**Balance of State Steering Committee Meeting**
**11.1.16**

**Regional Leads Present:**
Kim Crawford, Mollie Tompkins, LaTasha McNair, Tammy Gray (for Sarah Lancaster), Trina Hill, Roxanne Curry, Joel Rice, Marie Watson, Susan Pridgen, Nicole Dewitt, Jim Cox, Marlene Harrison, Monica Frizzell, Jennifer Molliere, Mary Mallory

**Regional Leads Absent:**
Sharon Covington, Sally Love, Teena Willis, Alvin Foster, Austin Pearce, Jamal Troublefield, Juliet Rogers, Robert Lawler, Debbie Briscoe Smith, Emily Locklear, Ginny Mohrbutter

**Interested Parties Present:**
Faye Pierce, Tiana Terry, Talaika Williams, Leila McMichael, Brian Fike, Amy Steele, Melissa Eastwood, Mark Mangum, Glori Keating, Mark Owen, Kelly Vick, Avis Murphy, Lori Watts, Brenda Chorzolewski, Lynne James, Janice Sauls, Thadeous Carr, Kristi Case

**NCCEH Staff Present:**
Brian Alexander, Nancy Holochwost, Denise Neunaber, Andrea Carey

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

**Collaboration with Public Housing Authorities (PHAs)**
- In September, the HUD field office hosted a meeting for PHA and CoC leadership to discuss how PHAs could get more involved in the goal of ending homelessness. One of the presenters at this meeting was Kelly Vick, the executive director of the Wilson PHA, which has a preference for people experiencing homelessness. Kelly discussed the process of creating this preference with the Steering Committee.
- Kelly became interested in creating the homeless preference after learning about homelessness in Wilson County at a Regional Committee meeting. In 2014, the Wilson PHA board made the needed changes in its administrative plan to add preferences for homeless people and for veterans. Community agencies refer homeless clients to the PHA. The PHA works with landlords, utility companies, and the local ESG program to help overcome barriers to homeless clients entering housing. The PHA has housed over 70 homeless households in the last year. The PHA is looking into partnering with local agencies to provide supportive services to clients in PHA units.
- Steering Committee members were asked for any questions.
  - Susan noted that their local PHA has a long wait list and asked how the Regional Committee can form a more reciprocal partnership with them. Kelly noted that the

Regional Committee could invite the PHA director or board members to their meetings. The Regional Committee can also propose solutions to any barriers that may be preventing the PHA from participating.

   o Denise asked Kelly to share more specific information on how a homeless preference is put in place. Kelly noted that the PHA's board must approve the preference first and then it must be included in the PHA's annual administrative plan that is submitted to HUD. Creating preferences is a local decision and is aligned with HUD's goal of ending homelessness.

- Regional Committees are encouraged to form collaborative relationships with their local PHAs to help end homelessness. The PHA can implement homeless preferences or set aside units for homeless clients, while local providers can offer case management or other services to PHA residents. BoS staff can take part in these conversations between Regional Committees and PHAs.

**Veteran Homelessness**

- BoS staff have held three in-person meetings with SSVF grantees to discuss the status of veteran homelessness in the CoC. Staff from the NC Department of Military and Veterans Affairs and our HUD Vets@Home TA providers have attended these meetings as well. This group is creating a plan to end veteran homelessness in the BoS by the end of 2017.
   o The plan calls for establishing 13 regional veteran systems (one within each Regional Committee) to create systems to quickly identify and house homeless veterans.
   o The goal is to meet the USICH benchmarks and criteria for ending veteran homelessness.
   o The plan is currently being reviewed by the HUD TA provider. It will be presented to the Steering Committee in December.
- In August, the Steering Committee approved the formation of a new BoS Veterans Subcommittee.
   o Representatives on the committee will include VA leadership, VA medical centers, SSVF grantees, the NC Department of Military and Veterans Affairs, statewide partners, and Regional Committee representatives.
   o The initial meeting of the subcommittee will be on November 30. Representatives will be contacted regarding the time and location.

**ESG Update**

- The deadline for ESG applications was October 21. The state ESG Office sent out a notice that regions affected by Hurricane Matthew can request an extension until November 11. Regions that wish to do so must email Michael Leach at michael.leach@dhhs.nc.gov.
- After submitting their ESG applications to the State ESG Office, Regional Committees are also asked to submit digital copies to BoS staff. This includes the regional application and budget, project applications and budgets, and attachments that were not provided by BoS staff. Application materials should be submitted via the online form at http://bit.ly/2eGjFV2.
- Steering Committee members were asked for feedback on the ESG application process, including resources provided by BoS staff.

