

North Carolina Balance of State Continuum of Care

bos@ncceh.org

919.755.4393

www.ncceh.org/BoS

Steering Committee Meeting

December 3, 2013, 10:30 am

Call-In Info

1-218-895-9693, conference code 805232#

Online Presentation

<https://join.me/nccehrocks>

START	10:30 Welcome & Call to Order	
ONE	Agenda Item: Roll Call	Agenda Item Completed: <input type="checkbox"/>
	Presenter: Nancy Holochwost	Estimated Time: 5 min
	Background Information: Roll will be called for elected regional leads. The CoC application scorecard requires Regional Leads' active participation in Steering Committee meetings for their Regional Committee to be eligible for funding. After roll call for elected leads, other callers are asked to identify themselves. If this is your first time calling in to a BoS Steering Committee meeting, please send an email to bos@ncceh.org to ensure NCCEH staff have your contact information.	
	Supporting Materials:	
	<ul style="list-style-type: none"> Regional Lead Contact List 	
TWO	Agenda Item: Approval of Minutes	Agenda Item Completed: <input type="checkbox"/>
	Presenter: Corey Root	Estimated Time: 5 min
	Goal: <input checked="" type="checkbox"/> Share Info <input type="checkbox"/> Obtain Input <input type="checkbox"/> Make Decisions	Formal Approval Needed? <input checked="" type="checkbox"/> Yes, by common consent
	Supporting Materials:	
	<ul style="list-style-type: none"> November minutes 	
THREE	Agenda Item: CoC Funding Application Update	Agenda Item Completed: <input type="checkbox"/>
	Presenter: Corey Root	Estimated Time: 15 min
	Goal: <input checked="" type="checkbox"/> Share Info <input type="checkbox"/> Obtain Input <input type="checkbox"/> Make Decisions	Formal Approval Needed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Background Information: HUD issued the FY 2013 - FY 2014 CoC Program NOFA on November 22. The Steering Committee will discuss the most updated info from HUD about the projected cut for BoS grantees renewing this year (likely 5% of ARD or \$256,587), changes to the FY 2013 - FY 2014 application from previous years and the timeline for this year. Significant upcoming milestones:	
	<ul style="list-style-type: none"> APRs due to NCCEH (all grantees, renewals + others) – Fri. Dec. 13 Project applications to NCCEH (renewal projects only) – Fri. Dec. 27 Project Review Committee orientation meeting – Mon. Jan. 6 Determine collaborative application CoC goals during next Steering Committee meeting – Tue. Jan. 7 Participant Survey (all Regional Committee participants) – Tue. Jan. 7 Project Review Committee calls – Wed. Jan. 8 through Fri. Jan. 10 Project Review Committee final meeting – Tue. Jan. 14 Final list of ranked projects during special Steering Committee meeting – Thu. Jan. 16 NCCEH gives written notice to applicants – Fri. Jan. 17 Project applicants hit submit in esnaps – Fri. Jan. 24 NCCEH hits submit – Thu. Jan. 30 	

	<p>Supporting Materials:</p> <ul style="list-style-type: none"> • FY 2013 - FY 2014 CoC Program NOFA: https://www.onecpd.info/resources/documents/FY2013-2014CoCProgramNOFA.pdf • Esnaps Tutorials: https://www.onecpd.info/e-snaps/guides/coc-program-competition-resources/ <p>Action Items:</p> <ul style="list-style-type: none"> • All grantees: Send APRs to bos@ncceh.org by Fri. Dec. 13 • Renewal grantees: <ul style="list-style-type: none"> ○ Send first draft of project applications to bos@ncceh.org by Fri. Dec. 27 ○ Hit submit on final draft of project apps by Fri. Jan. 24 once you receive notification from NCCEH staff that you are ready to do so • Project Review Committee reps: <ul style="list-style-type: none"> ○ Attendance is required at Jan. 6 and Jan. 14 meetings ○ Score your assigned applications once notified by NCCEH staff; schedule a one-on-one call with NCCEH staff between Wed. Jan. 8 – Fri. Jan. 10 • Regional Lead or Alternate: <ul style="list-style-type: none"> ○ Attend Steering Committee meetings Tue. Jan. 7 (CoC goals for collaborative app) AND Thu. Jan. 16 (project rankings) ○ If you are a Regional Lead and submitting a project application this year, you will not be able to vote at the Jan. 16 meeting – please arrange for the Regional Lead Alternate to attend and vote • Regional Leads: Distribute Participant Services Survey to ALL participating agencies in your regional committee and have them complete by Jan. 7
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FOUR		
	Agenda Item: CoC Application Scorecard	Agenda Item Completed: <input type="checkbox"/>
	Presenter: Corey Root	Estimated Time: 20 min
	Goal: <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input checked="" type="checkbox"/> Make Decisions	Formal Approval Needed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<p>Background Information: The Scorecard Committee met on November 8 and drafted a proposed scorecard for the Steering Committee’s review. We will go over the Scorecard focusing on changes from the 2012 Scorecard, which include:</p> <ul style="list-style-type: none"> • Addition of PSH key elements • More details within the Scorecard about the APR data reviewed • APR data matches CHIN 	
<p>Supporting Materials:</p> <ul style="list-style-type: none"> • 2013 Proposed Scorecard 		

