



North Carolina Balance of State Continuum of Care

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www.ncceh.org/BoS

Balance of State Steering Committee Meeting

7.7.15

Regional Leads Present:

Wanda Feldt, Kim Crawford, Amy Modlin (for Mark Recko), Teena Willis, Alvin Foster, Juliet Rogers, Mollie Tompkins, LaTasha McNair, Brian Alexander, Melissa Payne, Joel Rice, Marie Watson, Robin Shue (for Nicole Dewitt), Greg Gauss, Debbie Cole, Marlene Harrison, Emily Locklear, Chris Battle, Mary Mallory

Regional Leads Absent:

Casey McCall, Asia Elzein, Sharon Poarch, Gus Smith, Susan Pridgen, Jennifer Molliere

Interested Parties Present:

Tyrone Lindsey, Becky Surlis, Janice Sauls, Mark Owen, Trina Hill, Lori Watts, Tammy Gray, Laressa Witt, Detra Purcell, Ellery Blackstock, Donna McCormick, Mary Pat Buie, Laura Marks, Eve Richardson, Cheryl Manuel, Faye Pierce

NCCEH Staff Present:

Beth Bordeaux, Emily Carmody, Nancy Holochwost, Denise Neunaber, Corey Root

Approval of June Minutes

There being no changes needed, the minutes from the June 2 and June 16 meetings were approved by common consent.

Point-in-Time Count Update

- The 2015 Balance of State PIT Count data has been posted on the NCCEH website at www.ncceh.org/pitdata.
 - BoS total count: www.ncceh.org/files/5725
 - BoS by county: www.ncceh.org/files/5726
 - BoS by Regional Committee: www.ncceh.org/files/5727
- The overall count decreased by 5% since 2014. There also were decreases in homeless families, chronically homeless people, and homeless veterans, which are three of the target populations identified in the Federal Strategic Plan to End Homelessness.

Coordinated Assessment

- NCCEH is expecting to receive 26 coordinated assessment plans (one from each Regional Committee). At this time:
 - Ten plans have been approved by the Steering Committee and are being implemented now

- Five have received Coordinated Assessment Council (CAC) recommendation
 - One for will be presented for Steering Committee approval today; four are in the revisions process with NCCEH
- Eleven plans are in process with the CAC
 - Five have been reviewed by the CAC and will be re-reviewed after revisions are submitted
 - Four are in the process of passing threshold review
 - Two Regional Committees are still working on initial submission of plans
- The Pitt Regional Committee's plan was presented for Steering Committee approval.
 - The CAC noted that the plan's strengths included:
 - 24-hour coverage through a telephone center
 - Lots of community engagement and resources
 - Community members will hold weekly meetings to discuss referrals
 - Plan had thorough answer for the oversight section
 - The Steering Committee was asked for any thoughts or discussion on the plan; none were raised.
 - A motion was made and approved to approve the Pitt coordinated assessment plan [McCormick, Harrison]. All in favor; none opposed.
- Corey raised a proposal to use NC 211 as the resource database for all coordinated assessment processes in the Balance of State. NC 211 is accessible statewide and is updated by agencies themselves, which would ensure every community has an up-to-date resource manual available instead of having to create and update their own. The proposal means that NC 211 would replace the Excel document of local resources that Regional Committees were asked to include as part of their coordinated assessment plans, and Regional Committees would use 211 for client referrals.
- NC 211 has expanded its capacity since the Steering Committee last discussed it:
 - NC 211 now covers all 100 counties in North Carolina.
 - They have increased their functionality, which now includes a mobile app, a searchable website where people can find help and organizations can update their information, and a call center where people can obtain information and referrals.
- The CAC has reviewed this proposal and agreed that using 211 could maximize efficiency.
- Laura Marks, a representative from NC 211, noted that they are working with Onslow County on a pilot project using 211 for coordinated assessment, and Corey noted that there will be potential pilots in Alamance and Henderson as well.
- Steering Committee members were asked for any questions or discussion about the proposal to use NC 211 as the coordinated assessment resource database.
 - Greg noted that Pitt County refers people to 211 and uses 211 during weekly meetings about client referrals. He noted he supports the proposal to use 211 for the BoS.
 - Debbie asked if it will matter if the community includes a United Way branch (which hosts NC 211).
 - Laura noted that 211 has online training and can provide in-person training if needed to help communities keep their information updated. Organizations can update their information now on an agency-by-agency basis. There are 31 data partners across the state that also help keep information



updated. These groups have licenses that allow them to do more comprehensive updates. Corey will share Laura's contact info with Regional Committees in case they need to contact a data center to do a comprehensive update.

