



North Carolina Balance of State Continuum of Care

bos@ncceh.org

919.755.4393

www.ncceh.org/BoS

Balance of State Steering Committee Meeting 12.1.15

Regional Leads Present:

Susan Bellew (for Wanda Feldt), Kim Crawford, Mollie Tompkins, LaTasha McNair, Brian Alexander, Roxanne Curry, Joel Rice, Marie Watson, Juliet Rogers, Susan Pridgen, Nicole Dewitt, Debbie Cole, Marlene Harrison, Monica Frizzell, Jennifer Molliere, Mary Mallory

Regional Leads Absent:

Teena Willis, Alvin Foster, Casey McCall, Asia Elzein, Emily Locklear, Ginny Mohrbutter

Interested Parties Present:

Ellery Blackstock, Janice Sauls, Lori Watts, Lynne James, Jim Cox, Sarah Lancaster, Faye Pierce, Pat Byrd, Robin Shue, Suzanne Storch, Talaika Williams, Tammy Gray, Tyrone Lindsey, Ursulla Ingram, Bob Williams, Detra Purcell, Patricia Bryant, Amy Steele

NCCEH Staff Present:

Thurston Alexander-Smith, Beth Bordeaux, Emily Carmody, Nancy Holochwost, Amber Peoples, Corey Root, Jasmin Volkel

Approval of November Minutes

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

Coordinated Assessment

- Twenty-six coordinated assessment plans are expected from Regional Committees.
 - Sixteen Regional Committees have had their plans approved by the Steering Committee and are implementing coordinated assessment
 - Four plans will be presented for approval at today's meeting
 - Six plans are ready for further action from the Coordinated Assessment Council
 - One is ready for review, two are in the revisions process with NCCEH staff, and three are in the process of passing threshold
- Four plans were presented to the Steering Committee for review and approval. The full plans are posted on the NCCEH website for review.
 - Kerr Tar Regional Committee
 - Uses a community forum to educate stakeholders
 - Coordinated assessment connects with Crisis Intervention Training and legal/judicial system
 - Neuse Trent Regional Committee

- Used to be the Craven Regional Committee, but expanded to include three more counties (Carteret, Jones, Pamlico)
 - Plan has good coverage of agencies and includes hospital referrals
 - Southeast Regional Committee
 - Good connection to existing systems
 - Developed sophisticated waitlist system that tracks primary and secondary referrals
 - Twin County Regional Committee
 - Includes options for assessments on weekends
 - School system is involved in coordinated assessment process
- Steering Committee members were asked for questions or discussion about the four plans presented.
 - Marlene asked at what level the schools are involved in Twin County's coordinated assessment process. Emily noted that the schools are educated about the coordinated assessment system so they can connect children and families to services.
 - Tyrone asked about the goal and target population of the community forum in Kerr Tar's process. Joel noted they plan to hold a forum for service providers in each of their five counties to answer questions and explain how to make referrals.
- A motion was made and approved to approve the Kerr Tar, Neuse Trent, Southeast, and Twin County coordinated assessment plans [Cole, Alexander]. All in favor; none opposed.
- The Coordinated Assessment Council (CAC) has drafted a policy addressing how Regional Committees can change their coordinated assessment plans when adjustments are needed. Because the CAC is tasked with overseeing the CoC's coordinated assessment system, it needs to have oversight over changes, but it has tried to give Regional Committees flexibility.
 - Some changes can be made at local level. The Regional Committee needs to approve the change and then report it to the CAC through the quarterly outcome form.
 - Who/how assessments made
 - Change type of service available in community
 - Adding referral agencies (supplying or receiving referrals)
 - Model (centralized/decentralized)
 - Coordinated Assessment Lead
 - Increasing hours accessible (P/D or VI-SPDAT)
 - Transportation resources
 - Phone option/not
 - Start using real-time bed availability
 - Change grievance process
 - Change oversight process
 - Change score ranges for referrals
 - Some changes require CAC approval. Staff have created a simple form for Regional Committees to submit to the CAC for approval of these changes:
 - <http://goo.gl/forms/1AuK91JoZ8>.
 - Referral mechanism/process
 - Waitlist mechanism/process
 - Stop/start using HMIS for coordinated assessment
 - Changes to assessment tools



