NC BoS CoC Steering Committee Meeting

November 6, 2018 Minutes

Regional Leads Present: LaTasha McNair, Teena Willis, Joel Rice, Marilyn Chamberlin, Emily Locklear, Ellery Blackstock, Jim Cox, Trina Hill, Nicole Dewitt, Marie Watson

At-Large Members Present: Dana Mangum, Thea Craft, Angela Harper King, Eric Edwards

SC Members Absent: Nicole Boone, Juliet Rogers, Lisa Phillips, Jessa Johnson, Parker Smith

Interested Parties Present: Alyce Knaflich, Leila McMichael, Rasheeda Sturdivant, Kristen Martin, Sarah Lancaster, Monica Frizzell, Gail Henson, Brooke Hudson, Linda Golden, Beverly Carlton, Alison Azbell, Destri Leger, Amy Steele, Lori Watts, Melissa McKeown, Melissa Eastwood, Lucas Vrbsky, Lynne James

NCCEH Staff Present: Brian Alexander, Ehren Dohler, Bagé Shade, Jenn Von Egidy

Back@Home
- Back@Home is administered by DHHS, HFA, NCCEH, and 5 program agencies, using a rapid re-housing approach to administer a disaster rehousing program.
  - For families and individuals who are in disaster shelter and have no other path out of that shelter.
- 5 counties still experiencing displacement.
- In 30 days, Back@Home has rehoused 40 households, making this an extremely fast and efficient housing process that could be replicated if NC continued the momentum.
- The program provides deposits, short-term rental assistance, and other similar RRH activities and is deployed by Trillium, VOA, Southeastern Family Violence Center, Eastpointe, and First Fruit Ministries.
- Staff solicited questions or feedback. None expressed.

Hurricane Florence Resources
- Resources are posted at: https://www.ncceh.org/hurricaneflorence/
- HMIS
  - New intake questions have been added to help us gauge the impact of Hurricane Florence on our system and to connect clients to resources.
  - New intake forms: https://www.mihomeless.org/jdownloads/HMIS/North%20Carolina/Assessment%20Forms/Street_and_Shelter%20_Intake_Form_3.917A_NC_Hurricane_September_2018.pdf
- Registration for FEMA
  - All households in the counties that are declared disaster areas (this list is here) should register with FEMA.
  - Households can register here: www.disasterassistance.gov

- People impacted by the storm are also eligible for other resources and new flexibilities with programs such as [Food and Nutrition Services (EBT cards)](#); [Women, Infants & Children (WIC)](#); and [Medicaid](#).
- Questions?
  - You can email us at disaster.response@ncceh.org or call 919-755-4393 and ask for Denise Neunaber.

HMIS Transition
- Wellsky, formerly Mediware, has created a script to create a demo site for the new HMIS@NCCEH. The script has been updated with new information and currently running. Once complete, Data Center staff will conduct data quality checks on the demo site to ensure a correct transfer of data.
- WellSkyis continuing to work through identified global visibility issues which are contributing to a delay in the transition. HUD TA and NC DHHS privacy experts are involved to assist with this process. They are investigating the nature and scope of the privacy breachto determine if a public announcement needs to be made.
  - NOTE: This is an internal breach, meaning only internal HMIS users could view client information. Client-level information would only be visible if they searched for the client.
- No timeline is available for the transition until we know the full scope of the global visibility issues.
- An updated MOU has been signed with the NC HMIS Governance Committee to extend NC HMIS access through the end of calendar year.
- Staff solicited questions or feedback. None expressed.

