Balance of State Steering Committee Meeting
1.6.15

Regional Leads Present:
Brian Alexander, Chris Battle, Debbie Cole, Nicole Dewitt, Alvin Foster, Tonya Gray, Joe Marks, Casey McCall, Amy Modlin, Jane Motsinger, Sharon Poarch (for Sharon Osborne), Melissa Payne, Faye Pierce, Melissa Pressley, Susan Pridgen, Joel Rice, Juliet Rogers, Andrew Romines, Candice Rountree, Rasheeda Sturdivant, Mollie Tompkins, Marie Watson, Bob Williams

Regional Leads Absent:
Kim Crawford, Asia Elzein, Jennifer Flood, Kelly Lacy, Glenda Riggs

Interested Parties Present:
Judith Alvarado, Melissa Balto, Ellery Blackstock, Michelle Blanding, Mary Pat Buie, Kristi Case, Lynn Deluca, Anne Friesen, Ashley Freeman, Dick Frohock, Matt Gaunt, Tammy Gray, Marlene Harrison, Sarah Lancaster, Cheryl Manuel, Latasha McNair, Mark Owen, Sue Proctor, Detra Purcell, Monica Seafort, Robin Shue, Amy Steele, Emila Sutton, Lori Watts, Talaika Williams, Teena Willis

NCCEH Staff Present:
Thurston Alexander-Smith, Nancy Holochwost, Corey Root, Tia Sanders-Rice

Approval of December Minutes
There being no changes needed, the minutes were approved by common consent.

Point-in-Time Count
- The Point-in-Time Count will be held the night of Wednesday, January 28.
- Each Regional Committee has chosen a PIT Count lead, who is responsible for local coordination and training, verifying PIT data, and submitting PIT forms to NCCEH. Regional Committees should have begun their planning process.
- Each Regional Committee must conduct an unsheltered homeless count, a sheltered homeless count (emergency shelters and transitional housing), and a permanent housing count for the HIC (rapid re-housing and permanent supportive housing).
- The PIT forms are posted at www.ncceh.org/2015pit/. They were emailed to PIT leads and Regional Leads in December. PIT leads should ensure the forms are distributed to local agencies.
- NCCEH is holding a BoS PIT training on Thursday, January 8, at 9:30 via conference call/webinar. The training is open to everyone working on the PIT. All PIT leads should attend. At this time, PIT leads have not registered from Caswell, Craven, DISSY, Foothills, Harnett, Lee, or Northeast. If the PIT lead is not available, another PIT coordinator or the Regional Lead should attend. Registration is posted at www.ncceh.org/events/804/.

- Communities should read HUD's PIT guidance while they are planning their count. The PIT Methodology Guide and the PIT/HIC Data Collection Notice are posted at www.ncceh.org/pointintimehowto/.

Coordinated Assessment Update
- NC BoS staff expect to receive twenty-six coordinated assessment plans from Regional Committees. Twenty-one have been submitted, so five are now overdue.
- NC BoS staff continue to conduct threshold reviews as plans are submitted. As the plans pass threshold, they are posted on the NCCEH website and passed to the Coordinated Assessment Council (CAC) for review.
- The CAC met in December and chose to conduct more in-depth review than previously planned. The CAC will review 6-8 plans in January and the rest in February and March.
  - After the CAC's review, each Regional Committee will get a call from 1-2 CAC members and an NCCEH staff member to provide feedback and recommendations. The Regional Lead and CA lead should be on this call, as well as anyone else who is involved in CA planning and wants to attend.
  - CAC members will present the results of these conversations to the full CAC, which will then proceed with plan approval. The Steering Committee will then vote to approve the plans.
  - Based on this timeline, the earliest implementation for CA plans will be February or March.