FIVE	Agenda Item: Point in Time Count Update	Agenda Item Completed: <input type="checkbox"/>
	Presenter: Nancy Holochwost	Estimated Time: 10 min
	Goal: <input checked="" type="checkbox"/> Share Info <input type="checkbox"/> Obtain Input <input type="checkbox"/> Make Decisions	Formal Approval Needed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Background Information: NC Department of Health and Human Services announced the date for the 2014 PIT Count – as usual the count will take place the last Wednesday in January which will be Wed Jan 29, 2014. Once HUD releases the PIT Count guidelines for 2014, NCCEH staff will update the 2014 data collection forms. NCCEH will hold a Balance of State PIT Count training in January. Each Regional Committee must assign a point person for the PIT Count who is responsible for ensuring all data is submitted to NCCEH.	
	Supporting Materials: <ul style="list-style-type: none"> NCCEH web site: http://www.ncceh.org/pointintime/ 	
Action Items: <ul style="list-style-type: none"> Regional Leads: Send NCCEH contact info for your 2014 PIT Count point person by January 6 		

SIX	Agenda Item: CHIN Update and Committee Member List	Agenda Item Completed: <input type="checkbox"/>															
	Presenter: Corey Root	Estimated Time: 5 min															
	Goal: <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input checked="" type="checkbox"/> Make Decisions	Formal Approval Needed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No															
	Background Information: NCCEH staff will give an update on the CHIN MOU. The Steering Committee is asked to approve the current slate of CHIN Advisory Committee members:																
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: black; color: white;">CoC/Group</th> <th style="background-color: black; color: white;">Member</th> <th style="background-color: black; color: white;">Alternate</th> </tr> </thead> <tbody> <tr> <td>503-BoS</td> <td>Corey Root</td> <td>Brian Alexander</td> </tr> <tr> <td>503 region 1</td> <td>Paulette White</td> <td>Ellen Blackman</td> </tr> <tr> <td>503 region 2</td> <td>Joe Marks</td> <td>Tia Sanders-Rice</td> </tr> <tr> <td>503 region 3</td> <td>Nicole Dewitt</td> <td>Nina Walker</td> </tr> </tbody> </table>		CoC/Group	Member	Alternate	503-BoS	Corey Root	Brian Alexander	503 region 1	Paulette White	Ellen Blackman	503 region 2	Joe Marks	Tia Sanders-Rice	503 region 3	Nicole Dewitt	Nina Walker
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503 region 3	Nicole Dewitt	Nina Walker															
Supporting Materials:																	
Action Items:																	

SEVEN	Agenda Item: AHAR Update	Agenda Item Completed: <input type="checkbox"/>
	Presenter: Tia Sanders-Rice	Estimated Time: 5 min
	Goal: <input checked="" type="checkbox"/> Share Info <input type="checkbox"/> Obtain Input <input type="checkbox"/> Make Decisions	Formal Approval Needed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Background Information: The Annual Homeless Assessment Report (AHAR) final data is due to HUD on December 13. NCCEH staff will give an update on the process and progress.	
	Supporting Materials:	
Action Items:		

