



North Carolina Balance of State Continuum of Care

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www.ncceh.org/BoS

NC Balance of State CoC Steering Committee Meeting Minutes

October 7, 2025

Regional Leads Present: Derek Lancour, Emily Lowery, Cory Bragg, Pamela Hinton, Jai Baker, Tonya Gray Young, Dr. Dia Thomas, Anita Lynch, Lakitra “Kit” Claude, Lynne F. James, Brian Fike

At-Large Members Present: Karen Carroll, Melissa Hewitt, Angela Harper King, Jackie Lucas, Daniel “Danny” Jordan, Erin Joy Crossfield, Brooks Ann McKinney, Cassandra Rowe, Rebecca Laton, Tara Peele

SC Members Absent: Crystal Gwendo, Ashley Kornegay, Kenett Meglar, Makala Perez

Interested Parties Present: Melissa McKeown, Latonya Smith, Von Nixson, David Pierce, Leonard Tillery, Catrina Martin, Lisa Worth, Priscilla Ward, Kelley Hayward, Robert Hudson, Charlene Elliot, Aireonna McEntire, Alissa Pritchett, Alyce Knaculich, Amy Modlin, Angela Bates, Angela Wallace, Audrey Dooley, Bre Griffin, Christopher Simpson, Emilie Obregon, Erin Gaskin, Evelyn Campbell, Jessica Joyner, Kecia Robinson, Kim Hemphill, Latonya Smith, Sade Caine, Sarah Lancaster, Shannon Alston, Sharon Robbs, Shavona McCalep, Stephanie Flowers, Susana Rodriguez, Talaika Williams, Taylor Capps, Daisy Butzler

NCCEH Staff Present: Dr. Latonya Agard, Joanne Cain, Andrea Carey, Ashley VonHatten, Natalie Rivera, Teresa Robinson, Jenny Simmons, Alicia Price-Blanks, Dashia Shanks, Rachelle Dugan, Liz Carbone, Natasha Posey, Mira Sanderson, Lindsey Giblin,

Approval of Consent Agenda

Without changes or objections, the consent agenda was approved by common consent. The consent agenda was sent out for review prior to the meeting and is posted at:

<https://ncceh.org/steering-committee/>

September 2025 Steering Committee Minutes contained an error in the attendance record. An updated version, reflecting the corrections, was distributed for review. The corrected minutes were the version voted on and approved by common consent of the Steering Committee.

Lynne James had some questions regarding September’s Lived Expertise Advisory Council (LEAC) minutes and wanted some clarity on what role the LEAC will be playing regionally and noted that it sounded as if we were amending our LEAC to become NCCEH employees.

Mira Sanderson, staff supporter of the NC BoS LEAC, responded to Lynne, noting that LEAC members are currently compensated for their expertise at \$25 per hour, up to a maximum of 8 hours per month. There are currently no plans to onboard LEAC members as NCCEH staff.

Our vision for LEAC is that each region will eventually have its own LEAC, with each regional group selecting a representative to serve on the NC BoS LEAC. At present, we are in the early stages of recruitment and revising documents. LEAC members are currently working on creating a one-pager and presentation for UACs to reference for the 2026 PIT/HIC night, leveraging their expertise and firsthand insight into what it is like on the receiving end of PIT night.

Please note that all LEAC discussions and outputs will be submitted for Steering Committee approval before implementation. Currently, we are drafting documents and gathering input from LEAC members. The next step will be to share these drafts with NCCEH administration for review and ongoing revisions. Once a final draft is ready, it will be presented to the Steering Committee for an official vote.

HUD TA and NCCEH Updates

The team welcomed Liz Carbone, the new part-time Project Specialist. Liz is based in Wilmington, NC, and originally from Greensboro. She has over a decade of experience working in homelessness and is looking forward to collaborating with the team. She will begin working full-time on Monday, October 20th.

NCCEH has been working both jointly and independently with HUD Technical Assistance (TA). The organization submitted work plans for review and is currently receiving feedback to ensure balance in the workload and clarify responsibilities as part of the governance charter restructuring. Shavona McCalep reported that progress is going well. The team is now in the phase of developing and rewriting the content of the charter. Responsibilities have been divided among members who are tasked with drafting their sections and sharing them this week. The goal is to have a complete draft ready for regional approval by November or December.

Statewide HMIS RFP

Purpose: The NC Data Warehouse Workgroup is seeking a technology partner to design and implement a statewide HMIS Data Warehouse that would enable deduplication, statewide reporting, and compelling data visualizations to support planning, advocacy, and public transparency.

Key Objectives:

- Integrate data from Meck HMIS, HMIS@NCCEH, NC HMIS, and Raleigh/Wake County.
- Migrate and deduplicate data from over 950,000 enrollment records.
- Develop a system for automated reporting, dashboards, and visual storytelling.