AHAR Update
- The Annual Homeless Assessment Report (AHAR) is provided to Congress by HUD every year. It is based on both PIT Count and HMIS data and provides a picture of homelessness at the national level.
- NC BoS staff submit the AHAR data for the BoS CoC. HUD will reject data that is of poor quality, which excludes it from the national picture of homelessness.
- NC BoS staff submitted the BoS' final data in December and are waiting to hear if it was accepted.
- There are 6 AHAR "shells" (data categories): ES-IND, ES-FAM, TH-IND, TH-FAM, PSH-IND, PSH-FAM. The goal was for 5 of the 6 shells to be accepted. We expect four shells to be accepted: ES-IND, TH-FAM, PSH-FAM, PSH-IND.
  - Strengths: low rates of missing data (less than 10%), bed coverage rates (percentage of beds that are on HMIS) met minimum in all shells but TH-IND
  - Problem areas: bed/unit inventories in HMIS are inaccurate, children entered without parents/guardians, unexited clients (long lengths of stay)
  - The ES-FAM shell was accepted last year but is not expected to be accepted this year:
    - Bed utilization rates (percentage of beds that were occupied) on 3 of the 4 PIT dates were below HUD's acceptable rate of 65%
    - Big variations on bed utilization that could not be explained
    - Family count decreased by 14% and bed inventory decreased by 6%, so beds appear to be unfilled

- o The TH-IND shell is not usable because the bed coverage rate is below HUD's acceptable rate of 50% (the rate was 37% in 2014 and 40% in 2013)
- o The summary shell is also not usable because of the issues with other shells

Regional Lead Elections
- In accordance with the BoS Governance Charter, each Regional Committee must elect a Regional Lead and an alternate each year. It is not required that the lead or alternate change, but an election must be held. This should be done during the committee's January meeting, and the election must be recorded in the meeting minutes. The Regional Lead's role and responsibilities are outlined at www.ncceh.org/files/3117.
- Please fill in this online form with Regional Lead and alternate contact information: http://bit.ly/1yx0dy0
- There will be an in-person meeting for Regional Leads and alternates on Wednesday, February 25, in Raleigh.
- NC BoS staff use the results of the Regional Lead elections to create the list of 2015 Regional Committees.
- Regional Leads and alternates must submit a conflict of interest form to NC BoS staff each year (even if the lead/alternate has not changed). The form is posted at www.ncceh.org/files/5161. Signed forms should be sent to bos@ncceh.org.

HMIS Update
- Nicole Dewitt, one of the BoS representatives on the CHIN Governance Committee, provided an update on the CHIN/HMIS transition process.
- Last year, the Governance Committee recommended a change in the HMIS administrative agency due to ongoing concerns about data usability, training, cost, and functionality. The Michigan Coalition Against Homelessness (MCAH) was chosen as the new administrative agency.
- Over the next few months, MCAH will take on more of the HMIS operations while CHIN will scale down. The final switch to MCAH will take place on May 1.
- The Governance Committee is working on communications to help explain this transition. There will be an FAQ document provided to CHIN users in mid-January and letters to state-level stakeholders and agency executive staff in late January. The FAQ document will be presented at the February Steering Committee meeting.
- MCAH will use a decentralized model that puts more usability and responsibility at the local and agency level. There will be system administrators at the CoC level; NCCEH staff will fulfill this role for the BoS. There will also be agency administrators at the agency level.
- MCAH will continue to use the same HMIS software, Bowman System's ServicePoint. All users will need to be re-trained in 2015.
- It is possible for agencies to get new licenses. However, if users can wait, it is preferable to wait until the MCAH trainings are available in May so that users will not need to go through training twice. It is still necessary to receive training prior to getting a license.

Upcoming Meetings

- BoS Point-in-Time Count Training
  - Thursday, January 8, 9:30
  - Register at www.ncceh.org/events/804
- Data Quality Subcommittee
  - Monday, January 26, 10:30
  - Register at www.ncceh.org/events/806

Regional Committee Updates

- AHRMM: The February Regional Committee meeting will be held at the tent city to provide supplies to the shelter that is being built. On December 18 there was a candlelight vigil in Southern Pines to raise awareness of homelessness.
- Rockingham: The Regional Committee is concerned about the forecast for cold weather and is encouraging people to come in to shelter.

Reminders

- **PIT leads and other interested parties:** Register for and attend BoS PIT training: ncceh.org/events/804
- **Regional Committees:** Submit coordinated assessment plans or revisions as requested
- **Regional Committees:** Elect one Regional Lead and one alternate in January. After election, fill in this online form with Regional Lead and alternate contact information: http://bit.ly/1yx0dy0
- **CHIN Users:** Register for and attend Data Quality Subcommittee: ncceh.org/events/806

Next Meeting: Tuesday, February 3, at 10:30.