Point-in-Time Count
- Goal: The NC Balance of State CoC will complete accurate and comprehensive Point-In-Time and Housing Inventory Counts in 2019
- Point in Time (PIT) Count is a count of people experiencing homelessness
  - Purpose isn't to count everyone that might use the term homeless
  - Focuses on people experiencing literal homelessness
  - Defined by HUD
- Housing Inventory Count (HIC) is a count of the beds in the homelessness system
  - Emergency and permanent beds available to people experiencing homelessness
    - Temporary: Emergency and Transitional Shelters
    - Permanent: Rapid Re-housing and Permanent Supportive Housing
  - Only include beds from programs where homelessness is an eligibility requirement
- PIT and HIC counts will be conducted on the night of Wednesday, January 30, 2019. This will provide a snapshot of the homeless system at a single point in time.
  - This is the most inclusive of all our data counts. Reports like AHAR and APR are pulled from HMIS and do not capture agencies not in HMIS or the unsheltered population.

PIT:	HIC:

Literal Homelessness	Dedicated Homelessness Programs
Emergency Shelter *(includes DV and seasonal)*	Emergency Shelter *(includes DV and seasonal)*
Transitional Housing	Transitional Housing
Unsheltered Homelessness	Rapid Re-Housing
	Permanent Supportive Housing
If they're not in one of those 3 locations on the night of January 30, do not count them in the PIT!	Dedicated homelessness programs meet 3 criteria: 1) Primary intent is to serve people experiencing homelessness 2) Homelessness status is eligibility requirement 3) Actual program participants are experiencing homelessness

2018 NC BoS CoC PIT Count
- We know that the NC BoS CoC is not conducting an accurate unsheltered count. Too many counties do not count or undercount. 1/3 of all counties in the NC BoS CoC report '0' as their unsheltered count either because they didn't count or couldn't find anyone unsheltered.
  - 26 of the 79 counties did not count or did not find unsheltered people.
- 18 counties did not conduct an unsheltered count: Anson, Bertie, Camden, Chowan, Davidson, Edgecombe, Franklin, Granville, Halifax, Hoke, Hyde, Madison, Northampton, Pamlico Perquimans, Tyrrell, Vance, and Warren
- 8 counties counted '0' in their unsheltered count: Currituck, Greene, Johnston, Moore, Richmond, Scotland, Stokes, and Washington
- 13 counties counted 1-5 unsheltered people: Bladen, Caldwell, Clay, Craven, Gates, Graham, Jones, Montgomery, Nash, Person, Randolph, Sampson, and Swain

PIT/HIC data is an important tool and resource for your communities
- Inclusive count of homeless populations
  - Includes agencies that are not on HMIS
  - Includes unsheltered homeless population
- Can use local and regional data to:
  - Understand size/scope of homeless population
  - Assess system for gaps (do your programs match your populations needs?)
  - Track increases/decreases
  - Locate and engage unsheltered homeless populations

- - - o Raise community and political awareness of homelessness
- HUD also looks at PIT counts when scoring the CoC application. PIT counts are also tied to funding.
  - o Congress reviews PIT numbers when they make funding decisions to HUD.

Regional Committees need to keep these objectives in mind as they plan the 2019 count.
- Identify needed tasks, identify people to complete them, and plan timeline
- Facilitate communication about PIT/HIC throughout the region
- Ensure coverage across entire region
- Ensure data collected is complete and accurate

NCCEH will provide enhanced training and materials this year!
- 2019 PIT/HIC orientation webinar held November 2.
  - o Share the recording with your entire PIT planning committee.
  - o Recording: https://recordings.join.me/S_LNRuUcq0qmOOy9b-9ndg
- Upcoming webinar trainings:
  - o November 30: Unsheltered Count planning including regional best practices
  - o December 14: Youth Homelessness Count planning
  - o January 4: Unsheltered Count data collection - App training
  - o January 25: Non-HMIS sheltered count data collection
- Recorded trainings and resources:
  - o HMIS PIT/HIC Report recorded training – January 2019
  - o Survey form recorded training – January 2019
  - o App training – one sheet – January 2019
  - o Non-HMIS data collection tool – one sheet – January 2019

  All PIT/HIC resources available on the NCCEH website
- Overview of the count
- Links to resources from HUD, NAEH, USICH
- Recording of PIT/HIC orientation webinar
- 2019 Regional PIT/HIC Planning Worksheet – Due December 7
- https://www.ncceh.org/datacenter/pointintimehowto/
- Staff solicited questions or feedback. None expressed.