Evaluation Criteria:

- Scope of Services (120 pts)
- Organizational Capacity (20 pts)
- Implementation Plan (20 pts)
- Budget/Cost (30 pts)
- Proposal Clarity (10 pts)
- References (10 pts)

Cost:

- RFI estimated 100-200k
- Seeking Private-Public partnership

Request for Proposals:

- [DRAFT RFP - NC Statewide HMIS Data Warehouse](#)
- Review the Draft RFP and send comments to hmis@ncceh.org

Erin Joy Crossfield asked if the cost covered only the build and data migration or also ongoing operating costs. Andrea clarified that the cost was combined, but it will need to be separated for full evaluation.

2026 PIT/HIC

Our Objective(s): 1. To submit complete and accurate data to HUD for PIT/HIC and 2. To gather usable and actionable information for the Balance of State structure (regions and counties).

Who and What do we Count?

One Night Counts each year the last 10 days of January:



Unsheltered People



Sheltered People in Emergency Shelter (ES) or Transitional Housing (TH) Beds



Permanently Housed People in Rapid Re-Housing (RRH), Permanent Supportive Housing (PSH), or dedicated Other Permanent Housing (OPH) Beds/Vouchers
• Only Moved-In people



Point in Time and Housing Inventory Counts

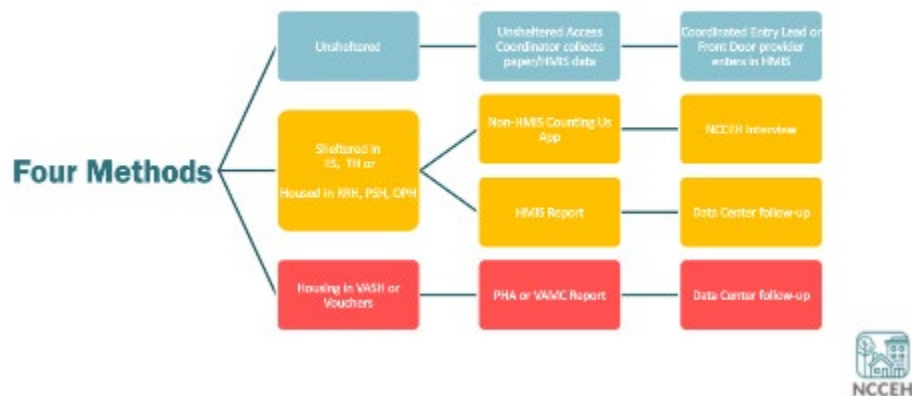
One Night Counts each year on the last Wednesday of January

- Decided by each CoC

Important community data for funding, stakeholders, and governance

- Deep data: covers HMIS and non-HMIS projects
- Consistent data: completed every year
- Consequential data: used by HUD, ESG Office, and others to determine funding for regions

NC BoS CoC Makes Sure Everyone Counts!



David Pierce (from Region 12) revisited the discussion regarding the timing of the annual Point-in-Time (PIT) Count, suggesting consideration of moving the date to a warmer period. He noted that by the end of January, many individuals' experiencing homelessness are more difficult to locate or have temporarily secured shelter. He added that last year, coastal temperatures were in the twenties with daytime highs in the thirties, which further limited visibility of the unsheltered population.

Andrea responded that the January date was selected because colder weather conditions often drive more unhoused individuals to seek shelter, which helps ensure they are included in the count. She also emphasized that the PIT Count represents a minimum estimate and serves as a tool to raise awareness about homelessness throughout the year.

Cory Bragg added that Region 3 conducts a summer count for comparison purposes due to seasonal weather differences.

Lori Watts motioned to hold the 2026 PIT Count on Wednesday, January 28, 2026.

Emily Lowery supported the date, noting that the last Wednesday in January is easy to remember.

Lynne James confirmed that January 28 is also Region 12's preference and seconded the motion.

The motion passed unanimously, establishing Wednesday, January 28, 2026, as the official date for the NC Balance of State PIT Count.

Upcoming Meetings and Reminders

- Lived Expertise Advisory Council, *Friday, October 10, 12 P.M. – 1 P.M.*
[Join Zoom Meeting](#)
Meeting ID: 579 903 9481
Passcode: qYqVY5
- Client Advocacy Collaborative, *Wednesday, October 15, 11:30 A.M. – 12:30 P.M.*
[Join Zoom Meeting](#)
Meeting ID: 832 6483 8597
- Funding & Performance Subcommittee, *Thursday, October 16, 2:00 P.M. – 3:00 P.M.*
[Join Zoom Meeting](#)
Meeting ID: 844 1727 9794
Passcode: 908847
- Coordinated Entry Council, *Monday, October 20, 10 A.M. – 11:30 A.M.*
[Join Zoom Meeting](#)
Meeting ID: 897 8280 4661
Passcode: 490790

Next Steering Committee Meeting:

Tuesday, November 4th at 10:30 A.M.