

Steering Committee Meeting

December 6, 2022

10:30 AM



NCCEH

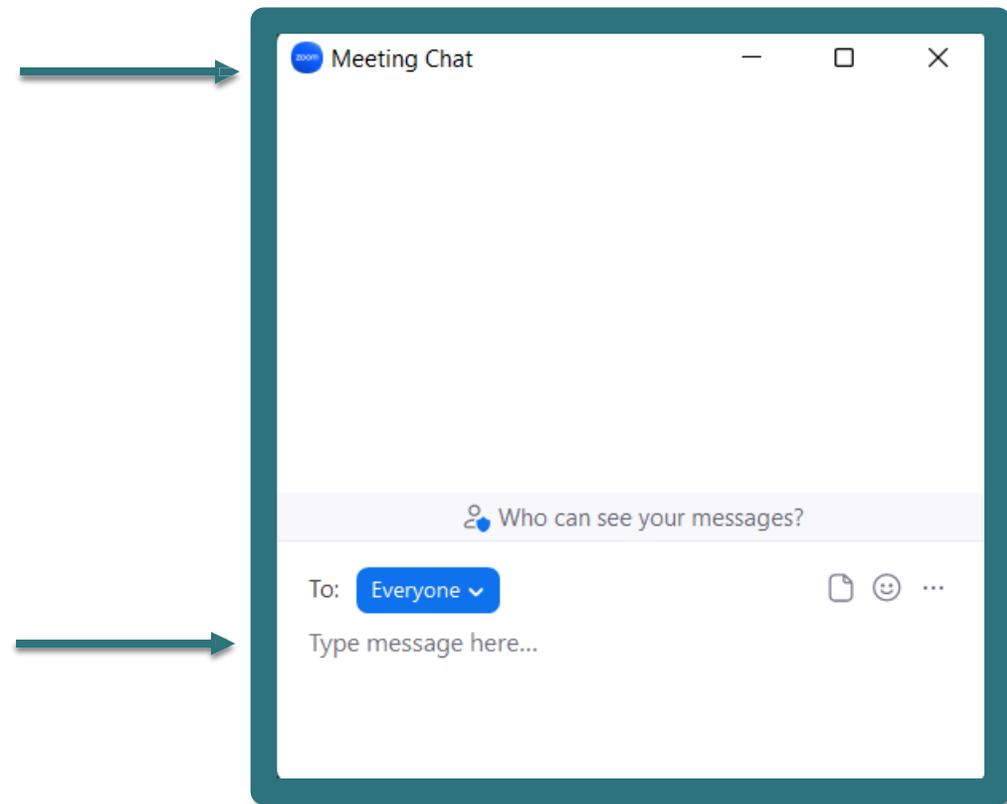
Welcome

Reminders

Your line is muted.