EIGHT	Agenda Item: Regional Leads & Alternate Info	Agenda Item Completed: <input type="checkbox"/>
	Presenter: Corey Root	Estimated Time: 5 min
	Goal: <input checked="" type="checkbox"/> Share Info <input type="checkbox"/> Obtain Input <input type="checkbox"/> Make Decisions	Formal Approval Needed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Background Information: NCCEH staff will give an update on missing 2013 Regional Lead and Alternate information (elected positions and conflict of interest forms).	
	Looking ahead, all Regional Committees must elect Regional Leads and official Alternates in January and reflect the election in meeting minutes. Regional Leads and/or alternates do not have to change, but do have to be re-elected each year and submit conflict of interest forms each year. We plan to have an in-person meeting for all Regional Leads and Regional Lead Alternates on March 4 in Raleigh.	
	Also, only two Regional Committees have debriefed with Amy Cole about their ESG applications. We strongly recommend that all Regional Committees call Amy and make an appointment to do this in the coming months.	
Supporting Materials: NC BoS Governance Charter		
Action Items:		
<ul style="list-style-type: none"> • 2013 Regional Leads: Hold election for Regional Leads and Alternates in January and put in meeting minutes. Contact Amy Cole to schedule a TA call about the ESG application. • 2014 Regional Leads and Regional Lead Alternates: Plan to attend day-long in-person Regional Lead meeting on Tue. March 4 in Raleigh. 		
NINE	Agenda Item: Upcoming Subcommittee Meetings	Agenda Item Completed: <input type="checkbox"/>
	Presenter: Corey Root	Estimated Time: 5 min
	Goal: <input checked="" type="checkbox"/> Share Info <input type="checkbox"/> Obtain Input <input type="checkbox"/> Make Decisions	Formal Approval Needed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Background Information: This month there is one subcommittee meeting. Tuesday December 10, 10:30 a.m. Rapid Rehousing – register	
	Supporting Materials:	
	Action Items:	
<ul style="list-style-type: none"> • All ESG grantees doing Rapid Rehousing: register for RRH subcommittee meeting 		

TEN	Agenda Item: Regional Committee Updates	Agenda Item Completed: <input type="checkbox"/>
	Presenter: Corey Root	Estimated Time: 10 min
	Goal: <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input type="checkbox"/> Make Decisions	Formal Approval Needed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Background Information:	
	<ul style="list-style-type: none"> Time reserved for Regional Leads to share information about regional committee activities, ask questions of the group, and share successful strategies. 	
Supporting Materials:		
Action Items:		
ELEVEN	Agenda Item: Reminders	Agenda Item Completed: <input type="checkbox"/>
	Presenter: Corey Root	Estimated Time: 5 min
	Goal: <input checked="" type="checkbox"/> Share Info <input type="checkbox"/> Obtain Input <input type="checkbox"/> Make Decisions	Formal Approval Needed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Action Items:	
	<ul style="list-style-type: none"> All grantees: Send APRs to bos@ncceh.org by Fri. Dec. 13 Renewal grantees: <ul style="list-style-type: none"> Send first draft of project applications to bos@ncceh.org by Fri. Dec. 27 Hit submit on final draft of project apps by Fri. Jan. 24 once you receive notification from NCCEH staff that you are ready to do so Project Review Committee reps: <ul style="list-style-type: none"> Attendance is required at Jan. 6 and Jan .14 meetings Score your assigned applications once notified by NCCEH staff, schedule a one-on-one call with NCCEH staff between Wed. Jan. 8 – Fri. Jan .10 Regional Lead or Alternate: <ul style="list-style-type: none"> Attend Steering Committee meetings Tue. Jan. 7 (CoC goals for collaborative app) AND Thu. Jan. 16 (project rankings) If you are a Regional Lead and submitting a project application this year, you will not be able to vote at the Jan. 16 meeting – please arrange for the Regional Lead Alternate to attend and vote Regional Leads: Distribute Participant Services Survey to ALL participating agencies in your regional committee and have them complete by Jan. 7 Regional Leads: Send NCCEH contact info for your 2014 PIT Count point person by Jan. 6 Regional Leads: Hold election for Regional Leads and Alternates in January and put in meeting minutes. Contact Amy Cole to schedule a TA call about the ESG application. 2014 Regional Leads and Regional Lead Alternates: Plan to attend day-long in-person Regional Lead meeting on Tue. March 4 in Raleigh All ESG grantees doing Rapid Rehousing: register for RRH subcommittee meeting 	
END	12:00 Adjournment	
NEXT MEETING: Tuesday January 7, 2014 @ 10:30 via conference call		
SPECIAL CoC APPLICATION MEETING: Thursday January 16, 2014 @ 10:30 via conference call		