



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

November 7, 2023

Regional Leads Present: Derek Lancour, Emily Lowery, Amber Story, Pamela Hinton, Kristen McAlhaney, Natasha Elliott, James Stroud, LaTasha McNair, Kisha Darden, Tujuanda Sanders, Brian Fike

At-Large Members Present: Rachelle Dugan, Melissa Hewitt, Erin Joy Crossfield, Angela Harper King, Catherine Kastleman, Brooks Ann McKinney

SC Members Absent: Marie Watson, Emily Locklear, Cassie Rowe, Lisa Phillips

Interested Parties Present: Denise Aritzia, Bonnie Harper, Hannah Larios, Kendra Martin, Kim Crawford, Chris Parker, Bre Griffin, Erin Gaskin, Lakitra Claude, Teena Willis, Amy Modlin, Kim Hemphill, Kerry Bashaw, Kecia Robinson, Lori Watts, Jason Smith, Seth Horton, Tradell Adkins, Monica Frizzell, Crystal Gwendo, Brenda Marie Forbes, Catherine Cooper, Shantisha Williams, Sarah Lancaster, Sarah Patterson, Sunny Wilkins

NCCEH Staff Present: Laurel Benfield, Brian Alexander, Andrea Carey, Adriana Diaz, Jenny Simmons, Debra Susie, Ashley VonHatten, Dashia Shanks

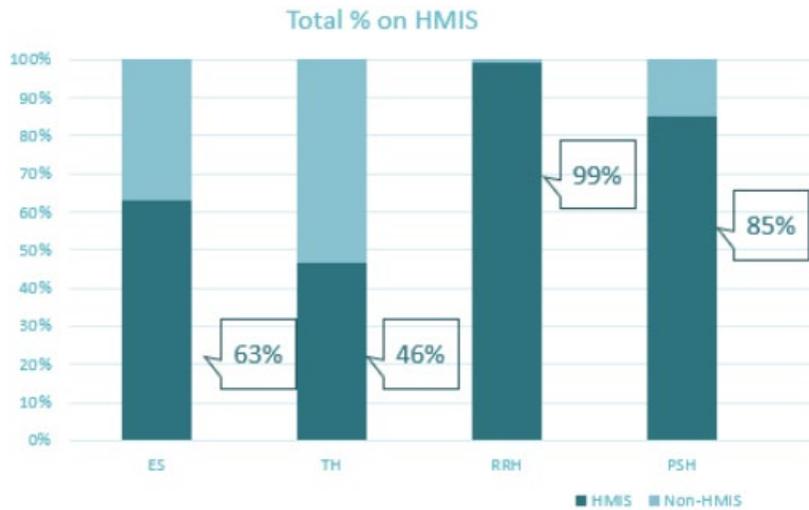
Approval of Consent Agenda

- 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.

Funding & Performance Subcommittee: HMIS Recruitment Process

The Funding & Performance Subcommittee (FPS) shared its plan to increase HMIS participation across the NC BoS CoC in 2024. HUD's benchmark for a CoC's HMIS bed coverage is 85%.

HMIS Bed Coverage without VSPs in the BoS CoC:



The FPS has developed two goals for HMIS bed coverage in 2024:

Goal 1: The NC BoS CoC will increase HMIS emergency shelter bed coverage to 75% by December 31, 2024.

Goal 2: The NC BoS CoC will increase HMIS transitional housing bed coverage to 50% by December 31, 2024.

NCCEH staff reviewed the roles and responsibilities of those involved with HMIS bed coverage.

- Regional Lead Alternates: Form & facilitate regional recruitment teams to develop plans to engage & recruit non-HMIS participating programs to use HMIS. Submit monthly updates to NCCEH via a Smartsheet link.
- NCCEH: CoC staff provide support to Regional Lead Alternates & their teams. Support meetings with non-HMIS agencies to encourage HMIS participation. Review monthly updates. Provide FPS with quarterly updates.
- Funding and Performance Subcommittee: Set annual goals. Review regional updates each quarter.

NCCEH staff shared a timeline for the HMIS recruitment process:

Activity	Timeline
Inform Steering Committee of 2024 HMIS Recruitment Plan	November 7, 2023
Post Plan on NCCEH website	November 8, 2023
HMIS Participation Training for Regional Lead Alternates	February 8, 2024 11 AM – 12 PM
Resources posted on NCCEH website	February 9, 2024
Form regional HMIS recruitment committees	March 2024
Develop regional HMIS recruitment plan	April 1, 2024
Begin outreach and engagement	April 15, 2024
First monthly report due	May 15, 2024
Subsequent monthly reports due	15 th of the following month

Crystal Gwendo asked if funding would be provided for new agencies they are trying to get to utilize HMIS. Jenny responded that funding is not a part of the recruitment process, but as agencies are engaging in the work, ESG does offer funding for HMIS, so if agencies are interested in applying for SO, RRH, ES, and HP then they can apply for HMIS too.

