

North Carolina Balance of State Continuum of Care

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www.ncceh.org/BoS

Balance of State Steering Committee Meeting

9.3.13

Regional Leads Present:

Brian Alexander, Chris Battle, Susan Bellew, Ellen Blackman, Kim Braxton, Debbie Cole, Spencer Cook, Nicole Dewitt, Rhoda Emanuel, Jennifer Flood, Kelly Lacy, Joe Marks, Sarah McWhirter, Amy Modlin, Jane Motsinger, Whitney Morton, Melissa Payne, Faye Pierce, Shanna Poole, Candice Rountree, Nickie Siler, Kannika Turrentine (interim for Kerr-Tar), Paulette White, Teena Willis, Shari Wright

Regional Leads Absent:

Bart O'Sullivan, Michele Steele

Interested Parties Present:

Natalie Allen, Jamie Brown, Dave Burnette, Kristi Case, Lynn Deluca, Donna Freeman, Ann Friesen, Talaika Goss-Williams, Candice Johnson, Brian Justice, Sarah McBrayer, Laura McDuffee, Latasha McNair, Mark Owen, Andrew Romines, Janice Sauls, Lori Watts, Cheryl Wilkins

NCCEH Staff Present:

Nancy Holochwost, Denise Neunaber, Corey Root, Tia Sanders-Rice

Approval of August Minutes

There being no changes needed, the minutes were approved by common consent.

ESG Funding Update

- ESG applications were due to NC DHHS on August 21.
- The Balance of State has the duty to approve all ESG applications from BoS agencies. At its last meeting, the Steering Committee directed NCCEH staff to review ESG applications with the following instructions:
 - All applications that asked for the same funding as last year would be automatically approved. New prevention and rapid re-housing projects would be approved if they met the state's scoring threshold.
 - If there were other types of projects that didn't meet one of the two above criteria, the CoC reviewed them more closely and provided feedback to the State.
- NCCEH staff has reviewed all the regional applications that were submitted by BoS communities.

- Three BoS applications asked for HMIS and/or coordinated intake funding, so they will be reviewed more closely since they don't fall into the automatic approval categories.
- Craven and Randolph's applications didn't meet the minimum funding request for housing stability. The State has not made a decision about how it will handle these requests. (Randolph was also identified in the category on the Steering Committee call, but it has since been determined that this was an error on the State's application log.)
- Five regions asked for more than their allotted share of funding. The State will contact these regions for revised budgets.
- Two areas (Lee and Carteret) applied for funding, but are not official BoS Regional Committees. Any funding they receive will be granted on the condition that they will become official, active Regional Committees by January 2014.
- Amy Cole at DHHS is available for consultations with ESG Lead Agencies to discuss their regional applications and how they can improve for next year. Interested regions can contact her in October to schedule a consultation.

CoC Funding Application Update

- On August 23, HUD opened the CoC registration, which is the preliminary step before the CoC application opens. NCCEH will complete the CoC registration in esnaps. Regional Committee leads do not need to do anything for the registration.
- NCCEH has received the draft Grant Inventory Worksheet from HUD, which must include all grants that are eligible to renew this year. NCCEH will communicate directly with grantees to ensure all renewals are included on the GIW. The GIW will determine the amount of funding that the BoS is eligible to apply for in renewals.
- HUD has released the scores from the 2012 CoC application. The BoS received 105.55 of 130 possible points. The funding line was at 97 points.
 - Due to changes under HEARTH, the scoring scale is different this year than it has been in the past. HUD's debriefing on scoring is very general and does not indicate specific areas that the CoC needs to improve, so NCCEH is communicating with other CoCs to glean what it can about where points were lost.
- HUD is continuing its SNAPs Weekly Focus emails, which help communicate its priorities for this year.

Data Usage Workgroup

- In June, the Steering Committee decided to use the BoS' HMIS grant to pay the full CoC fee for CHIN. For this fee, the CoC receives 200 CHIN licenses for FY 2013-14, which will be provided to agencies at no cost for one year. The Data Usage Workgroup was formed to determine criteria for how agencies can maintain these no-fee licenses, how to distribute unused licenses, and how to evaluate this one-year pilot project.
- The workgroup met in August and developed a draft policy for agencies to maintain no-fee licenses:

- NC Balance of State CoC has paid CHIN license fees for all existing CHIN users within Balance of State CoC with a license on July 1, 2013. This is a one-year pilot project expiring on June 30, 2014. In order to maintain this no-fee license, users must comply with the following:
 - Log in at least once every 60 days
 - Maintain an HMIS rating of 80 or higher (as determined in the Monthly Data Quality report) or be actively working with CHIN to improve HMIS rating
 - Be responsive to outreach from CHIN and/or NCCEH
 - User or other agency representative must regularly participate (80% or better attendance) in his or her local Balance of State Regional Committee meetings
 - Enter all HUD required elements in CHIN
- Once the policy is finalized, NCCEH will contact CHIN users who are not in compliance to either reclaim the license if it is not being used or to create a plan for the user to comply with the policy.
- Steering Committee members were asked for feedback on the draft policy.
 - A motion was made and approved to approve the policy [Dewitt, Pierce].
- NCCEH will contact all HMIS users to inform them of the policy. NCCEH will also contact all BoS agencies providing housing or services for homeless people to determine the demand for licenses for the coming year.

