



North Carolina Balance of State Continuum of Care

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www.ncceh.org/BoS

NC Balance of State CoC Steering Committee Minutes

January 11, 2022

Regional Leads Present: Kristen Martin, Arwen March, Pamela Hinton, Kristen McAlhaney, Natasha Elliot, LaTasha McNair, Lakitra Claude, James Stroud, Tujuanda Sanders, Brian Fike

At-Large Members Present: Torie Keeton, Ellen Blackman, Angela Harper King, Brooks Ann McKinney, Cassandra Rowe, Isaac Sturgill, Tiffany Askew, Rachelle Dugan, Jeff Rawlings

SC Members Absent: Marie Watson, Region 8 Regional Lead (not designated), Lisa Phillips

Interested Parties Present: Kelly Benton, Derek Lancour, Lori Watts, Amy Modlin, Kimberly Hemphill, Bonnie Harper, Emily Lowery, Kecia Robinson, Michele Welsh, Teena Willis, Monica Frizzell, Laurenn Singleton, Jai Baker, Janelle Mosley, Tonya Freeman, Cara Moraitis

NCCEH Staff Present: Brian Alexander, Debra A. Susie, Laurel McNamee, Andrea Carey, Ashley VonHatten, Alice Card, Jeremy Ratcliff

Approval of Consent Agenda

- The consent agenda was sent out for review prior to the meeting and is posted at: <https://www.ncceh.org/bos/steeringcommittee/>
- The consent agenda was voted on at the beginning of the meeting. Without changes or objection, the consent agenda was approved by common consent.

Introductions of 2022 Steering Committee Members

Laurel McNamee facilitated the self-introduction of all 2021 Steering Committee members:

	Regional Lead	Alternate
Region 1	Keri Guidry	Not Elected
Region 2	Kristen Martin	Emily Lowery
Region 3	Arwen March	Tonya Freeman
Region 4	Pamela Hinton	Lauren Singleton
Region 5	Kristen McAlhaney	Kristine Wiles
Region 6	Natasha Elliot	Jai Baker
Region 7	Marie Watson	Kendra Martin

Region 8	Not Submitted	
Region 9	James Stroud	Melissa Elliot
Region 10	LaTasha McNair	Crystal Gwendo
Region 11	Lakitra Claude	Cara Moraitis
Region 12	Tujuanda Sanders	Bridgette Moore
Region 13	Brian Fike	Not Elected
At-Large	Torie Keeton	NC Rural Center
At-Large	Jefferey Rawlings	Johnston Lee Harnett Community Action
At-Large	Angela Harper King	NC Dept. of Health and Human Services
At-Large	Lisa Phillips	Department of Public Instruction
At-Large	Ellen Blackman	NC Housing Finance Agency
At-Large	Brooks Ann McKinney	Cone Health
At-Large	Rachelle Dugan	Thrive 4 Health
At-Large	Isaac Sturgill	Legal Aid of NC
At-Large	Tiffany Askew	New Bern Housing Authority
At-Large	Cassandra Rowe	North Carolina Coalition Against Domestic Violence

For next steps, Steering Committee members were encouraged to:

- Complete the Conflict-of-Interest form.
- Watch the Steering Committee Orientation Webinar: www.ncceh.org/bos

2021 Point-in-Time/Housing Inventory Count

Andrea Carey used this table to go over the NC BoS CoC's data-collection process for the 2022 Point-in-Time and Housing Inventory Count scheduled for January 26th.

Combining Data & Reporting

NCCEH Staff will combine data and submit reports.

Type	For Point in Time Count (PIT)	For Housing Inventory Count (HIC)	Method
Unsheltered	✓		CE Verification
Sheltered (ES +TH)	✓	✓	HMIS & Counting Us App
Permanent Housing (RRH + PSH)		✓	HMIS & Counting Us App
Other Permanent Housing (OPH)		✓	External reports

Unsheltered Point-In-Time Count

Regional Unsheltered Access Coordinators should coordinate with the regional CE Lead and regional partners to use the CE By Name List to identify people experiencing unsheltered homelessness and verify their current status on the night of the PIT count between January 27-February 2, 2022.

Role: Unsheltered Access Coordinator

- Elected position for each region to support CE
- Facilitates data collection and entry so folks experiencing unsheltered homelessness can access resources
 - Coordinates referrals to CE
- Leads collection, entry, and verification of data for PIT night
 - Organizes volunteers for verification surveys night-of or immediately after PIT night

Timelines & Deadlines: Unsheltered Count

Pre-PIT Night

Plan coverage and coordination

Submit and update Unsheltered Access Workbook

Gather contact info for unsheltered clients

PIT Night January 26

Data collection (if possible/planned for)

Data entry into HMIS with Current Living Situation

Post-PIT Night January 27- February 2

Confirm location of Unsheltered Clients

Complete missing CE Intake info (if possible)