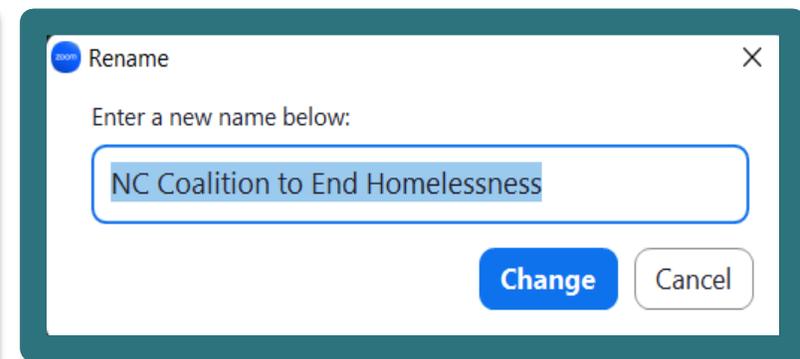
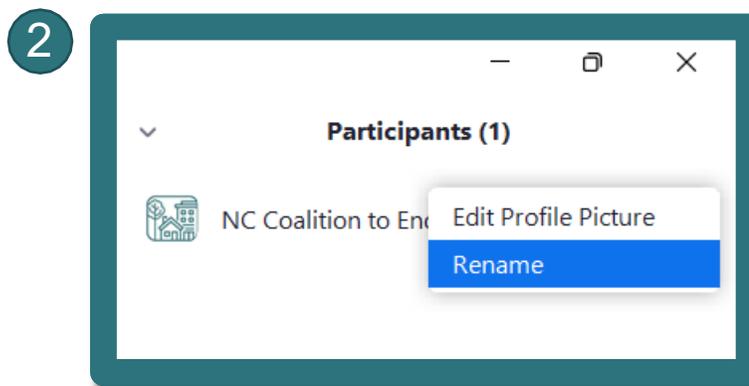
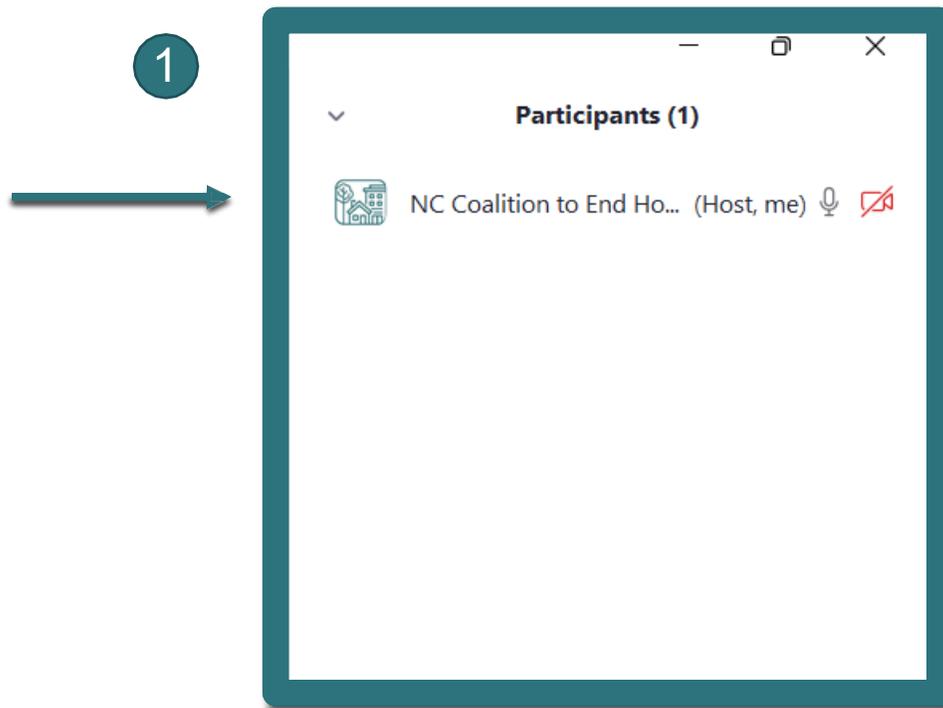
We will unmute the line during Q&A pauses.

The chat box is available to use anytime.



Roll Call

- We will conduct Roll Call for Regional Leads and at-large members to confirm quorum for voting.
- All participants should enter their full names, so we can document their participation in the minutes.





Agenda

Agenda

- Consent Agenda
- CoC Governance Charter with new Code of Conduct
- Nominations Committee: At-Large Member Recommendations
- Regional Committee Leadership Elections & Subcommittee Recruitment
- Unsheltered PIT Count Planning Overview
- Upcoming Meetings & Reminders



