

**Johnston County Regional Housing Committee  
NC Balance of State Continuum of Care**

**Meeting Minutes from October 18, 2012**

**In Attendance:**

Ellen Blackman, Johnston County Mental Health  
Neal Davis, Community and Senior Services  
Cassandra Herbert, CFAC  
Donna Jones, Harbor  
Ulli Mattern, Johnston County Mental Health  
Tonia McCormick, Johnston County Health Department  
Sandra Norris, Johnston County Housing Assistance Payments Program.  
Tina Ray, Johnston-Lee-Harnett Community Action  
Cherri Swails, Johnston Recovery Services  
Tony Tidwell, The Salvation Army  
E. Marie Watson, Johnston-Lee-Harnett Community Action

**Introductions:**

Attendee introductions were made.

**Approval of Meeting Minutes:**

Motion was made by Marie Watson and seconded by Tina Ray to accept the minutes from the Thursday September 20, 2012 meeting with no corrections being noted.

**Emergency Solutions Grant:**

Ellen Blackman gave an update on the ESG application. The State responded on October 17, 2012 that they had all of our documentation and that the contracts should be out “very soon”.

Marie Watson, Executive Director of Johnston-Lee-Harnett Community Action gave an overview of the CHIN (Carolina Homeless Information Network) training she and some of her staff recently attended. Marie reviewed the following forms: 1) CHIN Informed Consent Paragraph Procedure 2) the client consent for release of general information 3) Legal guardian consent for release of general information for dependents under 18 4) HMIS Intake form version 13. Marie stated that the intake form was very thorough and that it was easy to complete. Marie also gave an overview of the referral process for the Johnston ESG grant. Community Action will be doing the intake and determine eligibility and be responsible for issuing vouchers for payment. Harbor, Inc. will do the case management.

### **BoS CoC Action Plan:**

Ellen Blackman emailed the BoS CoC Action Plan to the committee members on October 2, 2012 to give everyone the opportunity to review this extensive plan prior to today's meeting. This document guides the progress of the overall BoS CoC and was also adopted by all the BoS Regional Committees. The plan includes action steps, due dates, and responsible parties for each step. Ellen distributed Goal One, Improve CoC Governance and Structure and Goal Two, Create and Adopt CoC Strategic Plan at today's meeting. This Committee needs to read and become familiar with this plan and have ongoing discussion at future meetings. Please contact Ellen with questions.

### **Miscellaneous:**

The group discussed food vouchers and how referrals are made. These referrals are made by Johnston County Department of Social Services, The Salvation Army and Johnston-Lee-Harnett Community Action. The group discussed the availability of homeless shelters in Johnston County. It was suggested that we ask a staff member from the Smithfield Rescue Mission to present information about their program at the next meeting. It was suggested that a staff member from the Johnston County Mental Health Center attend the next meeting to discuss the changes at the Center that will be effective January 1, 2013. Ellen Blackman will follow up with both these recommendations.

### **Announcements:**

- Neal Davis from Community and Senior Services announced the Golden Wishes Senior holiday program to fulfill a holiday wish for a Senior. Please contact Rebecca Freeman at CSS.
- Ellen Blackman announced that Emila Sutton would be leaving the North Carolina Coalition to End Homelessness and she will be joining the NC Housing Finance Agency. Emila was instrumental in working with us to form this committee. A thank you card that is available at this meeting for signatures will be sent to Emila.
- Johnston-Lee-Harnett Community Action has a HUD certified counselor that works with budgeting, reverse mortgages and foreclosures.
- Tonia McCormick presented some flyers and resources from the Johnston County Health Department regarding the services the Health Department provides, a living healthy with diabetes program, Operation Inasmuch Dental Screening and the DALT Program.
- Marie Watson announced that Rev. Dorothy O'Neal will be honored on November 4, 2012 at 5:00 pm by the Johnston County Citizens Association at the gym located next door to Community Action. Tickets are \$20.00 and can be purchased from Marie or Tina.
- Tony Tidwell announced that on December 8, 2012, Wal Mart will have a truck parked at their stores for shoppers to purchase gifts and pack the truck for Christmas wishes.

- Tony Tidwell announced that the Salvation Army was actively looking for some property in Harnett County to use for services if anyone knew of a location.

**Adjournment:**

The next meeting will be held on November 15, 2012 at 10:30 am at the Johnston County Mental Health Center.

\*Beginning in January 2013, the two Housing Committee Meetings will be combined into one meeting. The proposal will be to meet monthly on the third Thursday at 10:30 am at the Johnston County Mental Health Center. Please contact Ellen Blackman if you have any suggestions or comments regarding this proposed meeting schedule.