- Steering Committee members were asked for questions or discussion about the CAC's suggested plan.
 - A Steering Committee member asked if the information will be emailed out. Corey noted that the information will be included in the short summary of the Steering Committee as well as being sent out in a targeted email to Regional Committee leads and coordinated assessment leads.
- A motion was made and approved to approve the CAC's suggested process for making changes to coordinated assessment plans [Watson, Harrison]. All in favor; none opposed.
- The CAC will be updating its appointments and memberships for 2016.
 - CAC representation includes members from NC DHHS, VA, NC Housing Finance Agency, the NC Coalition Against Domestic Violence, the United Way of NC, and NCCEH.
 - There are also six representatives from different provider types in BoS communities. There will be an open slot in 2016. Anyone interested in serving in this slot should email bos@ncceh.org.
- The coordinated assessment workgroup is held on second the Tuesday of each month. The discussion is aimed at Regional Committees that are implementing coordinated assessment, but people from communities that are not yet implementing are also welcome to join.
 - The next meeting is Tuesday, December 8, from 3:00 to 4:00. Participants can register at www.ncceh.org/events/945/.

CoC Application

- NCCEH submitted the Balance of State CoC application to HUD on November 18. The total funding request was \$7,058,439. This included \$7,058,439 in project funding for PSH, RRH, HMIMS, and TH projects and one application for CoC planning funds for \$294,102.
- After the November 5 Steering Committee meeting at which the ranked list of projects was approved, NCCEH followed up with Eastpointe regarding their two new projects that were not recommended for funding.
 - During several phone calls, Eastpointe asked clarifying questions regarding their scores and the funding recommendation, and they requested that the Project Review Committee reconsider the PSH project for the Southeast region on November 13.
 - NCCEH called an emergency meeting of the Project Review Committee on the afternoon of November 13 to discuss this request. If the Project Review Committee decided to reopen the process, the Balance of State Steering Committee would have also reconvened to approve an amended funding recommendation. Two committee members were able to participate, and they were the members who had scored Eastpointe's two new projects. After discussing Eastpointe's request, the members decided not to re-open the process to reconsider the Southeast project.
 - Steering Committee members were asked for questions or discussion about this issue; none were raised.
- There is a meeting this Thursday, December 3, from 1:00 to 2:30 to review scores from project applications. At least one person from each applicant agency is required to attend. Participants can register at www.ncceh.org/events/953.



ESG Application

- NCCEH staff reviewed the BoS ESG applications that were submitted to the State ESG Office by the November 6 deadline.
- Twenty-six Regional Committees submitted ESG applications:
 - 24 of these were on the official 2015 Regional Committee list
 - 2 of these were pending Regional Committees
- The total amount of ESG funds requested for BoS communities was \$2,062,568.
 - 43% for shelter, 55% for rapid re-housing, 0.5% for prevention, and 1.5% for HMIS
 - \$132,434 of available funding was not requested
- The ESG office is planning to announce awards this month.
- Debbie asked if there is a best practice model for prevention funds.
 - Corey noted that the Steering Committee passed written standards at the October Steering Committee meeting, which explain that prevention must be tied to coordinated assessment and used in conjunction with the prevention/diversion screen. However, there is not a data-based policy or guide for prevention, and rapid re-housing is still encouraged over prevention.

Point-in-Time Count

- The 2016 Point-in-Time Count will be held the night of Wednesday, January 27. HUD requires all CoCs to conduct an annual count, which is one of the main sources of data on homeless populations. People counted during the Point-in-Time must be literally homeless according to HUD's definition, meaning they are in emergency shelter, transitional housing dedicated for homeless people, or an unsheltered situation (on the streets, in cars, camping out).
- CoCs must also collect information on programs that serve homeless people, including rapid re-housing and permanent supportive housing programs, for the Housing Inventory Chart.
- NCCEH provides the PIT Count forms and some training for BoS communities.
 - NCCEH will be creating the PIT Count forms using HUD's 2016 data collection guidance. The forms will be posted on NCCEH's website.
 - NCCEH has created a short introductory PIT training. Regional Committees are asked to watch the training during their December meetings: bit.ly/1QO00yY
 - NCCEH will hold a longer training in January to review the PIT forms and more detailed information.
 - Information about the PIT forms and trainings will be emailed out to Regional Leads and PIT leads.
- Regional Committees are responsible for planning and conducting their local counts, including:
 - getting agencies involved that need to conduct sheltered count
 - planning locations for unsheltered count and training volunteers
 - distributing PIT forms to agencies and volunteers conducting count
 - advertising the count so homeless people know it is happening
 - collecting the completed PIT forms, de-duplicating, and reviewing forms for correctness
 - submitting forms to NCCEH by established deadline
- Each Regional Committee has been asked to select a PIT Count lead contact, who will be responsible for submitting PIT forms to NCCEH and will be the first point of contact for questions about PIT data.



- Regional Committees should send the name, organization, email, and phone number of their PIT lead contact to bos@ncceh.org by Friday, December 11.