Review & approve consent agenda

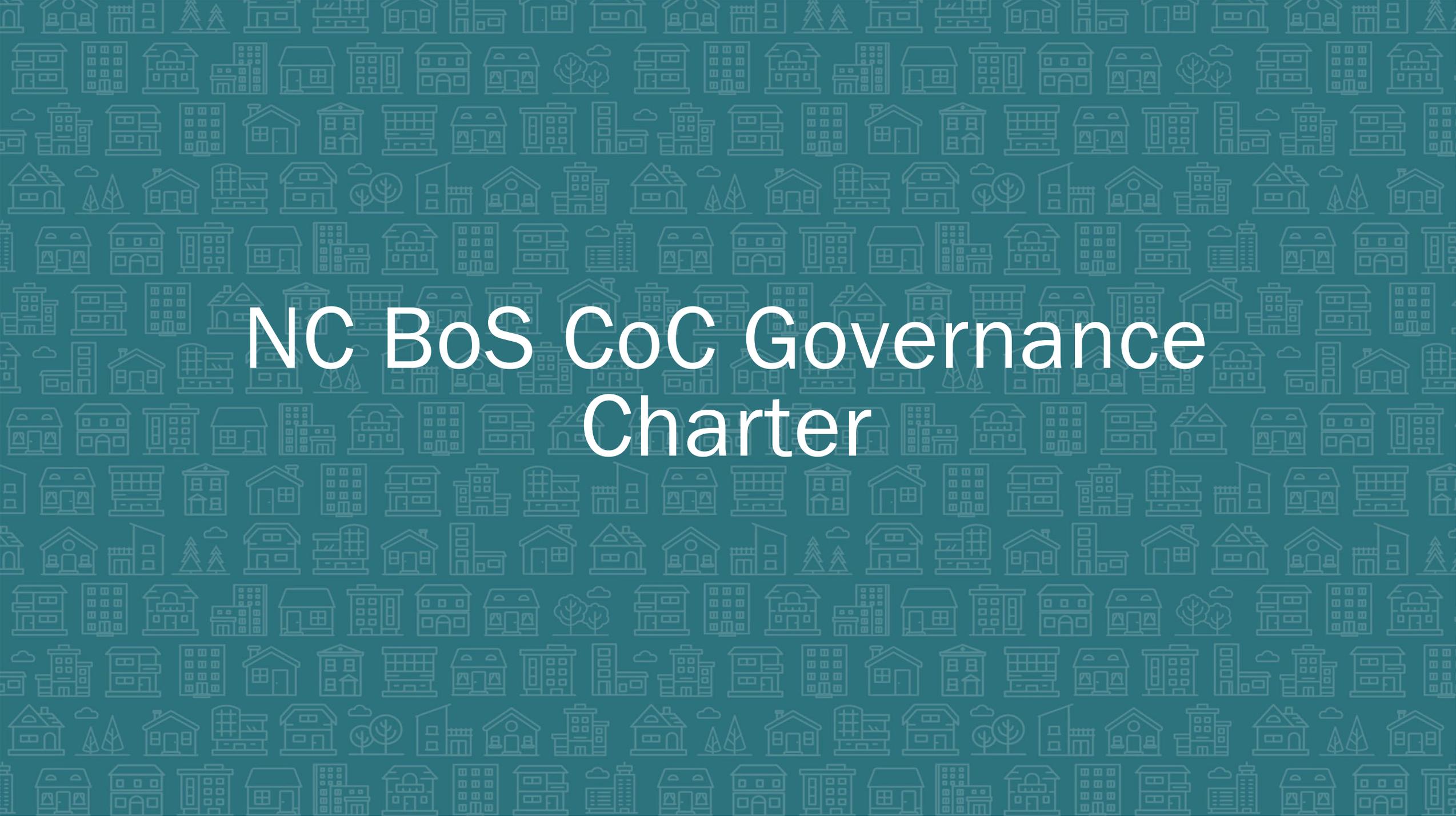
Consent agenda:

<https://www.ncceh.org/bos/steeringcommittee/>

- The consent agenda was sent to the Steering Committee prior to the meeting as a part of the Board Packet.
- The consent agenda will be voted on as a whole at the beginning of each meeting.
- Steering Committee members may request to remove an item from the consent agenda for additional discussion.

Changes or discussion?





NC BoS CoC Governance Charter

HUD requires all CoCs to have a Governance Charter and provide updates annually.

