



North Carolina Balance of State Continuum of Care

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Balance of State Steering Committee Meeting

6.7.16

Regional Leads Present:

Kim Crawford, Teena Willis, Jamie Brown (for Austin Pearce), Jamal Troublefield, Mollie Tompkins, LaTasha McNair, Sarah Lancaster, David Jacklin, Tyrone Lindsey, Roxanne Curry, Joel Rice, Susan Pridgen, Nicole Dewitt, Jim Cox, Robert Lawler, Marlene Harrison, Monica Frizzell, Jennifer Molliere, Linda Brinson (for Ginny Mohrbutter), Mary Mallory

Regional Leads Absent:

Sharon Covington, Sally Love, Alvin Foster, Marie Watson, Juliet Rogers, Debbie Briscoe Smith, Emily Locklear

Interested Parties Present:

Talaika Williams, Brian Fike, Faye Pierce, Anne White, Thadeous Carr, Ursulla Ingram, Pat Byrd, Mark Mangum, Mark Owen, Melissa McKeown, Tammy Gray, Lori Watts, Christy Rippey, Bob Bourke, Twyla Coleman, Linda Golden, Donna McCormick, Mary Pat Buie

NCCEH Staff Present:

Brian Alexander, Emily Carmody, Nancy Holochwost, Denise Neunaber

Approval of May Minutes

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

Regional Committee Restructuring Proposal

- Talaika Williams provided an update on the Regional Committee restructuring proposal. The Restructuring Workgroup has been working for over a year on restructuring the Regional Committees from 27 to 13 committees. The workgroup members are Jim Cox, Kim Crawford, Nicole Dewitt, Brian Fike, Sarah Lancaster, Melissa McKeown, Susan Pridgen, Juliet Rogers, Lori Watts, and Talaika Williams.
- The workgroup sent out a survey to Regional Committees to request feedback on the original restructuring proposal draft. The workgroup evaluated that feedback and then met on May 26th to incorporate it into the proposal. The revised proposal was posted on the NCCEH website on May 31st and includes some changes to the map, which were based on feedback from Regional Committees and information about program availability from the Housing Inventory Chart:
 - Madison County was moved from a grouping with Henderson, Transylvania, and Rutherford-Polk to the Southwest Regional Committee.
 - Johnston County was moved from a grouping with Down East and Wilson-Greene to a grouping with Randolph, AHRMM, and Lee-Harnett.

- Sampson and Duplin Counties were moved back to the grouping with Down East.
- Washington County was moved to a grouping with Pitt, Beaufort, Martin, and Bertie.
- Hertford County was moved from a grouping with Beaufort and Martin to the Northeast Regional Committee.
- The workgroup developed a timeline of suggested benchmarks to help Regional Committees complete transition tasks within the timeframe for restructuring.
 - Formation of Transition Committees: by June 30
 - Complete draft plan for Regional Committee transition: by July 31
 - Present transition plan to current Regional Committees for approval: by August 31
 - Initial meeting of new Regional Committees and election of leaders: by September 30
 - 1-day regional meetings with BoS staff to create 100-day plans: October 1–14
 - Creation of Point-in-Time Count and coordinated assessment subcommittees: by October 31
 - New Regional Committees are formed and meeting: by January 1
- The workgroup also worked with BoS staff, using feedback from the Regional Committees, to develop a plan for staff support during the transition.
 - Creation of an FAQ document: June
 - One-on-one phone calls with current Regional Committees (at their request) to answer questions and provide guidance: June/July
 - One-on-one phone calls with Transition Committees: August
 - 1-day regional meetings to create 100-day plans: October 1–14
 - On-site visits to new Regional Committees from BoS staff: October–December
- Steering Committee members were asked if they had any questions about the revised proposal.
 - Monica Frizzell voiced concerns that she had been unaware Madison County would be joining Southwest and that the Regional Committee would be unable to meet the timeline for transition. Brian noted that he'd received feedback indicating that Southwest had been aware of this change and apologized for the misunderstanding. He noted that the timeline benchmarks are only suggestions, so Southwest can modify the timeline to fit their needs. Jennifer Molliere offered to share information about Madison contacts that she had gathered.
 - Tyrone Lindsey asked for more details about the decision to group Hertford County with the Northeast Regional Committee. Talaika noted the Northeast region currently has no active committees. Since the Hertford Regional Committee is newly formed and has active leadership, the workgroup felt that capacity in the other counties could be built on this foundation. They also felt that Hertford fit better culturally with the Northeast region. Brian noted that the workgroup has realistic expectations for regions that are bringing on inactive counties, and that BoS staff will be providing support through the transition process.
- A motion was made and approved to approve the Regional Committee restructuring proposal [Molliere, Crawford]. All in favor; none opposed.
- Brian noted BoS staff will post the restructuring FAQ document at www.ncceh.org/bos/restructuring/ and will email Regional Leads when it's available.