Staff solicited questions
- Teena Willis asked if the PIT app would collect data regionally and by county. Brian answered that the assessor will identify the region and county when entering information.
- No other questions or concerns expressed.

2019 Regional Committee Elections
- Regional Committees should hold elections for 2019 leadership positions in the fourth quarter of 2018. The elected leadership positions are:

  - o Regional Lead
  - o Regional Lead Alternate

- o Point-in-Time Count Lead (*Selections were due 10/31/2018*)
  - o Coordinated Entry Lead
  - o ESG Funding Process Lead
  - o CoC Project Review Committee Representative
  - o Secretary/Webmaster
  - o Others at the Regional Committee's discretion (county leads, Veteran leads, etc.)
- People who are currently serving in a leadership position may be re-elected. However, Regional Committees are encouraged to provide mentoring and guidance that will help bring in new leadership as well.
- No agency may serve in more than 2 lead positions per region.
- All Regional Committees are asked to submit names and contact info for their leadership positions to NCCEH staff: http://bit.ly/2F5eGM1

Staff solicited questions

- Marie Watson asked if the webmaster and secretary role could be 2 different people. Jenn answered that it could.

Governance Charter Updates

The NC BoS CoC Governance Charter has been updated to reflect changes in 2018.

- The charter was last updated in June 2018 to reflect changes regarding HMIS transition
  - o Annual update is required by HUD
- NCCEH staff have made updates to reflect:
  - o Updated terminology
  - o Regional leadership positions
  - o Subcommittee additions
  - o Updated written standards
  - o Draft charter: https://www.ncceh.org/files/9554/

Updated Terminology

- Updated the Governance Charter to include the new Longitudinal System Analysis (LSA) report that will be submitted to HUD, replacing the former AHAR process
- Changed Coordinated Assessment to Coordinated Entry throughout the Governance Charter to match HUD's use of the term.
- NC Balance of State CoC (NC BoS CoC)

Regional Leadership positions

- Added limits on number of leadership positions held by one agency
- Proposed to make the CoC Project Review Committee Lead an elected position for each region

Subcommittee additions

- Nominating Committee proposed to recruit and renew at-large members
  - o The Steering Committee Workgroup will serve in this capacity for 2018.
  - o If interested in joining the new Nominating Committee, please contact us at bos@ncceh.org.
- Project Review Committee updates
  - o An elected position to be included in annual Regional Committee elections.
  - o Added to duties per the CoC significant change policy.

Updated written standards

- RRH-HP, TH, and PSH Written Standards were revised in 2018 to include VAWA Emergency Transfer Plan language.
- Street Outreach Written Standards were adopted in 2018.

Staff solicited questions

- Teena Willis raised concern that for some regions it was difficult to find people to fill leadership roles. She is concerned it would be difficult to limit an agency to no more than 2 leadership positions.
    - o Brian explained this is to encourage new people step into leadership roles and that people are not overburdened with running multiple roles in the region.
    - o Marie Watson suggested there be an approval process for regions that have an agency that needs to fill more than 2 positions.
    - o Angela Harper King agreed that NCCEH and the Steering Committee should make this approval.
- A motion was made to approve the Governance Charter with the edit for regions to request approval from NCCEH staff and the NC BoS CoC Steering Committee to allow for an agency to fill more than 2 leadership roles on the Regional Committee [Edwards, Willis]. All in favor, none opposed.