CoCs must develop and regularly update a Governance Charter that defines its:

- Mission and vision
- Geographic area
- Decision-making structure & process
- Roles & responsibilities
- CoC & ESG funding processes
- Data collection methods & responsibilities
- Required policies & procedures
- Procedure to ratify and amend the Governance Charter



CoC staff propose several potential updates to consider for its 2022 Governance Charter updates.

Staff suggest several updates:

- Language updates for clarity and accuracy of current procedures
 - Changed Alternate to Regional Lead Alternate
 - Changed Domestic Violence Services/Providers to Victim Services/Service Providers
 - Clarified attendance for quorum
 - Clarified Regional Committee meeting frequency expectation
 - Entered current HUD-required reporting – SPMs, LSA, and PIT/HIC
 - Updated to current name of Lived Expertise Advisory Council
- Opportunities to include more voices of people with lived expertise
 - Proposal removes the maximum of 2 seats for people with lived experience
 - Allows the CoC to include more PLE on the Steering Committee to participate in decision-making
- New Point-In-Time data collection procedures and requirements
 - Updated current programmatic requirements for HIC – Added Other Permanent Housing (OPH)
- New dates and updated attachments



Staff have drafted a CoC Code of Conduct to include in the Governance Charter.

The Governance Charter does not currently incorporate a Code of Conduct for the CoC. The Code of Conduct:

- Defines professional behavior & appropriate interactions
- Sets a grievance policy and procedure for stakeholders & people experiencing homelessness
- Guides the CoC, including Regional Committees, CoC staff, & the Steering Committee, on how & when to address grievances
- Includes public posting & notification requirements



The Code of Conduct defines professional behavior and appropriate interactions.

CoC stakeholders should:

- Represent their clients, their agencies, & the CoC in a fair, honest, ethical, & respectful manner
- Understand the purpose of the CoC & its role in regional planning to end homelessness
- Strive to stay up-to-date on CoC strategies & planning
- Uphold professional standards of conduct, exhibiting respectfulness, fairness, & honesty
- Respect confidentiality of sensitive information about the CoC, its stakeholders, program participants, & staff
- Clarify their professional roles and obligations, exercise reasonable judgement, & take precautions to ensure that any professional biases or conflicts of interest do not unjustly affect the CoC or people experiencing homelessness with whom they engage
- Attempt to resolve conflicts in a reasonable fashion
- Consult with, refer to, &/or cooperate with other professionals & institutions to the extent needed to serve the best interests of people experiencing homelessness
- Abide by the governing documents & policies in the NC BoS CoC Governance Charter
- Abide by the NC BoS CoC Anti-Discrimination Policy



The Code of Conduct includes two grievance policies.

Stakeholder grievance policy

- Allows Regional Committees the opportunity to settle grievances locally prior to the CoC getting involved
 - RC leadership team can accept formal grievances & should inform their regions of the policy & how to file a grievance
- Provides an opportunity for the stakeholder to elevate a grievance to the Steering Committee when unsatisfied with a regional decision
 - Requires an ad hoc committee of the Steering Committee to be formed to settle the grievance within 45 days of receipt



The Code of Conduct includes two grievance policies.

People with Lived Experience Grievance Policy

- Grievances with providers must go through agency grievance procedures first.
 - If dissatisfied with the results, clients may file a grievance with the CoC.
 - Requires an ad hoc committee of the Steering Committee to be formed to settle the grievance within 45 days of receipt
- Grievances with the CE system must follow the CE grievance procedures in the CE Written Standards.
- All grievances will come to CoC staff & will be directed accordingly to the Code of Conduct.



Next Steps

Questions?

Motion to approve updated Governance Charter including the new Code of Conduct as presented?