ESG Funding Update

- BoS staff have heard from the ESG office that the projected release date for the ESG application is August, with a due date in September or October.
- Each Regional Committee is responsible for running its local ESG application process. BoS staff will provide answers for the regional application that pertain to the BoS CoC as a whole.
- Regional Committees are asked to select a local lead for their ESG funding process and submit contact info to BoS staff by June 30 via the online form at <http://bit.ly/1spUpWr>. This will allow staff to share information about the application with the appropriate person in each Regional Committee.
- BoS staff will host phone calls in August with ESG leads and RC leadership to discuss their local application process. Staff will email instructions to leads about how to schedule the calls.
- BoS staff are also looking for resources about how to set up fair and transparent funding processes to share with Regional Committees while setting up their ESG application processes.
- Regional Committees can choose to complete this year's ESG application either under the current RC structure or under the new RC structure from the restructuring proposal. This must be a community-wide decision so that all counties involved are in agreement as to how to apply.

CoC Competition Update

- NCCEH staff submitted the CoC registration to HUD on May 11. This is a preliminary step in the CoC competition, in which the CoC informs HUD that we intend to apply for funds in the 2016 competition.
- BoS staff have also submitted the Grant Inventory Worksheet, which is the listing of all existing grants that need to be renewed in 2016. The field office and HUD headquarters are now reviewing the GIW. The final approved version will be sent to the CoC by June 27.
- Staff had originally anticipated that the CoC NOFA would be released in August, with due date in the fall. HUD has now indicated that they anticipate the competition will run from June 30 to September 30.
- CoCs will be asked to report on performance measures for the first time in the 2016 application. These are CoC-wide measures, so staff will be reporting on collective performance across the entire BoS. The performance measures are key indicators of our progress on ending homelessness, including:
 - length of time homeless
 - returns to homelessness
 - number of homeless people
 - placement in and retention of permanent housing
 - employment/income growth
- Any agency interested in applying for a new project should submit an Intent to Apply form as soon as possible. BoS staff will review these and follow up with interested agencies. New funds are available for permanent supportive housing for 100% chronically homeless people and for rapid re-housing projects. The form is found at: <http://bit.ly/23e1STr>.
- Agencies applying for new and renewal funding should expect to hear from BoS staff when the NOFA is released with instructions for this year's competition.



- The Scorecard Committee is responsible for updating the scorecards that will be used to assess and score project applications from agencies. Each Regional Committee is asked to select one representative to serve on the committee by June 10 and submit their contact information through the online form at <http://bit.ly/1MZkUev>. The committee will meet for the first time in mid-June.
- The 2015 scorecard asked if permanent supportive housing programs met all 6 of SAMHSA's key elements for PSH. After the 2015 scoring process and a follow-up review that staff completed this spring, staff found that nine agencies didn't meet one or more of the key elements.
- BoS staff have been working with agencies on meeting the key elements:
 - staff have had site visits with two agencies that needed in-depth conversation
 - staff have sent follow-up emails to all PSH agencies letting them know the elements they missed
- Staff will also hold a required meeting for all CoC PSH grantees this July. This will be an opportunity to discuss relevant information for all grantees:
 - assistance on the key elements that were most commonly missed (not requiring services, not having restrictive program rules)
 - eligibility and other program compliance issues
 - benchmarks for program performance
- The meeting will be July 12 from 10:00 to 3:00 at the HUD field office in Greensboro. Grantees can register at www.ncceh.org/events/987/.