Approval of Consent Agenda

- The Steering Committee restructuring proposal included changes to the topics that are covered during Steering Committee meetings. The proposal recommended that standard updates and voting items that do not require in-depth discussion be put in a "board packet" that is sent to Steering Committee members for review prior to the meeting. The voting items are included in this packet as a "consent agenda." The consent agenda will be voted on as a whole at the beginning of each meeting. Steering Committee members may request to move an item from the consent agenda to the regular agenda, if they feel it requires additional discussion.
- The consent agenda was sent out prior to the meeting and is posted at: https://www.ncceh.org/files/9555/
- There being no changes needed, the consent agenda was approved by common consent.

Coordinated Entry Annual Review

- The NC BoS CoC has postponed its CE evaluation process until the beginning of 2019. With 1/3 of our CoC still dealing with the effects of Hurricane Florence and NCCEH staff spending time working on disaster relief efforts, it makes sense to postpone this until after the holidays to ensure that we have accurate and comprehensive information.
- This is our first evaluation of the CE system, and it is supposed to set a baseline for the CoC, so we want to make sure that all providers have the opportunity to participate and to participate fully.
- NCCEH staff will work on finalizing the process and surveys for providers and CE participants in November and December. We will send out more information closer to the time when the evaluations will take place – likely in middle / late December.

- We have talked with the ESG office, explaining the reasons for our delay – as many of you will remember, the CoC provided project applicants in this year's competition an answer to the question about CE evaluation. The question asked for a timeline, which staff provided prior to the hurricane. Since all project applicants indicated that the CoC would complete the CE system evaluation by the end of 2018, staff felt it was important to get the ESG office's blessing for the delay. They have given us until February 22 to complete the initial CE system evaluation.
- Staff solicited questions. None expressed.

Meeting and Reminders
- **2019 Regional Committee Elections should begin in October 2018**
  - Regional Lead
  - Regional Alternate
  - Webmaster
  - Coordinated Entry Lead
  - ESG Funding Process Lead
  - Project Review Committee Representative
  - PIT Lead
    - PIT Lead needs to be elected by October 31, 2018 because PIT planning is beginning soon.

- **2019 PIT/HIC Lead Orientation Recording**
  - Recording: https://recordings.join.me/S_LNRuUcq0qmOOy9b-9ndg
- **October HMIS User Meeting Recording**
  - Recording Link: https://recordings.join.me/5_yH93BMvE-WQAyEhfhKJg
- **November HMIS User Meeting**
  - Wednesday, November 14th,1:00-2:30pm
  - Register here: https://www.ncceh.org/events/1263/
- **North Carolina Child Care Resource and Referral Webinar Recording**
  - Recording link: https://attendee.gotowebinar.com/register/472470435894016259
- **Home Visiting, WIC & Early Intervention for Children Experiencing Homelessness Webinar**
  - Monday, November 26th, 11:00am-12:00pm
  - Register at: https://attendee.gotowebinar.com/register/2670757018655442179
- **Best Practice in Tenancy Support**
  - 2-Day Case Manager Trainings
  - November 12-13 - Morganton, NC
    - https://www.ncceh.org/events/1285/
  - November 15-16 - Kinston, NC
    - https://www.ncceh.org/events/1286/
  - CEUs are available
    - Morganton: https://www.surveymonkey.com/r/FMSDBR2
    - Kinston: https://www.surveymonkey.com/r/FNKRHJG
- **ESG Grantee Orientation Webinar**
  - Tuesday, November 27, 9:30-11:00am
  - Register: https://www.ncceh.org/events/1289/
- **2019 NC BoS CoC Steering Committee Orientation**
  - Wednesday, December 12, 10-11:30am
  - Register: https://www.ncceh.org/events/1290/
- **In-person Steering Committee Meeting**

- o Tuesday, November 29th, 10:00 a.m.-4:00 p.m.
  - o Winston-Salem, NC
  - o Topic: Ending Chronic Homelessness
  - o Registration open to voting Steering Committee Members: https://www.ncceh.org/events/1288/
- **Next Steering Committee Meeting**
  - o Tuesday, December 4, 2018, 10:30 am – 12:00 pm