health care and mental health. Pitt RC has a grant to provide medication and transportation to medical appointments and ECU Family Medicine runs on-site clinic located at the shelter. In Rockingham RC, Moses Cone Hospital runs a free clinic in Reidsville and the New Reidsville Housing Authority is establishing an on-site clinic using HUD funds.

Question 3C-6: Extent to which Public Housing Authorities are engaged in CoC efforts to prevent and end homelessness

- Corey noted that she has created list of all the PHAs in North Carolina and the counties they serve. NCCEH is working to increase partnership and engagement with PHAs in the BoS.
- Steering Committee members were asked for feedback on how their local PHAs are involved in the Regional Committee or efforts to end homelessness.

Question 3C-8: Extent of housing first approach adopted by permanent supportive housing projects

- Two grantees noted that they are changing all their PSH projects to follow the housing first model.
- Emily noted this is the first time HUD has asked us about this in the application, which is a clear signal that they want PSH programs to implement this model. NCCEH will be holding a Tuesdays at Two series on housing first this spring.

Question 3C-10: How do projects market housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, age, familial status, or disability who are least likely to request housing or services in the absence of special outreach

- Steering Committee members reported that they use various methods, including PATH teams, other outreach teams, local police departments, local news outlets, and websites to reach homeless people who may not otherwise access housing or services.

Question 3C-11: Established policies currently in place that require all homeless service providers to ensure children are enrolled in early childhood education or in school and connected to services

- Steering Committee members reported that local agencies have these policies in place.

Question 3C-12: Collaborate with local education authorities to ensure individuals and families who become or remain homeless are informed of their eligibility for McKinney-Vento education services

- Steering Committee members noted that school liaisons' participation in Regional Committees has increased since Lisa Phillips presented at the October Steering Committee meeting.

Question 3C-13: Collaboration with emergency shelters, transitional housing, and permanent housing to ensure children under 18 are not denied admission or separated when entering shelter or housing

- Steering Committee members reported that local agencies' policies ensure families are kept together.

Question 3D-3: Efforts to address needs of victims of domestic violence, including their families

- Emily reviewed the answer that was used in last year's application and asked Steering Committee members for any updates or changes.
 - Steering Committee members reported that domestic violence agencies are still active participants in Regional Committees.
 - Five Regional Committees reported that ESG rapid re-housing funds are used for domestic violence victims.
 - Steering Committee members reported that domestic violence programs provide counseling, advocacy, legal services, job training, and case management services.

Question 3D-4: Efforts to address homelessness for unaccompanied youth

- Steering Committee members were asked if there are any specific programs or services targeted to unaccompanied youth in their regions.
 - Henderson County and Clay County reported programs targeted specifically for youth.
 - Emily noted that homeless unaccompanied youth may not be common in all regions, so NCCEH can write a more general answer about how communities address unaccompanied youth when they do appear.

Question 3D-6: Combat homelessness among veterans, particularly those ineligible for homeless assistance and housing through the VA

- NCCEH asked if veterans who are not eligible for VA services are being served through CoC agencies and given the same opportunities for housing and services. Steering Committee members verified that this is true.
- Five Regional Committees reported non-VA programs for veterans, including outreach, eviction prevention, housing assistance, job training, treatment programs, and transportation for medical needs.
- Two Regional Committees held Veterans Stand Downs. In addition, Henderson provided transportation to veterans to attend the Buncombe County Stand Down.

Question 4C-4: Preparation for implementation of Affordable Care Act

- Four Regional Committees reported that local agencies had received navigator grants. These agencies all participate in the Regional Committee meetings.

Point-in-Time Count Update

- The 2014 Point-in-Time Count will be held the night of Wednesday, January 29. NCCEH is working on creating updated reporting forms for the 2014 count and will email Regional Leads and PIT coordinators when they are posted.
- NCCEH is holding a PIT Count webinar training on Wednesday, January 15 at 9:30. Each Regional Committee's PIT coordinator should participate in the webinar. Regional Leads and agency staff

are also encouraged to attend. Participants can register for the webinar on the NCCEH website calendar at <http://www.ncceh.org/events/713/>.

- Each Regional Committee must designate a point person for the PIT Count. This person will be responsible for ensuring the region's data is submitted to NCCEH and will be the main point of contact for questions. Regional Committees were asked to submit contact information for the point person by January 6.
 - The following Regional Committees have not submitted contact information yet: AHRMM, Alamance, Caswell, Chatham, Foothills, Iredell/Yadkin, Johnston, Kerr-Tar, Northeast, Person, Pitt, Randolph, Southwest, Transylvania, Twin County.
 - These Regional Committees must submit their point person to bos@ncceh.org no later than January 10.

AHAR Wrap-Up

- NCCEH submitted Balance of State data to the AHAR (Annual Homeless Assessment Report) on December 13. The AHAR is a report compiled by HUD on national levels of homelessness. It is based on data from HMIS and the Point-in-Time Count.
- Data submitted to the AHAR must be of high quality to be accepted. NCCEH has received notice from HUD that 4 of our 6 AHAR shells were accepted. The two shells that were not accepted were Emergency Shelter for Individuals and Transitional Housing for Individuals.
 - The transitional housing shell was not accepted because our HMIS coverage was too low. At least 50% of the agencies must use HMIS.
 - The emergency shelter shell had data quality that was too poor to be accepted by HUD.
- NCCEH will work with CHIN to provide targeted technical assistance to agencies on data quality in 2014.

Regional Leads and Alternates

- Regional Committees should hold elections for Regional Leads and alternates during January. It is not necessary to change to a different person, but Regional Committees must hold an election each year and submit minutes documenting it.
- All Regional Leads and elected alternates must submit Conflict of Interest forms to be able to vote during the January 16 Steering Committee meeting. Anyone who hasn't submitted their form yet should send it to bos@ncceh.org.
- There will be an all-day, in-person meeting for Regional Leads and elected alternates on March 4 in Greensboro.

Subcommittee Meetings

- The Data Quality subcommittee will meet on Thursday, January 23 at 10:30. All CHIN users should attend. Participants can register at www.ncceh.org/events/689.

Reminders

- **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 representatives:**
 - 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 and approve 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.
- **PIT Count Coordinators:** Register and attend Jan. 15 webinar: <http://www.ncceh.org/events/713/>
- **All:** Participate in PIT Count Wednesday Jan. 29.
- **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

Next Meeting: Thursday, January 16 at 10:30 via conference call.

February Meeting: Tuesday, February 4 at 10:30 via conference call.