- o Steering Committee members noted that the calls held by BoS staff and by the ESG office were helpful.
- o Steering Committee members noted that the application timeframe was very short and that having adequate time will be more important next year in the larger restructured Regional Committees.
- o Marie asked how the restructured Regional Committees will run the application process next year.
    - ▪ Brian noted that BoS staff will hold an in-person meeting about funding processes next year. Regional Committees can begin funding conversations now and BoS staff will provide more support in the coming months.
- o Jennifer asked if BoS staff could advocate for more training, especially for agencies new to ESG funding.
    - ▪ Denise noted that the ESG office will hold required trainings within the first quarter of the grant year. BoS staff is advocating for this to include grants management as well as rapid re-housing training.
- o Kristi noted that their region struggled to create regional goals and outcomes.
    - ▪ Brian noted that other communities had the same issue. BoS staff plan to incorporate discussion about goals and outcomes into upcoming conversations and training.
- o Denise noted that NCCEH staff would create and send out an anonymous statewide survey for stakeholders to provide more detailed feedback regarding the ESG application process.

**Regional Committee Restructuring**
- BoS staff have held two of the three in-person transition planning meetings. Based on feedback received during these meetings, BoS staff are planning to create new resources for Regional Committees in the coming months:
    - o Balance of State 101 pre-recorded training and accompanying document
    - o Chart outlining which responsibilities are for Regional Committees and which are for the Steering Committee
    - o Job descriptions for Regional Committee leadership positions
- The third in-person transition meeting will be Thursday, November 3, in Greenville. The following Regional Committees are invited to attend:
    - o Pitt, Beaufort, Martin, Washington, Bertie
    - o Onslow, Neuse-Trent
    - o Down East, Wilson-Greene
    - o Hertford, Northeast
    - o Southeast
    - o DISSY
- Regional Committees are asked to bring as many members of their transition committees as possible. Anyone not registered is asked to do so as soon as possible: www.ncceh.org/events/1003/
- Next steps in the Regional Committee restructuring process include:

- o BoS staff is scheduling times to visit new Regional Committees in November and December
  - o The CAC is working on a new coordinated assessment planning template to be sent out in December
  - o New Regional Committees go into effect January 1
  - o BoS staff will hold a webinar and phone calls about coordinated assessment planning in January/February
  - o BoS staff will hold an in-person meeting about funding processes in February/March
  - o Updated coordinated assessment plans are due April 1
- Regional Committees should have their new Regional Leads in place in time for the January 10 Steering Committee meeting.

**2017 Point-in-Time Count and Housing Inventory Count**
- The 2017 Point-in-Time Count (PIT) and Housing Inventory Count (HIC) will be held the night of Wednesday, January 25. The PIT is a count of literally homeless people who are staying in emergency shelters, transitional housing (dedicated for homeless people), and unsheltered locations. The HIC is an inventory of programs that provide shelter or housing to homeless people, including emergency shelters, transitional housing (dedicated for homeless people), rapid re-housing, and permanent supportive housing.
- Regional Committees are responsible for planning and conducting their local counts. Preparation includes involving agencies, planning locations for the unsheltered count, training volunteers, distributing forms, and advertising the count. Follow-up includes collecting and reviewing PIT/HIC forms and submitting them to BoS staff.
- The 2017 count will be conducted within the 13 restructured Regional Committees. Regional Committees should begin planning as soon as possible and involve stakeholders from all counties. Each Regional Committee should create a PIT/HIC committee and select a PIT/HIC lead contact.
  - o BoS staff asked for PIT/HIC lead contact information to be sent to bos@ncceh.org by October 28. This information has been received from 3 Regional Committees (Region 5/Piedmont, Region 6/PRACC, and Region 13/Onslow-Neuse-Trent). Other Regional Committees should send this information as soon as possible.
- BoS staff provide the PIT/HIC forms and some training for BoS communities.
  - o PIT/HIC forms will be posted to the NCCEH website in November at www.ncceh.org/pitforms/.
  - o BoS staff have created a pre-recorded training covering PIT/HIC overview and preparation. Regional Committees are asked to watch it at their next meeting: http://bit.ly/2dDRJm2
  - o BoS staff are planning a live webinar training in December for PIT/HIC leadership. Staff will also create pre-recorded trainings on the PIT/HIC forms in December or January. Information about these trainings will be sent to Regional Committee PIT/HIC leads and posted at www.ncceh.org/pointintimehowto/.