Nominations Committee: At-Large Member Recommendations

2023 Slate of At-Large Members (Min. 7–Max. 13)

People with Lived Experience (Min. of 1)	NC State Government -- works with a program that serves people experiencing homelessness (Min. 3 – Max. 6)	Others with Statewide Focus (Min. 3 – Max. 5)
Jeffrey Rawlings, R7 CE Lead, Johnston-Lee-Harnett Community Action	Department of Health and Human Services Angela Harper King, Division of MH/DD/SU Services, Community Mental Health	Health care sector Brooks Ann McKinney, Director of Vulnerable Populations, Cone Health
Rachelle Dugan, Housing Case Manager, Thrive	NC Office of Recovery and Resiliency Catherine Kastleman, Planning and Policy Analyst, North Carolina Office of Recovery And Resiliency	Domestic violence services Cassandra Rowe, Health Care Program Coordinator, NC Coalition Against Domestic Violence
	NC Housing Finance Agency Ellen Blackman, Community Living Specialist, NC Housing Finance Agency	Public housing agency Tiffany Askew, Executive Director, New Bern Housing Authority
	Veterans Affairs Hospital Administration Glenda Collins, Regional Coordinator for VA Supportive Services for Veteran Families	
	Department of Public Instruction Lisa Phillips, Education of Homeless Children and Youth	



Glenda Collins

- Serves as a Regional Coordinator, VA Supportive Services for Veteran Families (SSVF) for North Carolina, South Carolina, Georgia, Alabama, Florida & the Caribbean
- Former HUD-VASH clinician at James A. Haley VA Hospital in Tampa, FL
- Completed her clinical internship at C.W. Bill Young VA Medical Center in the sexual trauma/PTSD unit
- Began her VA career as SCMI Program Coordinator at C.W. Bill Young VA Medical Center
- Serves as an adjunct professor at Ana G. Mendez (AGM) University in Tampa, FL where she teaches bilingual classes in social services
- She obtained her Master's Degree in Social Work from Florida State University
(*Go Noles!*)



Catherine Kastleman

- Serves on the Planning and Policy team at the NC Office of Recovery and Resiliency (NCORR) supporting housing stability and resiliency efforts
- Served as a member of the policy team with the Housing Opportunities and Prevention of Evictions (HOPE) Program
- Holds a Master's Degree in Public Health with a concentration in Health Systems & Policy from the Johns Hopkins Bloomberg School of Public Health



Next Steps

Questions?

Motion to approve slate of At-Large Members for 2023?





Regional Committee Leadership Recruitment

Regional Committees must elect 2023 leadership!