Coordinated Assessment Workgroup

- The Coordinated Assessment Workgroup had its first meeting in August. The workgroup is conducting a review of different guiding principles for coordinated assessment systems and expects to have a proposal of written standards for the Steering Committee to review at its November meeting.
- The next workgroup meeting is Thursday, September 19 at 2:00.

Regional Committee Alternates & CHIN Advisory Committee Representative

- In accordance with the BoS Governance Charter, all Regional Committees must have a formally elected Regional Lead Alternate and the election must be documented in committee meeting minutes. The alternate is able to vote if the Regional Lead is absent or has a conflict of interest. The following Regional Committees have submitted minutes documenting the election of their alternates: Alamance, Burke, Northeast, Rockingham, Southeast, and Southwest.
 - All other committees must elect a Regional Lead Alternate at their next meeting and include the election results in the meeting minutes.
- All Regional Leads and alternates must submit a Conflict of Interest form. Corey will contact anyone who has not submitted one yet.
- The CHIN Advisory Committee, which advises CHIN on its work, is made up of representatives from all NC CoCs. The BoS has one CoC slot (filled by Corey) and three regional slots. Kathy Bragg has resigned from one of the regional slots and Nicole Dewitt has been asked to replace her.

- A motion was made and approved to have Nicole Dewitt fill the vacant regional representative slot on the Advisory Committee [Motsinger, Marks].

Upcoming Meetings and Trainings

- Two BoS subcommittees have meetings in September. The Data Quality subcommittee is for all HMIS users, including all CoC and ESG grantees. The Rapid Re-Housing subcommittee is for all rapid re-housing providers in the BoS. Participants can register on the NCCEH website calendar: <http://www.ncceh.org/events/month/>.
 - Data Quality subcommittee: Tuesday, September 17 at 10:30
 - Rapid Re-Housing subcommittee: Tuesday, September 24 at 10:30
- NCCEH is holding a Tuesdays at 2 webinar series about reductions in chronic homelessness in North Carolina communities. The first webinar, which highlighted Asheville/Buncombe, was held in August and an archived version is available on the NCCEH website for members: <http://www.ncceh.org/articles/tuesdays-two-reducing-chronic-homelessness-series-asheville>. The next two webinars will highlight Wilmington and Winston-Salem. These webinars are free for NCCEH members and \$15 for non-members. Participants can register on the NCCEH website calendar: <http://www.ncceh.org/events/month/>.
 - Reductions in Chronic Homelessness-Wilmington: Tuesday, September 24 at 2:00
 - Reductions in Chronic Homelessness-Winston-Salem: Tuesday, October 15 at 2:00

Regional Committee Updates

- Pitt: Paulette noted that parts of the regional ESG application are particularly challenging for rural communities, which she hopes can be communicated to the state ESG office. Steering Committee members discussed difficulties that they encountered on this year's application. Denise encouraged regional leads to send feedback to Martha Are and Amy Cole and to cc NCCEH. Denise also agreed that NCCEH will host an ESG debriefing call for Regional Leads to learn from each other.
- Burke: The Regional Committee is planning its Homeless and Hunger Awareness Week.
- Northeast: The Regional Committee is creating a calendar for next year's ESG application to help gather needed information during the course of the year.
- AHRMM: Ann Friesen noted that she has been working on ten-year plan and asked if this is a priority. Denise shared that communities that do not have a plan yet do not need to create one; they can align local plans with the federal strategic plan and invited regional leads to contact her to discuss this more in-depth.
- Piedmont: There is a fair housing workshop on September 20 at Cardinal Innovations in Kannapolis, which is open to all neighboring areas.
- Catawba: There has been some negative publicity lately regarding homelessness, so the Regional Committee is working on creating more awareness and is looking into holding a Project Homeless Connect event to link homeless people to services and housing.

- Chatham: Spencer noted that there have been recent staffing changes at Cardinal Innovations, but Joel Rice will be returning to cover the Five County region as Housing Specialist. Spencer will cover the OPC and Alamance-Caswell Regions.

Reminders

- ESG Regional Lead Agencies: Schedule a consultation call with Amy Cole in October if you would like ESG application feedback
- Grantees: Double check that all grants expiring between Jan. 1 and Dec. 31, 2014 are included on the Grant Inventory Worksheet
- Interested CoC Applicants: All new CoC project applicants must fill out the Intent to Apply form: at <http://www.ncceh.org/BoS/CurrentCoCApplication>
- Regional Leads: Make sure your committee has elected a Regional Lead Alternate
- CHIN Users: Register for the [Data Quality subcommittee meeting](#) (Tuesday, Sept. 17, 10:30 a.m.)
- Rapid Re-Housing Providers: Register for the [Rapid Re-Housing subcommittee meeting](#) (Tuesday, Sept. 24, 10:30 a.m.)
- All: Join upcoming Tuesdays at 2 webinars on Reductions in Chronic Homelessness:
 - [Wilmington](#): Tuesday, September 24 at 2:00 p.m.
 - [Winston-Salem](#): Tuesday, October 15 at 2:00 p.m.
- All: Continue to read and reflect on SNAPS Weekly Focus emails

Next Meeting: Tuesday, October 1 at 10:30.