



# 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

December 5, 2023

**Regional Leads Present:** Derek Lancour, Emily Lowery, Amber Story, Pamela Hinton, Kristen McAlhaney, Natasha Elliott, Marie Watson, Emily Locklear, James Stroud, Lakitra Claude, Tujuanda Sanders, Brian Fike

**At-Large Members Present:** Rachelle Dugan, Melissa Hewitt, Erin Joy Crossfield, Cassandra Rowe, Angela Harper King, Lisa Phillips, Catherine Kastleman

**SC Members Absent:** LaTasha McNair, Brooks Ann McKinney

**Interested Parties Present:** Lesly Delgado, Alyce Knaflich, Peggy Hendrix, Laurenn Singleton, Kim Crawford, Erin Gaskin, Amy Modlin, Kecia Robinson, Lori Watts, Melissa Nance, Hannah Larios, Chris Parker, Shelly Chandler, Bonnie Harper, Mark Kobelinski, Corie Shackelford, Kerry Bashaw, Teena Willis, Monica Frizzell, Tonya Gray Young, Joel Rice, Michele Welsh

**NCCEH Staff Present:** Laurel Benfield, Brian Alexander, Adrianna Coffee, Adriana Diaz, Jenny Simmons, Dasha Shanks, Debra Susie, Ashley VonHatten

### 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.

### 2024 PIT/HIC Planning Update

The 2024 PIT Count will be on January 31, 2024. NCCEH staff are outreaching non-HMIS participating agencies and reminded members to register for the Counting Us App trainings 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](http://www.ncceh.org/bos/pithic) to register for a training and for additional information and resources.

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

Unsheltered	Sheltered Count	
HMIS CE	HMIS ES + TH	Non-HMIS ES + TH
<b>HMIS</b>	<b>HMIS Reports</b>	<b>Counting Us App</b>
Count PIT Night: Jan 31	HMIS Data Entry/Corrections: Feb 1 – Feb 6	Count PIT Night: Jan 31
Service-Based Count: Feb 1 – Feb 6	Submit HMIS Reports: Feb 6	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
<b>HMIS Reports:</b> Run, review, and submit corrected reports (Due Feb 6)	People Count: <b>Counting Us Survey App</b> (Due Feb 21)	<b>HMIS Reports:</b> Run, review, and submit corrected reports (Due Feb 6)	People Count: <b>Counting Us Survey App</b> (Due Feb 21)
	<b>Bed + Unit survey</b> with NCCEH staff (Due Feb 21)		<b>Bed + Unit survey</b> with NCCEH staff (Due Feb 21)

Staff reviewed the PIT/HIC timeline:

- Planning: October - December
  - Project planning
  - Training
  - Finalize all tools
  - Outreach to non-HMIS participating 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

Staff asked Steering Committee members what their regions are doing to prepare for the 2024 PIT/HIC. Amber Story from Region 3 emphasized preparing ahead and having partnerships across counties.

### 2024 At-Large Steering Committee Member Consideration

Staff reviewed the proposed slate for 2024 At-large Steering Committee members. There must be a minimum of 7 at-large members and a maximum of 13.

People with Lived Experience (Min. of 2 in 2024)	NC State Government – works with a program that serves people experiencing homelessness (Min. 3 – Max. 6)	Other with Statewide Focus (Min. 3 – Max. 5)
Melissa Hewitt	<b>Department of Health and Human Services</b> Angela Harper King, Division of MH/DD/SU Services, Community Mental Health	<b>Health care sector</b> Brooks Ann McKinney (New Agency)
Rachelle Dugan, Thrive	<b>Department of Public Safety</b> Kea Alexander, North Carolina Office of Recovery and Resiliency	<b>Business sector</b>
	<b>Department of Commerce</b>	<b>Public housing agency</b>
	<b>Department of Military and Veteran Affairs</b>	<b>Youth services or advocacy sector</b>
	<b>Department of Public Instruction</b> Lisa Phillips, Education of Homeless Children and Youth	<b>Domestic violence services or advocacy sector</b> Cassandra Rowe, NC Coalition Against Domestic Violence
	<b>NC Housing Finance Agency</b> Erin Joy Crossfield, NC Housing Finance Agency	<b>Legal Services</b> Joseph Chilton, Esq., Legal Aid NC