Laurel added that there are no license fees to use HMIS in the NC BoS CoC, and the Data Center is available to support in strategizing use of HMIS.

Community Link PSH Grant Transfer Announcement

The NC Balance of State CoC seeks proposals for the transfer of two currently operating CoC Program-funded PSH grants.

- Northern PSH Combo Counties served: Alamance, Caswell, Chatham, Person, Franklin, Granville, Halifax, Warren, Vance and Rockingham (NC BoS CoC Region 6 & part of Region 9)
 - o Budget: \$1,338,019 (\$1,140,072 in Rental Assistance; \$127,836 in Supportive Services; \$70,111 in Administrative Costs)
 - o Units: 119 units and 201 beds were proposed in the last grant application. There are currently 100 units with 215 beds being served.
 - o Grant operating year: 06/01/2023 – 05/31/2024 (FY2022 Renewal)
 - o FY2023 Renewal Application Submitted
- Piedmont 1 Counties served: Cabarrus, Davidson, Rowan, Stanly, and Union (NC BoS CoC Region 5)
 - o Budget: \$1,099,209 (\$878,508 in Rental Assistance; \$157,502 in Supportive Services; \$63,199 in Administrative Costs)
 - o Units: 90 units and 148 beds were proposed in the last grant application. There are currently 86 units with 179 total beds being served.
 - o Grant operating year: 04/01/2023 – 03/31/2024 (FY2022 Renewal)
 - o FY2023 Renewal Application Submitted

Timeline:

- RFP Issued: Friday, October 20, 2023
- All RFP Documents Due: By 12 PM on Wednesday, November 22
- Project Review Committee Meeting to Review Proposals: December 5 at 1 PM
- Steering Committee to consider agency(ies) for grant transfer as recommended by the Project Review Committee: January 2, 2024

For more information, visit <https://www.ncceh.org/bos/prospectivegrantees>.

2024 Scorecard Planning

Regional Committees must choose a Scorecard Committee representative. The Scorecard Committee recommends New and Renewal Application Scorecards for the CoC Program competition.

Regional Committees should choose and submit their representatives by their December 2023 meetings. The Scorecard Committee will meet over three consecutive weeks:

- Wednesday, February 7th 9:30 – 11:00 AM (Orientation)
- Wednesday, February 14th 9:30 - 11:30 AM
- Wednesday, February 21st 9:30 - 11:30 AM

The Scorecard Committee can include:

- Any one person in the Regional Committee
- Any Steering Committee at-large members with an interest in joining
- Staff at agencies with or planning to submit New or Renewal Project Applications

Submit Scorecard Committee Member Information at

<https://app.smartsheet.com/b/form/8dad8f52cee34c1683d50a4edc0e5a07>.

2024 PIT/HIC Planning

NCCEH staff have begun outreach to Non-HMIS Agencies, which includes getting registered for the Counting Us App training in January.

- Non-HMIS App Training: January 4th, 10-11 am
- Non-HMIS VSP Specific App Training: January 14, 1-2 pm

Visit www.ncceh.org/bos/pithic to register for a training and for additional information and resources.

For the PIT/HIC, NCCEH staff will combine data and create reports:

Data Collected	Type	Contributes to Point in Time Count (PIT)	Contributes to Housing Inventory Count (HIC)
People	Unsheltered	✓	
	Sheltered (ES +TH)	✓	✓
	Permanent Housing (RRH + PSH +OPH)		✓
Beds + Units	Sheltered (ES +TH)		✓
	Permanent Housing (RRH + PSH +OPH)		✓

Staff reviewed the data collection process for the Point-in-Time Count:

Unsheltered	Sheltered Count	
HMIS CE	HMIS ES + TH	Non-HMIS ES + TH
HMIS	HMIS Reports	Counting Us App
Count PIT Night: Jan 31 Service-Based Count: Feb 1 – Feb 6	HMIS Data Entry/Corrections: Feb 1 – Feb 6 Submit HMIS Reports: Feb 6	Count PIT Night: Jan 31 Service-Based Counts: Feb 1 – Feb 6

