**Alamance County Interagency Council for Homeless Assistance**

**December 3, 2012 Minutes**

**Present:** Phil Bowers, Sustainable Alamance; Kim Braxton, RTSA; Suellyn Dalton, Volunteer; Donna Hodges, Allied Churches; Heidi Norwick, United Way; Nikki Ratliff, BHA; Lynn Rousseau, Family Abuse Services; Jashella Sessoms, Psychotherapeutic Services; Jackie Sheffield, BPD/W&S; Jimmy Taylor, Salvation Army; Calvetta Watlington, Family Abuse Services; Leo Welsh, Allied Churches.

A motion to approve the November 5, 2012 minutes as written was made by Heidi Norwick with a second by Jackie Sheffield. The motion carried.

**Old Business**

NCCEH and the 2012 NOFA: Last Friday was the deadline for submitting a draft of new proposals to NCCEH. Cardinal Innovations will only be submitting for renewal projects this year. The final draft of renewals are due to NCCEH this Friday, December 7th. The decision has been made to wait for the 2013 NOFA to submit for new Shelter+Care vouchers. There are vacancies that have been around for a long time and, because the money is not being spent, there is no need to request any additional funding at this time. The matching dollars requirement will decrease in 2013 from 100% to 25%. Maseta Dorley will continue outreach to generate a waiting list to reflect a need to apply for more monies next fall. As Maseta is currently out on leave, there is concern regarding the deadline of this Friday for the final drafts of grant renewals. It was noted that we currently have 37 vouchers, which can be increased to 42 vouchers. Heidi Norwick will check on the person responsible for the submission of these renewals since Maseta is out on leave currently.

CHIN Data Quality Report: It is necessary to have an ART license to run your own Data Quality report. The first one per agency is free. Agencies should continue to develop data that can be used for the scorecard. People who receive funding must attend at least ½ of one quarterly meeting. NCCEH is really going after the “below 70% data quality” agencies. We believe there has been data migration which has caused some errors. There are 3 COCs backing out of CHIN. However, NCCEH has a requirement that agencies who participate in their COC must participate in CHIN.

**Program Updates**

RTSA: There is still one bed open with 2 interviews for this program.

HOPE: This program has one slot available.

STEPS: This program has two slots available. One client transferred to a larger unit and is maintaining her lease on her own. They are working on renewals which will be submitted by Friday. Nikki is working on Data Quality and believes any errors have been corrected. She is requesting a new report to ensure that their data quality has improved.

Allied Churches: Beds for single females are the ones most often not used. The bed count has been changed in CHIN and is now correct. Allied Churches has received the contracts for ESG funding. The finalists for the Executive Director are being interviewed this week. The intent is to have the new ED start in January. The Shelter averaged 78 people per night, averaging 155 meals at lunch. With Thanksgiving, many individuals had lunches outside the shelter. A new individual will be working in the kitchen until the new ED is in place. From now to the end of the year, the monies received will determine what services will be offered next year. It is intended that the new flooring in the women’s dorm will be completed by President’s Day with an appeal to be mailed soon thereafter. Attendees were reminded to buy honor cards—this was Allied Churches’s biggest fundraiser last year. They are currently making payroll with 6 people less than last year. They did apply for CDBG monies for the foundation of the southeast corner and for parking lot repairs with the foundation repair being the priority need.

Cardinal Innovations: No one present from this agency.

Family Abuse Services: Family-wise, their Shelter is at capacity. There are two open single beds. They have been at capacity since 10/18 and have been turning people away. When referring for services, it is typically for emergency shelter. They are referring to Caswell County but have heard that the Caswell County shelter is full. They house individuals for an average of 90 days. Suellyn Dalton said that there is a women’s domestic violence program in Chapel Hill (COMPAS) that has openings currently. There are also services available in surrounding counties, i.e., Chatham, Guilford (one in Greensboro, one in High Point).

United Way (EFSP): The EFSP funding should be available by January. The default date for not using the money will be March 31st even though it is listed in the manual as 9/30.

**Balance of State**

 Scorecard Committee: The Scorecard Committee has met. Jackie brought drafts of the scorecards. A few items have changed from the agencies/individuals scoring the items to NCCEH staff scoring, i.e., leveraging letters, anything to do with money, etc. You get points this year if you have money from other places to help you support your program. If your singular focus is on vets, you get the max points but all vets must have a disability. NCCEH says that if you receive VA monies, you are disabled. There are separate scorecards for new projects and renewals. The final version of the scorecards will be voted on tomorrow at the BoS conference call. Since no one volunteered, Jackie is participating on the ranking committee.

 There was a concern by one of our members regarding number of hours spent per person per month on the conference calls. For those who attend these conference calls, it is at least 2 hrs./mo. for Steering Committee and 2 hrs./quarter for Subcommittees. This is a concern due to the lack of funding for this time for the employer of the participating individuals thereby making it difficult for individuals to participate fully in the Balance of State CoC.

 Point in Time: The Point in Time count for homeless youth is being done by individuals their age who may be paid to survey these individuals. There are so many subtypes included in this year’s PIT that HUD expects each homeless individual to be interviewed. The Balance of State CoC will be sending a PIT survey form to include all required PIT information. Jackie will send a copy of the PIT draft requirement to ACICHA. A question was raised on Elon students participating in the assistance; ACC has a victimology course that will be in session at this time. Phil Bowers has a few guys who would be potential resources as well. In NY they use homeless individuals to collect this data. The guidelines this year allow service providers to contact potentially homeless individuals within 3 days after the PIT count and survey those individuals who will self-report homelessness on the night of the PIT count. NCCEH suggests posters in the community and a newspaper article be done in advance of the count to emphasize to the community the importance of this count. The deadline date for reporting tallied information has not been announced yet. A list of places to include in our count, outside those regular participants, follows: CrossRoads, Family Justice Center, El Centro, Ebenezzer, First Baptist, Salvation Army, Open Door Clinic. The PIT count is January 30, 2013. Volunteer Training can be held at the Family Justice Center on the Tuesday, January 22nd, with lunch provided. The Salvation Army will ask ProFeet for a donation of socks to give as incentives to surveyors.

 Jackie distributed a communique from NCCEH regarding the 2012 Consolidated Annual Action Plan for the State of North Carolina.

501(c)3: To our knowledge, no progress has been made on this effort recently.

Salvation Army: The “red pot” is down on donations thus far this year.

The meeting was adjourned to meet again January 7, 2013, in the conference room of Habitat for Humanity’s office building.

Respectfully submitted,

Kim Braxton, Secretary