- A motion was made and approved to use NC 211 as the resource database for coordinated assessment in the Balance of State [Harrison, Crawford]. All in favor; none opposed.
- NCCEH staff will work with NC 211 to formalize this process and will send out more information to Regional Committees over the next month.
 - Next steps include implementing pilot programs to test this process and possibly using 211 for prevention/diversion screening.
- NCCEH has started a new Dialogue Group for Regional Committees that have begun implementing coordinated assessment. The group is open to communities that are implementing (not planning). This will begin as a monthly call. The calls will be focused on peer learning, and the agendas will be drawn from questions and issues that Regional Committees bring to the table.
 - Meetings will be on the second Tuesday of the month from 3:00 – 4:00. The first meeting is July 14. Participants can register at www.ncceh.org/events/915.
- Regional Committees must report on coordinated assessment outcomes quarterly. NCCEH has created a form that Regional Committees must use to submit this information. There is also an optional tally sheet that Regional Committees can use for data collection.
- NCCEH will email instructions and links to these resources to Regional Leads and Coordinated Assessment Leads.
- The first outcomes report is due October 15 for the July 1 – September 30 time period. NCCEH staff and the CAC will review these reports to determine standards and note any red flags.

CoC Grant Competition: Scorecards

- The Scorecard Committee created draft scorecards for new and renewal CoC projects. The scorecards were posted at www.ncceh.org/bosminutes/ for reference.
- The 2015 renewal scorecard is based on the 2014 scorecard and includes some changes:
 - The sections of the scorecard are numbered sequentially for clarity
 - Some items have been moved to different sections of the scorecard
 - Created a new section for deductions (i.e. items you can lose points for – lateness, incorrect applications, etc.)
 - Maximum possible scores are broken out by project type
 - Not all projects are eligible for all points, so possible points depends on type of project
 - Wording for “services justification statement” changed to “services plan”
 - Change is intended to clarify this is a plan for finding alternate sources of funding for services, not a justification of why services are needed.
 - The minimum required points have been lowered on two sections: HUD/BoS Priorities and Project Performance
 - Lowered because most projects didn't meet the minimums in 2014, indicating that they were too high
 - Changed wording from “threshold” to “standard”



- 2014 Project Review Committee felt that “threshold” indicated that projects failing to meet the measure would not receive funding. Instead, these items are standards the BoS wants agencies to meet.
 - Moved two items out of Combined Scoring section to Staff Scoring section
 - Energy Star and percentage of funds that are for housing
 - Added a question asking what percentage of project’s beds are prioritized for people who are chronically homeless
 - Removed sections for grantee’s relationship to community and regional performance
 - Scorecard is focused on grantee performance
 - Questions about grantee’s relationship to community will be moved to a different document, like a commitment, that grantee will have to submit with application
 - NCCCEH will develop a Regional Committee report card or dashboard to cover address regional performance
 - Question about key elements of PSH was altered
 - changed from a points-based question to a standard element (Scorecard Committee made that decision last year and the 2014 scorecard indicated that this would change in 2015)
 - now requires grantee documentation
 - moved from staff scoring to combined scoring section
- The Steering Committee was asked for discussion or questions about the renewal scorecard; none were raised.
- A motion was made and approved to approve the 2015 renewal scorecard [Harrison, Mallory]. All in favor; none opposed.
 - Corey noted that everyone from an agency applying for new or renewal funds must abstain from the vote due to conflict of interest.
 - Abstained: Debbie Cole, Brian Alexander, Teena Willis, Greg Gauss (abstained as he is involved in the grant process even though his agency is not applying for funds).
- The BoS has not had to use a scorecard for new projects in the past several years because there was no funding for new projects. The new scorecard mirrors the renewal scorecard in most areas:
 - Has both a combined scoring section (NCCCEH staff plus Project Review Committee member) and staff scoring section
 - Sections have been number sequentially
 - Possible points have been broken out by project type where there are differences
 - Removed regional performance section
 - New section for deductions
 - Changed “threshold” to “standard”
- The scorecard also includes some new questions:
 - Agencies applying for rapid re-housing projects must be existing ESG grantees. This ensures that communities are using ESG funds first for rapid re-housing, then coming to the CoC if ESG funds are not sufficient to meet need.
 - New question asking if project uses the housing first model



- The new scorecard does include questions about the agency's relationship to the community to ensure the agency is an active participant in Regional Committee activities.
- The Steering Committee was asked for any discussion or questions about the new scorecard; none were raised.
- A motion was made and approved to approve the 2015 new scorecard [Harrison, Feldt]. All in favor; none opposed.
 - Abstained: Brian Alexander, Kim Crawford, Teena Willis.

