

**Kerr-Tar Coalition to End Homelessness/Regional Housing Committee Meeting Minutes**

**Cardinal Innovations Healthcare Solutions, Five County COC**

**134 S. Garnett St., Henderson, NC 27536**

**August 25th, 2015**

**Attendees:**

1. Arlen Penny Coleman-CCNC
2. Cassandra Hart-VC DSS
3. Dwan Alston-Securing Resources for Consumers
4. Heather Taylor-Strategic Interventions
5. Jacqeutta Bullock- new Direction Ministries
6. Jeanne Variano- Cardinal Innovations Healthcare Solutions-Admin
7. Jeremy Richard-Divine Support Edge
8. Joe Tartamella-Granville County DSS
9. Joel Rice-Cardinal Innovations Healthcare Solutions-Housing Specialist
10. Kikelom Popoola-Divine Support Edge
11. Lavonge Manley-Oxford House
12. Lequetta Deshazo-securing Resources for Consumers
13. Lila Armstrong, RN-ARC-ACTT
14. Marvin Peace-Oxford House
15. Nichole Benjamin-Community Care Services, LLC
16. Nikki Crawford-Community Care Services, LLC
17. Olayide Olaniyan-PETER-ELIST, LLC
18. Richard Stewart-NCCU BSW Intern
19. Rudolph Bailey-Divine Support Edge
20. Stephanie Harper-LATCH Rural Health
21. Tonya Richards-Infinite Possibilities
22. Willie Ingram

Joel Rice opened the meeting by welcoming those present. Introductions were made.

Minutes from the July 28th, 2015 meeting were reviewed. Stephanie Harper made motion to approve the minutes; the motion was carried by Rudolph Bailey.

**Updates/Reports:**

1. **Updates from the Balance of State Steering Committee:**

* Joel shared that the Coordinated Assessment Plans to address the referral process for homeless individuals are being submitted to the state for review. Twenty-six plans have been submitted with 11 having been approved, 11 needing revisions and 4 pending review. The plans will change the current referral process for housing. Once the plan is approved it will be implemented within 30 days. Cardinal Innovations is prepared to implement their Coordinated Assessment Plan by October 2015. He hopes to have a copy of the plan by the next meeting on September 22nd.
* Joel informed attendees that the Continuum of Care grant competition was still awaiting NOFA’s funds availability announcement. Once the announcement is made, Cardinal Innovations has 5-7 weeks to apply for grants. Joel requested letters of support from attendees. He shared that Cardinal Innovations hopes to apply for grants to fund new projects for the first time in 7 years.
* The state is redefining the structure of the Housing Committee and is asking for feedback via surveys. The surveys will be sent to the attendees electronically. Joel asked the surveys be completed and brought to the next meeting so the answered could be combined and returned to the state as 1 document.
* Joel reminded attendees that Lavonge Manley has volunteered to represent the Kerr Tar Regional Housing Committee on the BOS Regional Committee which consists of 2 conference calls a year.

1. **Updates/Announcements from Committee Members:**

* Olayide Olaniyan of PETER-ELIST, LLC announced his agency would be conducting Mental Health First Aid Training the 1st week in October. It is an 8 hour training which teaches participants how to deescalate mental health and/or substance abuse crisis.
* Stephanie Harper, case manager for LATCH Rural Health, gave a description of the agency. The agency assists individuals in the disability application process by collecting appropriate information, creating a detailed medical history and completing the application. This lessens the typical disability application process significantly. It is a grant funded program available in Franklin, Granville, Person, Vance and Warren Counties. There are no formal criteria, but there are specific requirements that must be in place in order for the process to move forward. Grant money is available to assist with transportation for the applicant.
* Joe Tartamella of Granville County DSS spoke about a concept for a transitional housing program for children aging out of the foster care system. The program would cover the cost of rent and provider living skills training to help move them into employment and independent living. There is no funding in place for the program to date, but Joe is open to suggestions and asked if the housing department would be able to assist financially. Joel indicated that may be a possibility and would make a request to Cardinal Innovations. He would also like to form a committee to brainstorm about the program.
* Lavonge Manley encouraged people to attend the Rally for Recovery that will take place in Morse Square in downtown Raleigh on September 12th from 10:00 am until 2:00 pm. There will be food, fun and speakers. It was well attended last year by 500 individuals.
* Joel shared that there was a 1 bedroom apartment available at Garden Wall Villas. He reminded attendees to be aware of whom they are referring for this unit. The head of household should be permanently disabled with income. Joel will email the information regarding this apartment to Kerr Tar Committee Members. There will be a background check and applicants with the following issues will not be considered:
* Sex Offenders
* Drug Offenses
* Past Evictions
* Outstanding utility payments

1. **Other Housing Issues-Open Discussion (see attached draft):**

* Joel informed attendees the criteria for Community Capacity Funding (CCF) request have recently been revised (see attached). He explained these funds are drawn down from state monies to assist individuals who are in Cardinal Innovation’s system of care with aid to cover costs for costs such as utilities, security deposits and furniture. These funds are not designated for sustained monthly bills such as rent, and are for members in the Five County and OPC catchment area only. During the state’s audit last year it was discovered that not all CCF was provider for Cardinal Innovation’s members. New criteria for funding requests include the following:
* Applicant must be in the Cardinal Innovations system of care with a medical record number.
* A current Person Centered Plan (PCP) or treatment plan must be submitted with the application.
* A W-9 for new vendors.
* All application forms completed thoroughly.
* Joel reviewed the revised criteria for Permanent Support Housing (PSH) (See attached). PSH is a rental assistance program similar to section 8 housing. The agency providing treatment to the applicant should submit the request for PSH. A household should have a minimum of $300.00 a month income. HUD considers a person to be homeless if they are living on the street or a shelter. Sources of income can be from Work First, SSI or a part-time job. Child support is not considered income. If an applicant is disabled without any income, please refer them to Stephanie Harper with LATCH Rural Health. Criteria for PSH referrals include the following:
* Applicant must be homeless.
* Applicant must be in the Cardinal Innovations system of care with a medical record number.
* Applicant must have verifiable income.
* A current signed Person Centered Plan (PCP) or treatment plan must be submitted with the application.
* Applicant must currently be receiving services.
* Verification of homelessness from the referring agency should be on company letterhead.

Joel reminded committee members the criteria regarding income and treatment was put in place to assist the applicant in achieving long term stability in housing. Currently Five County COC is assisting 150 households through the PSH program.

The meeting was adjourned.

**The next meeting will be September 22nd, 2015 @2:00 pm.**

Minutes respectfully submitted by Jeanne Variano