Coordinated Assessment

- The Coordinated Assessment Exchange meets monthly on the second Tuesday from 3:00 to 4:00 to discuss issues related to coordinated assessment. The June 14 meeting will focus on implementation. Participants can register at www.ncceh.org/events/951. Materials from past meetings are posted at www.ncceh.org/bos/subcommittees/caexchange.
- All communities implementing coordinated assessment are required to submit outcome reports on a quarterly basis.
 - Outcomes for the first quarter (January – March) were due April 15. Thirteen Regional Committees submitted outcome reports. BoS staff have followed up with Regional Committees that did not submit.
 - Outcomes for the second quarter (April – June) will be due July 15.
 - Outcomes should be submitted via the online form at <http://goo.gl/forms/QESzakx4xH>

Written Standards

- In October 2015, the BoS adopted preliminary written standards as they were needed for applicants to be in compliance for the ESG application. It was understood that the standards would need to be revised. BoS staff have received feedback from the ESG office and the HUD field office about the written standards and are beginning the process of revising them.
- Strong written standards help to create strong programs by:
 - Giving grantees specific guidelines for operating their programs in the best way to end homelessness
 - Creating consistency across the 79 counties in the BoS
 - Protecting clients and puts their needs first



- Holding all programs to a specific standard of care
- The Written Standards Workgroup was formed at the 2015 in-person Regional Committee meeting. The workgroup will be convened to assist with the process of revising the written standards.
- CoC, ESG, and SSVF grantees were asked to provide feedback on the current written standards by May 20. Seventeen agencies responded. BoS staff are reviewing this feedback now.
- During June, BoS staff will create revised written standards for the four program components: emergency shelter, transitional housing, rapid re-housing/homelessness prevention, and permanent supportive housing. The drafts will be sent to HUD and the ESG office ensure the standards are in compliance with their requirements. The drafts will also be reviewed with the workgroup members for their feedback.
- The draft standards will be presented to the Steering Committee for review at the July 5 meeting. In July and August, CoC, ESG, and SSVF grantees will be asked to provide feedback.
- After all feedback is received, the workgroup will convene in August to make revisions and post the final version on NCCEH website. These final drafts will be presented for Steering Committee approval at the September 6 meeting.

HMIS Update

- The BoS's HMIS license allocation policy has not been updated since MCAH became the lead agency. The NCCEH data center has been allocating licenses to CoC and ESG grantees as needed. Staff have recently received several requests for new HMIS licenses from non-grantee agencies as well.
- The revised policy remains very similar to the original. The changes made are:
 - updated background adding MCAH as the HMIS lead agency
 - extends the allocation of free licenses through June 30, 2017
 - lays out requirements for all HMIS users to acquire and keep their licenses:
 - log in to the system as least once every 60 days
 - maintain high data quality
 - be responsive to outreach from NCCEH and MCAH
 - regularly attend Regional Committee meetings
 - enter all HUD required data elements
 - complete all required HMIS trainings within 1 month of requesting license
 - keep username and password confidential (no sharing with other staff)
- A motion was made and approved to approve the revised HMIS license allocation policy [Jacklin, Crawford]. All in favor; none opposed.
- The HMIS Governance Committee is composed of representatives from all twelve CoCs. It is responsible for overseeing the governance of the statewide HMIS system.
- The BoS has four seats on the committee (each with an alternate). One seat is filled by BoS staff. The other three are regional seats for members of the community. These are 1-year seats that run from July 1 to June 30. The BoS is looking to fill these seats with people who work with HMIS on a daily basis, such as agency administrators. The new slate of representatives for the July 1, 2016 – June 30, 2017 term will be presented at the July Steering Committee meeting. Anyone interested in serving on the committee should contact bos@ncceh.org



- The BoS currently has an empty slot for the alternate seat for Region 2. BoS staff recommended Amy Steele to fill this seat. She is the director and the HMIS agency administrator of Rockingham County Help for Homeless.
 - A motion was made and approved to approve Amy Steele for the alternate seat for Region 2 [Harrison, Molliere]. All in favor; none opposed.

Upcoming Meetings & Reminders

- Coordinated Assessment Leads: BoS Coordinated Assessment Exchange
 - Tuesday, June 14, 3:00-4:00 p.m.
 - <http://www.ncceh.org/events/951/>
- Coordinated Assessment Leads: BoS Coordinated Assessment Outcomes
 - Second quarter outcomes due July 15
 - First quarter outcomes were due April 15
 - Submit outcomes: <http://goo.gl/forms/QESzakx4xH>
- Regional Committee Leads:
 - Submit Regional Committee Scorecard representative using form: <http://bit.ly/1MZkUev>
 - Due June 10, 2016
- RRH Providers: RRH Subcommittee Meeting
 - Friday, June 17, 10:30-11:30 a.m.
 - <http://www.ncceh.org/events/959/>
- PSH CoC Grantees: PSH Grantee Meeting
 - Tuesday, July 12, 10:00-3:00 in Greensboro
 - <http://www.ncceh.org/events/987/>

Next Meeting: Tuesday, July 5, at 10:30.