**Coordinated Assessment Update**

- The next Coordinated Assessment Exchange call is Tuesday, November 8, from 3:00 to 4:00. Participants should register at www.ncceh.org/events/966. All coordinated assessment leads are encouraged to participate. Materials from these calls are posted at www.ncceh.org/bos/subcommittees/caexchange.
- The CA outcomes from Regional Committees were due October 15. Fifteen Regional Committees submitted reports:
  - Piedmont, Rockingham, Alamance, Burke, Randolph, Down East, Southwest, Onslow, AHRMM, Johnston, Lee-Harnett, Twin County, Henderson, Wilson-Greene, DISSY, Foothills (needs corrections)
  - Any Regional Committees that haven't submitted their outcomes are asked to do so, even if the data is incomplete. Regional Committees should submit one outcome form for their entire region at http://bit.ly/2dcoQeK.
- BoS staff will continue to provide outcome reports to Regional Committees. Regional Committees may check these and re-submit corrected data if needed. The final version of the outcome report is reviewed by the Coordinated Assessment Council (CAC) and then sent back to the Regional Committee.
- Under the new Regional Committee structure, Regional Committees must update their coordinated assessment plans and submit these to the CAC by April 1. The CAC is developing a new template for these plans, which will offer more support and instruction in how to answer questions. The template will be released by the end of the year.

**HMIS Update**

- The HMIS Governance Committee is the administrative body that oversees the statewide HMIS network. Each CoC has representatives on the Governance Committee. Because of its size, the BoS has 4 representatives, each with an alternate. The seat for the Region 1 alternate has been open due to staff turnover. Jennifer Clark, business administrator and end user from the Family Care Center of Catawba, has been proposed as a candidate for this seat.
  - Steering Committee members were asked for any questions; none were raised.
  - A motion was made to approve Jennifer Clark as the Region 1 alternate on the Governance Committee [Crawford, Molliere]. All in favor; none opposed.
- The Annual Homeless Assessment Report (AHAR) is submitted by CoCs to HUD each year. It contains data from HMIS regarding CoCs' year-round homeless population and service usage.
- There are six data categories reported in the AHAR (ES-IND, ES-FAM, TH-IND, TH-FAM, PSH-IND, PSH-FAM). HUD requires each data category to have at least 50% HMIS bed coverage in order for data to be accepted into the AHAR. The BoS has 50% or better coverage in all data categories except TH-IND, which has been the case for the previous three years.
- Data Center staff submitted draft AHAR data to HUD on October 31. Final AHAR data will be submitted by December 1.
- Data Center staff will continue to reach out to agencies between now and December 1 if there are any issues in HMIS that need to be addressed. Common data quality issues that have been found:
  - Clients are missing disability data (solution: complete HUD verification)

- Clients are missing their prior residences or the length of stay in their prior location (solution: use paper file to enter information into HMIS)
- Bed utilization rates are under 65% or over 105% (solution: contact Data Center to update program's bed inventory)
- Agencies with any questions or needing assistance can contact the Data Center at hmis@ncceh.org or 919-410-6997.

**Upcoming Meetings & Reminders**
- Regional Committees: Submit digital copy of ESG application to BoS staff: http://bit.ly/2eGjFV2
- Regional Committees: Register for in-person transition planning meeting in Greenville on November 3
  - Register: www.ncceh.org/events/1003/
- Regional Committees: Submit contact info for PIT/HIC lead to bos@ncceh.org
- Regional Committees: Watch short PIT/HIC training video at next meeting: http://bit.ly/2dDRJm2
- Coordinated Assessment Leads: Coordinated Assessment Exchange on Tuesday, November 8, from 3:00 to 4:00
  - Register: www.ncceh.org/events/966/
- Coordinated Assessment Leads: Submit 3rd quarter outcomes for July through September
  - Submit: http://bit.ly/2dcoQeK
- PSH Providers: Attend PSH Subcommittee meeting on Monday, November 21, from 10:30 to 11:30
  - Register: www.ncceh.org/events/957/

**Next Meeting**: Tuesday, December 6, at 10:30.