Data entry into HMIS with Current Living Situation

Non-HMIS Participating Agency Point-In-Time/Housing Inventory Count

Role: Sheltered and Permanent Housing Count

ES, TH, RRH, PSH program staff

- Confirm point of contact with NCCEH when they reach out this fall
- Ensure information is ready and available for clients served 1/26/2022
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 - Counting Us App
 - App training recordings can be found at:
<https://www.ncceh.org/datacenter/pointintimehowto/>
- Respond to NCCEH with program, funding, bed/unit and capacity information in January/February

Timelines & Deadlines: Non-HMIS participating ES, TH, RRH, PSH Count

Pre-PIT Night

Respond to NCCEH staff for contact info
Train and test Counting Us App
Reserve time for surveys PIT night
Schedule time for HIC interview with NCCEH staff

PIT Night January 26

Survey clients with Counting Us App

Post-PIT Night January 27- February 16

Notify NCCEH assigned staff complete
Complete HIC interview with NCCEH staff

Final Review of PIT and HIC February

Respond to NCCEH staff questions

HMIS Participating Agency Point-In-Time/Housing Inventory Count**Role: Sheltered and Permanent Housing Count****ES, TH, RRH, PSH program staff**

- Confirm point of contact with NCCEH when they reach out this fall
- Ensure information is ready and available for clients served 1/26/2022
 - HMIS
 - Information about upcoming end user meetings to discuss PIT/HIC process for HMIS agencies can be found at:
<https://www.ncceh.org/datacenter/pointintimehowto/>
- Respond to NCCEH with program, funding, bed/unit and capacity information in January/February

Timelines & Deadlines: HMIS participating ES, TH, RRH, PSH Count**Pre-PIT Night**

Complete agency check-in
Reserve time for data entry
Confirm basic information for current clients

PIT Night January 26

Data collection
Data entry

Post-PIT Night January 27- February 2

Reports run by NCCEH
Review reports and correct
Notify NCCEH assigned staff complete

Final Review of PIT and HIC February

Respond to NCCEH staff questions

Regular updates, trainings, and other important information for the 2022 PIT/HIC are housed here: <https://www.ncceh.org/datacenter/pointintimehowto/>.

CY2022 ESG Awards Review

Laurel McNamee gave a recap of the CY2022 Emergency Shelter Grants awards allocation. Laurel reminded funded agencies to sign and return their contracts to the NC ESG office as soon as possible and reach out to them immediately if there are issues.

- The approved slate maximized the Fair Share allotted to the NC BoS CoC by the NC ESG office for these funds.
- Two agencies decided to withdraw their application after being notified, and amendments were made to the regional budget to maintain the full fair share for each region.
- The NC ESG Office made only one adjustment to funding amounts submitted by the NC BoS CoC in the Regional Application:
 - Family Abuse Services of Alamance County (Region 06): The NC ESG Office declined to award homelessness prevention (HP) funds to Family Abuse Services, lowering their total award from \$106,057 (approved by BoS) to \$75,000 (awarded by ESG).
 - The NC ESG Office agreed to reallocate the difference of \$31,057 within the region to maximize the Fair Share for Region 06. NC BoS CoC precedent dictates that reallocated funds be directed to RRH Financial Assistance within the region.
 - Central Piedmont Community Action has agreed to take the reallocated funds for RRH financial assistance for CY2022.

Total amount allocated to NC BoS CoC: \$2,520,285

Upcoming Meetings and Reminders

The Steering Committee was directed to review the following meetings and reminders for January 2022.

- **Racial Equity Subcommittee Meeting, Wednesday, January 19, 2022, 11:30 A.M. – 12:30 P.M.**
Presentation: <https://global.gotomeeting.com/join/791696621>
Audio: (646) 749-3112 Access Code: 791-696-621
- **NC Local Leadership Response Sharing Call, Wednesday, January 19, 2022, 1:00 - 2:00 P.M.**
Presentation: <https://zoom.us/j/5799039481?pwd=UFkwNCtLdUszeG94Y2prS0ttRkVmdz09>
- **NC BoS CoC HMIS User Meeting, Thursday, January 20, 2022, 1:00 - 2:30 P.M.**
Register here: <https://global.gotomeeting.com/join/791696621>

- **Coordinated Entry Council Meeting, Monday, January 24, 10:00 – 11:30 A.M.**
Presentation: <https://global.gotomeeting.com/join/791696621>
Audio: (646) 749-3112 Access Code: 791-696-621

- **NC BoS HMS Recruitment Webinar, Tuesday, January 25, 10:30 – 11:30 A.M.**
Presentation: <https://global.gotomeeting.com/join/791696621>
Audio: (646) 749-3112 Access Code: 791-696-621

- **Funding and Performance Subcommittee Meeting, Thursday, January 27, 2022, 11:00 A.M. - 12:00 P.M.**
Presentation: <https://global.gotomeeting.com/join/791696621>
Audio: (646) 749-3112 Access Code: 791-696-621

Next Steering Committee Meeting is Tuesday, February 1, 10:30 AM – 12:00 P.M.