**Transylvania County** **Homeless Coalition**

**Meeting Minutes**

**Location: Brevard Housing Authority**

**133 W. Morgan Street**

**Brevard, NC 28712**

**Date: October 04, 2012**

* **Welcome and sign in**
* Jennifer Flood called the meeting to order at 9:00 AM
* Attendees:

Erika Gonzales, Brevard Housing Authority Jennifer Kerr, The Haven

Candace Mance, Pisgah Legal Emily Lowery, The Haven

Jenny Simmons, Western Highlands Beth Branagan, TC Schools

Natan Shemesh, Vocational Rehab. Teesie Townsend, SAFE

Susan Lefler Milton Butterworth, Blue Ridge Hlth

Lizzi Shimer, TC Schools Wendy Manner, The Family Place

Emily Paris, MANNA Sheila Galloway, WCCA

Kathleen Mallet, Care Coalition Steve Pulliam, United Way

Louise Edgerton, Meridian BHS

* Minutes Approved from last meeting

* Emergency Solutions Grant (ESG), scope of services, updates
* Back rent and utilities, 6 month cap, (after eviction)
* $800 max per household, flexibility and exceptions may be made
* ID costs, Birth Certificates and NC State ID’s
* Use of TRAIN van to take groups of people to Hendersonville Social Security office
* Funds available the end of October
* Training to be completed by primary coalition members, and training for local agencies will be scheduled on a one to one basis
* Pays for case management
  + Case management to include
    - Keeping them in housing
    - Billed in 15 minute intervals
    - Make sure paying bills and rent
    - Income verification and budget to be completed in order to qualify
    - List of items needed for a complete application will be provided
    - Monthly case meeting to stay on track and follow progress
* Not for use of shelter staffing or operations
* City Council meeting Nov. 7
  + Submit by 15th power point with program details, agencies involved
  + Ask them to match ESG funds
    - Ask to be made a part of the budget for next year
  + Ask that a council member attend TCHC meetings
* Point in Time
  + 48 hours to complete
  + Records number of homeless or at risk of being homeless
    - Ask EMS for help with locations
    - Blue Ridge Health has volunteers and wants to participate
  + Mock/Practice to be done the last Friday in October, 26th-27th
    - Start tracking where people are now
  + Manna may be to provide something to hand to participants (Emily Paris)
  + Use of McKinney Vento, adequate shelter or place of your own
    - Count doubled up people
    - Count people in their car
    - Count people in their tent
  + Training set up
    - October 19th is mock training
    - 2 sessions 10 AM and 2 PM
    - Send out reminder
    - Training can also be done individually, call to schedule
    - Start looking for places to look for homeless
    - Don to get connected for volunteers
* Actual PIT is in January, will give one 30 days’ notice
* Recruiting new coalition members
  + Friends
  + Landlords
  + Income based apartment managers
  + Community agencies
* Next meeting date
  + 1st Thursday of month
  + November, 1st
* Meeting Adjourned 9:51 AM