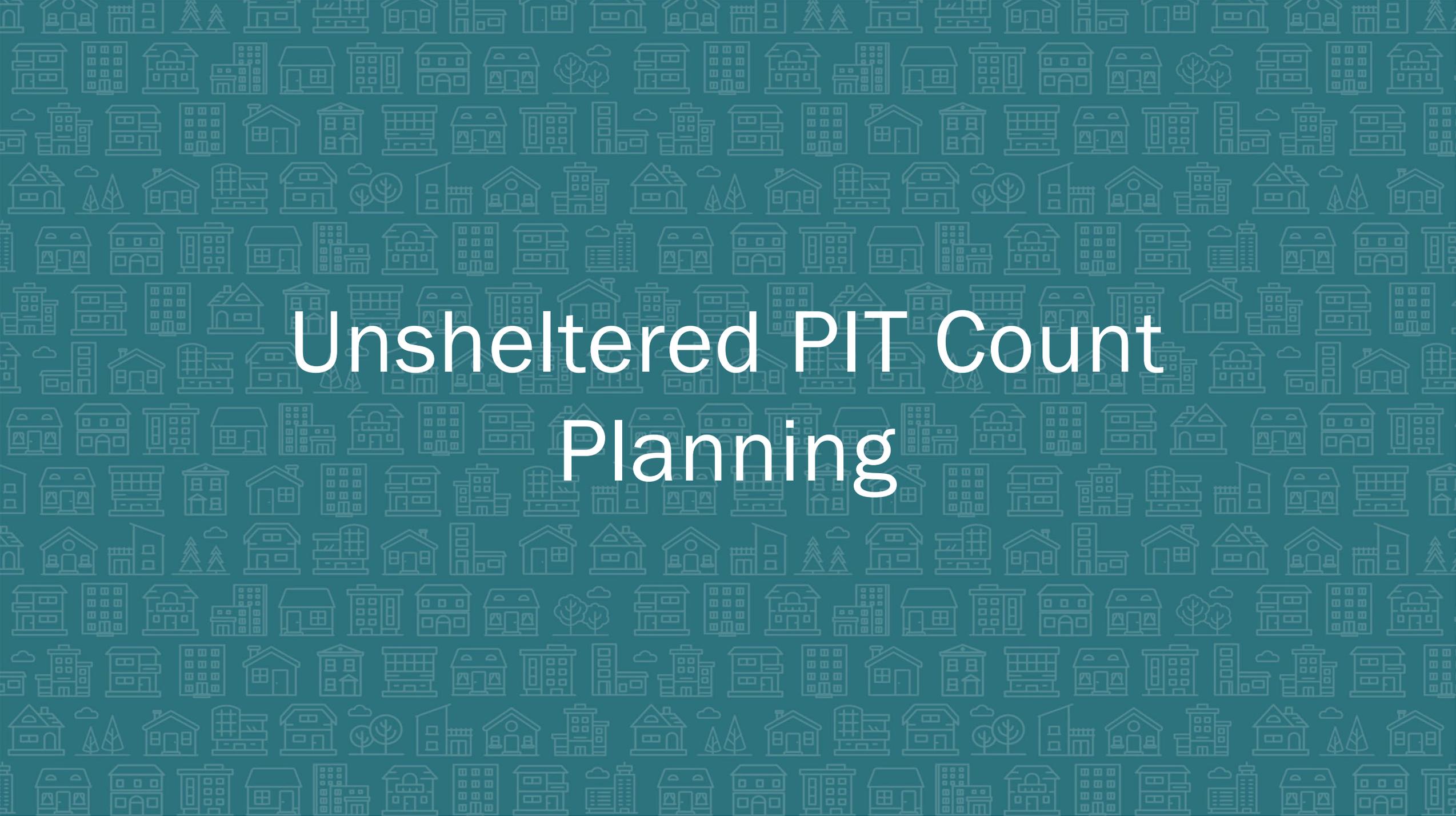
- Your committee must vote to approve the following positions for 2023:
 - Regional Lead
 - Regional Lead Alternate
 - Coordinated Entry Lead
 - Project Review Committee Representative (must not have a conflict of interest with ESG or CoC funding)
 - Webmaster
 - Unsheltered Access Coordinator (term starts May 1)
- Once your committee has approved persons for these positions, you must complete this form:
<https://app.smartsheet.com/b/form/e2c1ea421a6840fcaae5bae1fd65eca8>



NC BoS CoC Subcommittee Recruitment

- Subcommittees with availability beginning in January 2023:
 - Racial Equity Subcommittee
 - Lived Expertise Advisory Committee (must have lived experience of homelessness to serve. Currently recruiting folks with recent experience of homelessness in Eastern NC)
 - Funding and Performance Subcommittee
 - Veterans Subcommittee
- Interested persons should email bos@ncceh.org for more information!