Staff reviewed the data collection process for the Housing Inventory Count:

Sheltered Projects		Permanent Housing Projects	
HMIS ES + TH	Non-HMIS ES + TH	HMIS RRH + PSH + OPH	Non-HMIS RRH + PSH + OPH
HMIS Reports: Run, review, and submit corrected reports (Due Feb 6)	People Count: Counting Us Survey App (Due Feb 21)	HMIS Reports: Run, review, and submit corrected reports (Due Feb 6)	People Count: Counting Us Survey App (Due Feb 21)
	Bed + Unit survey with NCCEH staff (Due Feb 21)		Bed + Unit survey with NCCEH staff (Due Feb 21)

PIT/HIC Timeline:

- Planning: October - December
 - o Project planning

- Training
- Finalize all tools
- Outreach to Non-HMIS agencies
- Action: January 31– February 6
 - Data collection
 - Reporting to NCCEH
- Submission: February – April
 - Confirm/clean data
 - Resolve all errors
 - Enter into HDX
- Wrap-Up: April – May
 - Updates to HMIS
 - Analysis

NC BoS CoC Governance Charter Update

HUD requires all CoCs to have a Governance Charter & provide updates annually. CoCs must develop & regularly update a Governance Charter that defines its:

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

CoC staff proposed several potential updates to consider for its 2023 Governance Charter updates.

- Language updates for clarity & accuracy of current procedures
 - CoC purpose section to reflect specific responsibilities to match current approaches
 - At-large alternates name changed to proxies
 - General language updates for specificity
 - Changed ‘temporary’ to ‘interim’ to describe shelter to match HUD’s current language
 - Changed ‘assessment’ to ‘analysis’ to reflect name of the RE analysis report
 - Added ‘Program’ to CoC & ESG Program funding processes
 - Changed ‘domestic violence’ to ‘interpersonal violence’ to encompass all forms of violence
- Updated membership information
 - Category 1: People with lived experience of homelessness – updated to minimum of 2 seats to match current practices

- At-large members – added uniform expectation for at-large members to identify proxies for conflicts of interest &/or absences
- Updated Veteran Subcommittee description to reflect current practices
- New dates & updated attachments

Amber Story motioned to approve the recommended updates to the NC BoS CoC Governance Charter. Kisha Darden seconded the motion. The motion was unanimously approved.

ESG Program Grant Updates

The NC ESG Office has concluded the CY24 ESG Program Competition. Awards have been announced and the ESG Office is finalizing contracts and will be sending them to awardees soon. The NC BoS CoC received all the available funds at \$2,525,734. Staff shared the list of CY24 ESG Program Awardees:

NC BoS CoC Region	Calendar Year 2024 ESG Program Grantees
BoS - R01	Blue Ridge Community Health Services
BoS - R01	HERE in Jackson County
BoS - R01	REACH of Macon Co
BoS - R02	Blue Ridge Community Health Services
BoS - R02	Haven of Transylvania Co
BoS - R02	Sixth Ave Psychiatric Rehabilitation Partners, Inc dba Thrive
BoS - R03	Dulatown Outreach Center (for Kwanzaa Family Inn)
BoS - R03	Family Guidance Center
BoS - R03	Mission Ministries Alliance (formerly McDowell)
BoS - R04	Diakonos, Inc.
BoS - R04	Echo Ministries dba The Ark
BoS - R04	Greater Mt Airy Hospitality Ministry
BoS - R05	Family Services of Davidson County, Inc
BoS - R05	Family Crisis Council of Rowan
BoS - R05	Homes of Hope
BoS - R05	Rowan Helping Ministries
BoS - R05	Union Co Community Shelter
BoS - R06	Central Piedmont Community Action
BoS - R06	Central Pines Regional Council
BoS - R06	Allied Churches
BoS - R06	Family Abuse Services
BoS - R07	Friend to Friend
BoS - R07	Haven in Lee County
BoS - R07	Johnston Lee Harnett Community Action, Inc
BoS - R07	Sexual Assault Family Emergency of Harnett County, Inc (SAFE of Harnett)
BoS - R08	Robeson County Committee on DV dba Southeastern Family Violence Center
BoS - R09	Hand Up Ministries
BoS - R09	The REACH Center
BoS - R10	Greene Lamp
BoS - R10	Wilson County Interfaith Services DBA Hope Station
BoS - R11	River City Community Development Corp
BoS - R12	Center for Family Violence Prevention
BoS - R12	County of Pitt
BoS - R13	Carteret County DV Program
BoS - R13	Onslow Community Outreach

Staff reminded attendees that there is a mandatory webinar on November 8 for all CY24 ESG Program awardees. Staff are making updates to a new page on the NCCEH website with resources for current ESG Program grantees including:

- List of awardees
- Resources from NCCEH, NC ESG, and HUD (2024)
- Resources on best practices and a portal to request TA (2024)

Find the webpage at <https://www.ncceh.org/bos/esg-program-grantees/>.