There are 2 new proposed members on the slate. Members of the nomination subcommittee presented the proposed members to the Steering Committee:

- Joseph Chilton, Esq.
  - Supervising attorney at Legal Aid of North Carolina’s Smoky Mountain Offices in Sylva and Murphy, NC
  - Joined Legal Aid in 2015, and prior to that was a staff attorney at the US Court of Appeals for the 11th Circuit
  - Earned a Juris Doctor degree at UNC School of Law in 2013, where he was a member of North Carolina Law Review and inducted to the Order of the Coif
  - Graduated from Brevard College (NC) in 2009
- Kea Alexander
  - Joined the NC Office of Recovery and Resiliency (NCORR), as a Planning and Policy Analyst for the Back at Home Balance of State program in September 2023.
  - Worked at the NC DHHS, Division of Social Services as a Continuous Quality Improvement Specialist for public assistance programs; responsible for providing policy interpretation, technical assistance, training, and business process reviews for local county DSS.

- Native of Richmond, VA with over 25 years in local and state government, nonprofits, and the education system. She obtained a Bachelor of Science degree in Sociology from James Madison University, Master of Science degree in human services, from Capella University and achieved a LEAN Government Certification from NC State University.
- Kea has a servant heart, is an avid bowler, and enjoys spending time with her family.

Marie Watson motioned to approve the proposed 2024 slate of at-large Steering Committee members. Pamela Hinton seconded the motion. The motion was unanimously approved.

Staff reminded members to keep an eye out for an email this week with information regarding the 2024 Steering Committee Orientation.

### **Regional Committee Leadership Elections & Subcommittee Recruitment**

Staff reminded Steering Committee members that their regional committees must vote to approve leadership positions for 2024 including in the 4<sup>th</sup> quarter:

- Regional Lead
- Regional Lead Alternate
- Webmaster
- Coordinated Entry Lead
- Unsheltered Access Coordinator

Send forms to the following link by Dec 15th:

[https://app.smartsheet.com/b/form/e2c1ea421a6840fcaae5ba\\_e1fd65eca8](https://app.smartsheet.com/b/form/e2c1ea421a6840fcaae5ba_e1fd65eca8).

CoC subcommittees also need regional representatives. Regional Committees elect representatives to serve on the following subcommittees for 2024 (included in the Regional Committee election form):

- Scorecard Committee
- Project Review Committee

The following subcommittees have an at-large membership and need more members. Interested persons should email [laurel.benfield@ncceh.org](mailto:laurel.benfield@ncceh.org):

- Racial Equity Subcommittee
- Lived Expertise Advisory Council

### **Homelessness No More Gala**

NCCEH's Director of Development provided details about the upcoming "Homelessness No More Gala" sponsored by the NCCEH. The gala is an annual event designed to raise awareness and funds to support the organization's mission of addressing and ultimately eradicating homelessness in the state of North Carolina. Members are invited to attend or donate. You can pay by credit card at <https://givebutter.com/rEewsC> or mail a check to PO Box 27692, Raleigh, NC 27611 and RSVP at

<https://www.surveymonkey.com/r/8RJ7SFY>. If you have questions, you can reach out to Alicia Harvey at [alicia.harvey@ncceh.org](mailto:alicia.harvey@ncceh.org)

### Upcoming meetings & reminders

- **Unsheltered Access Coordinator Planning & Training Webinar, Thursday, December 7, 3 – 4 P.M.**  
[Join Zoom Meeting](#)  
Meeting ID: 579 903 9481  
Passcode: qYqVY5
- **Lived Expertise Advisory Council, Friday, December 8, 12 – 1 P.M.**  
[Join Zoom Meeting](#)  
Meeting ID: 579 903 9481  
Passcode: qYqVY5
- **Coordinated Entry Council, Monday, December 11, 10 – 11:30 A.M.**  
[Join Zoom Meeting](#)  
Meeting ID: 848 4039 7905
- **HMIS System Updates, Tuesday, December 12, 10:30 – 11:30 A.M.**  
Register at: <https://www.ncceh.org/events/1644/>
- **Homelessness No More Gala, Thursday, December 21, 6:30 – 9:30 P.M. Durham Arts Council, 120 Morris Street**  
[Buy tickets here](#)

### Next Steering Committee meeting

Tuesday, January 9, 2023, at 10:30 A.M.

*\*Pushed back 1 week due to New Year holiday*