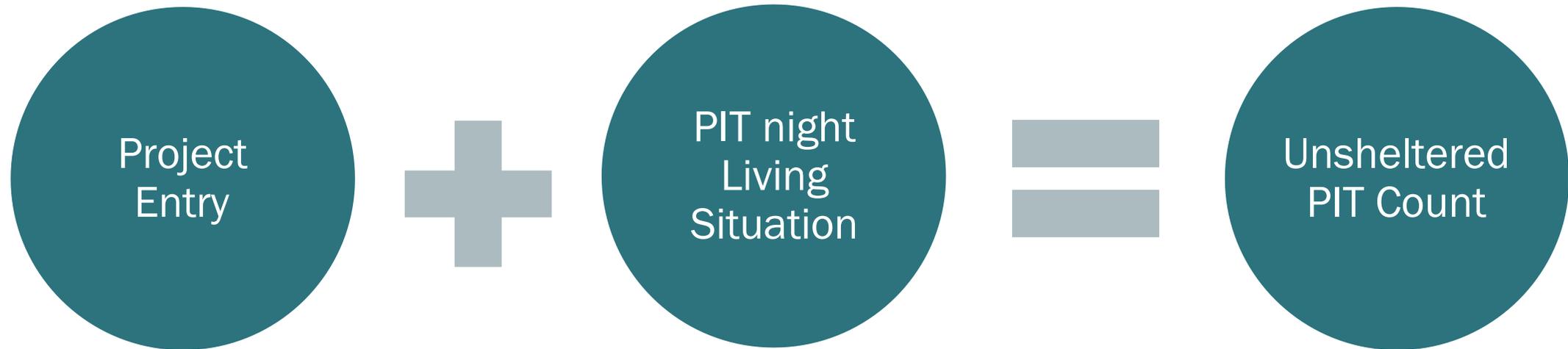




Unsheltered PIT Count Planning

Unsheltered PIT Count

Unsheltered PIT Count will look very similar to last year:



PIT night will be January 25, 2023!



Roles

Unsheltered Access Coordinators

- Regional point person for providers
- Coordinate with regional CE Lead
 - Regional plan to connect people experiencing unsheltered homelessness to the CE system and BNL
 - Evaluate monthly progress on connecting people living unsheltered to the BNL
- Ensure data collection happens on all people experiencing unsheltered homelessness
- Engage all providers/organizations/stakeholders to understand the process
- Provide additional training to providers/organizations/stakeholders

CE Leads

- Partner with Unsheltered Access Coordinator to help support planning and action as needed
- Help with unsheltered count data entry as needed
- Help leverage relationships as needed

Community Partners/volunteers

- Provide information for planning
- Conduct surveys and collect data
- Enter data into HMIS or get other party to enter data on their behalf



Unsheltered PIT Count Data Input

**Client level data needs to be collected within a week then *approximately 1 more week to get that entered into HMIS*

Survey potentially Unsheltered Clients

- In-person or via phone
- Ask about the PIT night sleeping situation specifically
- Surveys are only valid if completed within 7 days after January 25th

Complete missing Project Entry info

- Record age, race, ethnicity, gender, vet status, DV status, and homeless history if possible

Enter Current Living Situation

- Record in HMIS (or alternative BNL location for VSPs)
- Record for PIT date to confirm it's for PIT
- Record as “Place not meant for habitation” for unsheltered



How to start prepping NOW!

Update and send us Unsheltered Workbooks!!

- Should be the regional plan just in written form
- All counties MUST have outreach and follow-up provider(s) that cover the whole region:
 - Specify county in case the providers/set up is different across counties. Use more than one county per row or if one provider covers the whole region, specify all the counties.

Outreach and partnership

- Reach out to new and different agencies that provide services to unsheltered folks
- Partner and/or work on the relationship between UAC and CE leads
- Plan when and how unsheltered surveys will happen
- Plan when and how data will get into HMIS

Attend January meeting and make sure next 3 meetings are on your calendar

- First Thursday of every month from 3 to 4 PM
- Keep eyes out for resource information
- Email ashley@ncceh.org to join our monthly meetings



Upcoming meetings & reminders

(Log-in information can be found on agenda)

- Lived Expertise Advisory Council Meeting, *Friday, December 9, 12:00 – 1:00 P.M.*
- HMIS System Updates, *Tuesday, December 13, 10:30 – 11:30 A.M.*
- 2022 Annual SOAR End of Year Meeting, *Tuesday, December 13, 11:00 – 3:00 P.M.*
- 2023 Steering Committee Members Orientation, *Wednesday, December 14, 11:00 – 12:00 P.M.*
- NC BoS CoC ESG Grantee Webinar, *Thursday, December 15, 1:00 – 2:30 P.M.*



Next Meeting

Tuesday, January 10, 2022 at 10:30 A.M.

Reach out to us:

(919) 755-4393

bos@ncceh.org

