



North Carolina Balance of State Continuum of Care

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www.ncceh.org/BoS

Balance of State Steering Committee Meeting 12.2.14

Regional Leads Present:

Alvin Foster, Amy Modlin, Bob Williams, Brian Alexander, Candice Rountree, Casey McCall, Chris Battle, Debbie Cole, Faye Pierce, Jane Motsinger, Jennifer Flood, Joe Marks, Kelly Lacy, Kim Crawford, Marie Watson, Melissa Pressley, Mollie Tompkins, Nicole Dewitt, Rasheeda Sturdivant, Rhoda Emanuel, Susan Pridgen

Regional Leads Absent:

Asia Elzein, Bart O'Sullivan, Glenda Riggs, Joel Rice, Juliet Rogers, Melissa Payne, Sharon Osborne, Tonya Gray

Interested Parties Present:

Melissa Balto, Ellery Blackstock, Valerie Brooks, Mary Pat Buie, Kristi Case, Anne Friesen, Tammy Gray, Marlene Harrison, Sarah Lancaster, Cheryl Manuel, Larry McMullen, Latasha McNair, Mark Owen, Jess Porta, Detra Purcell, Andrew Romines, Janice Sauls, Amy Steele, Lori Watts, Talaika Williams, Teena Willis, Laressa Witt

NCCEH Staff Present:

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

Approval of November Minutes

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

Human Trafficking

- Jessica Porta from the Salvation Army of Wake County Project Fight presented on human trafficking. The Salvation Army recently received grants to expand Project Fight into New Bern and Salisbury.
 - Human trafficking includes both sex trafficking and labor trafficking. Trafficking tactics include physical force, fraud/deception, and coercion/threats.
 - About 50% of Project Fight's clients are foreign-born and 50% are US-born.
 - Human trafficking overlaps with homelessness because they both involve common vulnerabilities, such as poverty, mental illness/substance abuse, limited support systems, and a lack of stability and resources. Traffickers exploit these vulnerabilities to gain power.
- Project Fight works across North Carolina to provide direct case management and to connect clients to resources for legal needs, safety, health care, housing, and emergency assistance.

- Jessica is available to provide trainings to agencies that are interested and to answer questions about possible trafficking cases (jessica@uss.salvationarmy.org).
- Community members who suspect trafficking can contact the Polaris Hotline at 1-888-3737-888.
- Agency staff that need assistance for trafficking victims can call the Salvation Army's on-call number at 919-410-6586 or visit their website: projectfightnc.org

Point-in-Time Count

- The Point-in-Time Count will be held the night of Wednesday, January 28, 2015.
- Each Regional Committee was asked to choose a PIT lead contact by November 30. Two Regional Committees have not done so: Person and Smoky Mountain. Contact info should be sent to bos@ncceh.org as soon as possible. If none is submitted, the Regional Lead will be treated as the PIT lead.
- PIT leads are responsible for local coordination and training, collecting and verifying local data, and submitting their region's PIT forms to NCCEH by the established deadline.
- NCCEH creates the PIT forms and holds a webinar training on them, compiles the BoS data, and submits it to HUD.
- NCCEH staff provided an overview of PIT count definitions.
 - People in emergency shelter, transitional housing, or in a place not meant for human habitation (unsheltered) are considered homeless by HUD and should be counted. People who are doubled up, in substandard housing, or in an institution on the night of the count are not considered homeless and should not be counted.
 - HUD has established criteria to define what constitutes a homeless program. Communities with questions about whether a program meets these criteria should contact Nancy at nancy@ncceh.org.
 - Communities must also count permanent supportive housing programs and rapid re-housing programs that are providing rental assistance on the night of the count. These programs are required to be included in the Housing Inventory Chart (HIC).
- NCCEH is working on updating the PIT forms. These will be emailed out to PIT lead contacts.
- NCCEH is holding a PIT training for BoS communities on Thursday, January 8, at 9:30. The training is open to everyone involved in the PIT. PIT lead contacts/coordinators should attend. Register at www.ncceh.org/events/804/.
- HUD's PIT guidance is posted at www.ncceh.org/pointintimehowto/. PIT lead contacts/coordinators should read the PIT Count Methodology Guide and the PIT/HIC Data Collection Notice to ensure their communities are following HUD's definitions and rules for the count.

AHAR Update

- The Annual Homeless Assessment Report (AHAR) is a comprehensive report to Congress that is based on PIT Count and HMIS data.
- NCCEH submits AHAR data to HUD for the Balance of State. The HMIS data must meet certain data quality standards to be accepted by HUD. Having data accepted is advantageous to the BoS because it contributes our story to the national conversation about homelessness and because AHAR contributions are scored during the CoC application.