CoC Grant Competition: Next Steps

- The final step of the CoC registration closes on July 8. It's expected the NOFA will be released soon afterward in July, and project applications will be in process during July/August.
- Agencies interested in applying for a new project should submit an Intent to Apply form: <http://bit.ly/1LEJDzO> Renewal projects do not need to complete this form.
- Each Regional Committee was asked to select a representative to serve on the Project Review Committee, which reviews and scores project applications. There are sixteen Regional Committees that haven't done so. Contact information for Project Review Committee representatives must be submitted by July 15 via online form: <http://goo.gl/forms/o7uwZm1vtP>
- APR data is used to score project applications and is also needed for the CoC collaborative application. Eight agencies are currently missing APRs: Cardinal Innovations, Christians United Outreach Center, New Reidsville Housing Authority, Rockingham County Help for Homeless, Trillium, Eastpointe, Greenville Housing Authority, Residential Treatment Services of Alamance
 - NCCEH will contact these agencies to develop a plan to get APR data.

NCCEH Data Center & HMIS Update

- The NCCEH Data Center is in the process of rescheduling BoS HMIS migration trainings. There will be multiple trainings at different locations across the state. These will be two-day trainings: day one will focus on learning the processes and how they impact the agency, and day two will involve changing agencies' provider pages.
- Agency administrators must complete all trainings from MCAH before the migration happens. All of these trainings are now on video on demand. Instructions about these trainings are posted at www.ncceh.org/files/5598.
- Agency agreements must be in place by July 10. These documents place agencies into a formal agreement with MCAH to allow access to the software system. Agency administrators are responsible for ensuring these agreements are completed by the deadline. There are three agreements:
 - Participation Agreement – signed original must be mailed to NCCEH
 - Administrative QSOBAA – signed original must be mailed to NCCEH
 - User Agreements – do not need to be submitted to NCCEH
- The Data Center has begun sending out regular communications to inform agencies of news and changes. The first communication, sent June 19, is posted at www.ncceh.org/files/5710.
- The July Data Quality Subcommittee meeting has been canceled. It has been replaced with a required Agency Administrator meeting on July 27 from 10:30 – 12:00. This meeting will be held via conference call/webinar. Agency administrators can register at www.ncceh.org/events/924.



- The BoS has four representatives on the HMIS Governance Committee. The current slate of representatives was elected to serve through June 2015, so the Steering Committee must elect a new slate to serve July 2015 through June 2016. The proposed slate is:
 - BoS: Corey Root, alternate Tia Sanders-Rice
 - Region 1: Brian Alexander, alternate David Jacklin
 - Region 2: Kim Crawford, alternate Jan Bowman
 - Region 3: Nicole Dewitt; alternate Matt Alexander
- A motion was made and approved to approve the proposed slate of Governance Committee members [Cole, Rogers]. All in favor; none opposed.

Upcoming Meetings and Trainings

- National Alliance to End Homelessness annual conference
 - July 15 – 17, Washington, DC
 - Four NCCEH staff will be attending. Corey will contact registrants from the BoS regarding a meet-up.
- Rapid Re-Housing: Beyond the Basics
 - All-day, in-person trainings with national TA providers Abt Associates
 - Aimed towards agencies implementing rapid re-housing programs
 - July 22, Charlotte: www.ncceh.org/events/891
 - July 28, Raleigh: www.ncceh.org/events/892
- Housing First webinars
 - Housing First 101: July 9, 3:00 – 4:30: www.ncceh.org/events/919
 - Housing First in Housing Programs: July 24, 1:00 – 2:30: www.ncceh.org/events/920
 - Housing First in a Shelter Setting: July 27, 1:00 – 2:30: www.ncceh.org/events/921
- NC Coalition Against Domestic Violence: Housing and Homelessness training
 - All-day, in-person training for domestic violence programs
 - July 20, Wilson, NC: <http://nccadv.org/training/training-calendar>

Regional Committee Updates

- Henderson: The Regional Committee has been active for three years and is working on setting action-oriented goals. Members recently created a small group focused on how the Regional Committee keeps itself updated and communicates amongst its members. Another group was created to share information with community about what the homeless coalition does.
- Hertford: A new group is forming in Hertford County and held its first meeting in June.

Reminders

- **Regional Committees:** Register for and attend the BoS Coordinated Assessment Dialogue Group, second Tuesdays, 3:00-4:00 p.m. First meeting, July 14: ncceh.org/events/915
- **Regional Committees:** If you have not already done so, please appoint one person to serve on the 2015 CoC Project Review Committee.
 - Submit contact information by July 15: <http://goo.gl/forms/o7uwZm1vtP>
- **Coordinated Assessment Leads:** Begin to track aggregate data for outcomes reporting, starting July 1.



- **Agencies Interested in Applying for NEW Projects:** Complete FY2015 CoC Intent to Apply form: <http://bit.ly/1LEJDzO>
- **HMIS Agency Admins:** Watch for News Updates in coming weeks.
- **HMIS Agency Admins:** Register for and attend July 27 required meeting: ncceh.org/events/924

Next Meeting: Tuesday, August 4 at 10:30.