Local Leadership Response Call Announcement

North Carolina will be launching Medicaid Expansion on December 1st, and more than 600,000 people in North Carolina will be eligible for coverage. Many of them may be unaware of this change and fail to enroll. NC's Chief Medical Officer for Medicaid, Dr. Shannon Dowler, will join the November NC Local Leadership Response call to answer questions and discuss the outreach role our network can play (especially in rural communities and with those who are unsheltered).

Join Zoom meeting at <https://us06web.zoom.us/j/83792461651>

Meeting ID: 837 9246 1651

Dial by your location: +1 646 931 3860 (US)

NC BoS CoC HMIS Grant Report Out

NCCEH's Data Center administers the HMIS@NCCEH implementation on behalf of the NC BoS CoC with the help of a HUD CoC Grant. In lieu of scoring the annual application during the CoC Program competition, the Scorecard Committee asks that NCCEH report on the most recent Annual Performance Report.

Most recent HMIS APR

- Operating year: 07/01/2022 - 06/30/2023
- Total grant award: \$519,299.00 (of \$656,204 share of costs) contributes to NC BoS CoC's costs for HMIS@NCCEH (shared with Durham & Orange CoCs)
- 32,000 client records

Calculated Coverage	HMIS	Non-HMIS
Emergency Shelter	63%	37%
Transitional Housing	46%	54%
Permanent Supportive Housing	99%	1%
Rapid Re-Housing	85%	15%

- New HMIS users trained: 152
- LMS courses: 10
- ZenGuide articles: 93
- Paper assessment forms: 30

Expenses	Total expended
Equipment (Server, Computers, Printers)	\$ 1,773.94
Software (Software Fees, User Licenses, Software Support)	\$ 76,747.00
Services (Training, Hosting, Programming)	\$ 115,858.07
Personnel (Costs Associated with Staff)	\$ 289,860.09
Space and Operations	\$ 21,381.44
Administration	\$ 13,678.46
Total HUD-funded Expenditures	\$ 519,299.00

Steering Committee 2024 Planning Discussion

Staff led a discussion to hear from Steering Committee members on priorities for the coming year and set a strategic direction for 2024. Two questions were posed:

1. What is one area that the Steering Committee met your expectations in 2023?
 - Information-sharing
 - Policy updates
 - Thoroughness of orientation materials
 - Inclusion of people with lived expertise
 - BoS regional staffing support and advocacy
2. What do you hope that the CoC can focus on in 2024 toward ending homelessness?
 - a. Inclusion of smaller groups doing direct service work
 - b. Healthcare partnerships with housing
 - c. Technical support for new RRH grantees
 - d. Buy-in from different sectors

Upcoming meetings & reminders

- **Lived Expertise Advisory Council**, *Friday, November 10, 12 – 1 P.M.*
[Join Zoom Meeting](#)
 Meeting ID: 579 903 9481
 Passcode: qYqVY5
- **HMIS System Updates**, *Tuesday, November 14, 10:30 – 11:30 A.M.*
 Register at: <https://www.ncceh.org/events/1644/>
- **Racial Equity Subcommittee**, *Wednesday, November 15, 11:30 A.M. – 12:30 P.M.*
[Join Zoom Meeting](#)
 Meeting ID: 832 6483 8597
- **NC Local Leadership Response Call**, *Wednesday, November 15, 1 – 2 P.M.*
[Join Zoom Meeting](#)
 Meeting ID: 837 9246 1651
 Dial by your location: +1 646 931 3860
- **Coordinated Entry Council**, *Monday, December 11, 10 – 11:30 A.M.*
[Join Zoom Meeting](#)

Meeting ID: 848 4039 7905

- **Funding & Performance Subcommittee, Thursday, November 30, 11 A.M. – 12 P.M.**

[Join Google Meets](#)

Or dial: (US) +1 442-272-1109

PIN: 883 218 555#

Next Steering Committee meeting

Tuesday, December 5, 2023, at 10:30 A.M.