- Last year, 3 of the 6 AHAR shells were rejected by HUD (2 for poor data quality and 1 for low bed coverage). The goal for this year is to have 5 of 6 shells accepted.
- The final draft of AHAR data is due December 15. Tia and Thurston are currently working on data cleaning. Common errors include:
 - Missing client data
 - Children enrolled by themselves (not as part of a family)
 - Clients that have never been exited from the program
- Agencies that are contacted about AHAR data should respond as soon as possible.

Regional Lead Elections

- The BoS Governance Charter states that Regional Committees must elect a Regional Lead and alternate in January. Committees that will not meet in January can hold their elections in December. The elections must be documented in meeting minutes. Regional Leads and alternates do not need to change, but an election must be held.
- The Regional Lead roles and responsibilities are outlined in a document posted at www.ncceh.org/files/3117/.
- There will be an in-person meeting for Regional Leads and alternates on Wednesday, February 25, in Raleigh. Elected leads and alternates are asked to keep this day open to attend the meeting.
- The BoS must have a conflict of interest form on file for each Regional Lead and alternate. The form is posted at www.ncceh.org/files/5161/. These should be emailed or faxed to NCCEH after elections are held.

Coordinated Assessment Update

- Of the 13 plans that have been due so far, 9 have been submitted. Plans should include:
 - Adobe form
 - Excel appendices (with all worksheets filled out)
 - Diagrams
 - Program rules from each agency participating in coordinated assessment
 - MOUs if available (must be in place by the time implementation begins)
- Corey and Emily are conducting threshold review of these plans to ensure they meet minimum requirements. Regional Committees will be notified if their plan does not meet threshold.
- After threshold review is complete, plans will be sent to the Coordinated Assessment Council (CAC) for in-depth review during December-February. The CAC will ask Regional Committees for feedback if needed and will recommend plans to the Steering Committee for approval.
- Regional Committees will implement coordinated assessment one month after approval of their plans.
- Steering Committee members provided updates on their local planning processes.
- The membership for the CAC has been finalized. One statewide representative has been added since the last Steering Committee meeting: Dana Mangum from the NC Coalition Against Domestic Violence. The CoC representatives are:
 - Kim Crawford, Allied Churches of Alamance County
 - Julie Gentry, Help Inc.
 - Fredrika Cooke, Family Promise of Lee County



- Susan Pridgen, United Way of Onslow County
- Candice Rountree, Wilson County DSS
- Teena Willis, Partners Behavioral Health Management

2015 BoS Subcommittee Schedule

- The purpose of the subcommittee meetings is to improve program performance and data quality. NCCEH staff are evaluating ideas that can improve the subcommittees. Anyone who has suggestions or comments can send them to bos@ncceh.org.
- The current meeting schedule will continue through June:
 - Rapid Re-Housing: Quarterly on 3rd Fridays (March, June, September, December)
 - Permanent Supportive Housing: Quarterly on 3rd Mondays (February, May, August, November)
 - Data Quality: Bi-monthly on 4th Mondays (January, March, May, July, September, November)
 - The full schedule with links to online registrations is posted at www.ncceh.org/files/5166/.

Upcoming Meetings

There are two BoS meetings in December:

- Rapid Re-Housing Subcommittee meeting
 - Friday, December 12, 10:30-11:30 AM
 - Register at www.ncceh.org/events/752/
- CoC Grantees Scorecard Review
 - Thursday, December 18, 2:00-3:00 PM
 - Register at www.ncceh.org/events/803/

Regional Committee Updates

- Transylvania: The Haven received HOME funds that they will use to operate tenant-based rental assistance in conjunction with their ESG funds.
- Onslow: The Regional Committee has created a subcommittee to work on affordable housing, which has been successful in engaging landlords.

Reminders

- **All:** To get help for human trafficking: 1-888-3737-888
- **Regional Leads:** Email bos@ncceh.org with PIT lead contact if you have not already done so
- **PIT point people:** Review NCCEH resources and HUD PIT guidance, register for January 8 training at www.ncceh.org/events/804/
- **CHIN Users:** Respond to emails regarding the AHAR, take action if needed
- **Regional Committees:** Prepare to elect Regional Leads and alternates in January
- **Regional and CA Leads:** Respond to requests for further information from NC BoS staff or CAC members
- **Many:** Register for subcommittee meetings on the NCCEH website at www.ncceh.org/files/5166/



- **RRH Program Managers:** Register for and attend RRH Subcommittee meeting at www.ncceh.org/events/752/
- **CoC Grantees:** Register for and attend Scorecard Review meeting at www.ncceh.org/events/803/

Next Meeting: Tuesday, January 6 at 10:30.