NCCEH Data Center and HMIS Update

- Migration to the NC HMIS system is almost complete for BoS agencies.
 - 93% of agencies have submitted agreements. NCCEH is still working with four agencies to get agreements: Caldwell County Yokefellow, Cardinal Innovations, Harbour House, and Mountain Projects.
 - 89% of non-EAN agencies have completed provider page set ups
 - 10 agencies that serve multiple CoCs are in process of provider page set up
 - 5 agencies that are EAN providers will have their set-up done in December
- Preparation for the Annual Homeless Assessment Report (AHAR) is underway now. The draft AHAR submission is due to HUD December 2.
 - Agency admins have been asked to work on data clean-up to ensure the AHAR report is accurate. Data clean-up includes fixing null values, children who are not in a household, and people who have been in programs for a long time who need to be exited.
 - Agency admins are also asked to make time to review their data with NCCEH staff this week.
 - NCCEH staff have been reviewing and updating bed/unit inventories to match the Housing Inventory Chart as of January 28, 2015. Agency admins with questions about their bed/unit inventory are asked not to make changes themselves and to instead contact NCCEH. Any agency that has had a change of 15 beds or more is asked to contact NCCEH as soon as possible.

Regional Lead/Regional Committees

- According to the BoS Governance Charter, Regional Committees must elect their leadership annually in January.
 - Regional Committees are required to elect one lead and one alternate.
 - Regional Committees are also asked to elect a coordinated assessment lead.
 - Elections must be held even if the people holding these positions will not change.
 - Elections should be reflected in January meeting minutes. If the Regional Committee has no meeting in January, the election should be held in December instead.
 - If the Regional Committee lead is a CoC or ESG grantee, electing an alternate who is not a grantee and does not have this conflict of interest.
- There will be an in-person, all-day meeting for Regional Committee leads and alternates on Friday, March 4, in Raleigh. In case of inclement weather, the alternate date is Monday, March 21.
- NCCEH has a document that explains the roles and responsibilities of Regional Leads and Regional Committees posted at www.ncceh.org/files/3117.
 - The Regional Lead's main responsibilities are to communicate between the Regional Committee and the Steering Committee:
 - Attend Steering Committee meetings
 - Organize Regional Committee meetings and ensure broad participation
 - Post meeting minutes/info to NCCEH website



- Supply information for grant applications
- Complete the Conflict of Interest form
- The Regional Committee's main responsibilities are to coordinate local homeless services and further the work of the BoS:
 - Elect/appoint leadership positions
 - Coordinate the ESG application process
 - Encourage reports on projects from local grantees and programs
 - Promote HMIS and data-driven decision making

2016 BoS Meetings

- NCCEH has created a document that lists all BoS meeting dates for 2016, which is posted at www.ncceh.org/files/6422. It will be updated throughout the year as new meetings are added. The document can be used now to register for meetings.
- Two workgroups will be operating in 2016:
 - The restructuring workgroup is formulating a proposal for a new structure for Regional Committees. There will be an in-person, all-day meeting in Raleigh on January 8. Other meetings will likely be held by phone. Work is expected to be completed by March 2016.
 - The written standards workgroup is formulating a proposal for written standards to govern services (RRH, PSH, prevention, shelter) in the BoS. Regular meetings will be scheduled soon, and work is expected to finish in the summer.
 - Anyone interested in serving on one of these workgroups should email bos@ncceh.org.

Upcoming Meetings and Reminders

- CoC project applicants: attend CoC Applicant Scorecard Review
 - Thursday, December 3, 1:00-2:30 p.m.: ncceh.org/events/953
- Coordinated Assessment Leads: BoS Coordinated Assessment workgroup
 - Tuesday, December 8, 3:00-4:00 p.m.: ncceh.org/events/945
- Regional Committees: Email bos@ncceh.org with Point-in-Time Count lead contact by December 11
- Regional Committees: Watch short Point-in-Time Count training at December meeting: bit.ly/1QO00yY
- Agencies needing data cleaning: please be responsive to NCCEH Data Center staff
- Regional Committees: prepare to elect one Regional Lead, one alternate, and a coordinated assessment lead in January
- 2016 Regional Leads & alternates: Mark your calendars for in-person meeting in Raleigh on Friday, March 4
- PSH & RRH Program providers: register for PSH/RRH subcommittee meetings
- Coordinated assessment leads: register for coordinated assessment workgroup
- Anyone interested in serving on the Coordinated Assessment Council, Written Standards Workgroup or Restructuring Workgroup should contact bos@ncceh.org for more info

Next Meeting: Tuesday, January 5 at 10:30.

