**Alamance County Interagency Council for Homelessness**

**May 6, 2013**

**Present**: Kim Braxton, RTSA; Kim Crawford, Allied Churches; Elizabeth Lockley, CHIN; Heidi Norwick, United Way; Nikki Ratliff, Burlington Development Corp; Calvetta Watlington, Family Abuse Services; Margaret Williamson, Allied Churches; Robin Wintringham, Habitat for Humanity.

The meeting was called to order by Kim Crawford. Kim introduced Margaret Williamson as a new Case Manager at Allied Churches. Minutes were distributed for review. A motion was made to approve the minutes as distributed by Nikki Ratliff with a second by Heidi Norwick. The minutes were approved. It was requested that the target for emailing minutes to ACICHA members would be a week prior to the meeting.

**Quarterly Reports**

Per a request from ACICHA at the April meeting, currently funded projects were to bring their most recent Quarterly Report to today’s meeting. STEPS/HOPE and RTSA brought their most recent quarterly reports. Questions arose regarding what exact information is needed from funded agencies as the quarterly reports are not terribly helpful. Requesting the most recent quarterly report was a beginning point. The purpose is to keep all HUD-funded projects accountable. The group will review this—what are good levels of success? Being accountable to ACICHA for reporting project progress is to ensure that HUD-funded agencies from this county are working together and progressing in their programming.

**End of the 501(c)3 Process for ACICHA**

Further discussion regarding the 501(c)3 status for ACICHA included the fact that it is not feasible to fund a position for ACICHA staff from the Administrative monies from grants funded through the BoS COC. Without a funded position, and without having some capacity to be a fiscal agent, seeking ACICHA’s own 501(c)3 status appears to be inappropriate. Grant recipients are already signing a contract and being accountable to the funding source. With recipients reporting to ACICHA on a monthly basis, the committee is providing oversight and accountability without having to achieve and maintain 501(c)3 status.

**Announcements**

STEPS/HOPE programs: A HOPE participant with an additional substance abuse issue has been discharged from the program and is now receiving services from a more suitable mental health facility. This creates an opening effective July 1, 2013. Two families are graduating from the STEPS program but these opening will not be available until July 1, 2013 as well. The committee was reminded that the HOPE program is for the chronically homeless while STEPS is for families with disabilities.

United Way: Heidi Norwick reminded everyone of the upcoming “Stamp Out for Hunger” being conducted by the US Post Office postal carriers. Heidi will ask Ruth to send an email again regarding this food drive.

Loaves & Fishes: Kim Crawford will make a call to see how things are progressing at the newly renovated facility. Some have heard that Loaves & Fishes are serving only the elderly, those disabled, and those with mental health issues at this time. It was noted that it would be helpful, especially for ACICHA, if Loaves & Fishes would be willing to “share” their data through CHIN.

Allied Churches: Leo Welsh, housing director, has resigned. ACAC is currently undergoing a restructuring and will not be filling the housing director position at this time. ACAC has a contractual obligation to expend $60,000 in Rapid Rehousing--$30,000 in funding to be reimbursed, and $30,000 in matching monies. There is a great outlay of money required for this program which creates a cash flow issue. The Rapid Rehousing money has to be spent by September 30, 2013. Any monies returned will be reallocated to others. This will not negatively impact ACAC in future funding years. Rehousing is dependent somewhat on property management groups, etc. Accountability and other business structure issues are important to Kim and they will be working on these things. Kim will send an email to the group after the 15th to tell us where ACAC is with the HPRP money, i.e., how they’ll do it, how they’ll make sure they’re still safely and stably housed at 6 months.

There is a random email circulating called News Release which Kim believes is from a disgruntled person—staff or resident—because of the changes Allied Churches has made in the program. Allied Churches is currently feeding close to 200 people a day. ACAC is a 30-90 day shelter. Individuals staying at the shelter are expected to work towards their independence and self-sufficiency while in residence. Those not wanting to work on their own self-sufficiency have 30 days; they receive a letter at 15 days of stay with their discharge date. The residents seem to be happy with the structure now present at ACAC. In using the Housing matrix, the 4s and 5s are the hardest to house because they can’t remain successfully housed. ACAC recognizes this and will follow-up with those housed.

CHIN: If sharing info agency to agency, each agency can see where clients have been, etc. The folks from CHIN met with several COC leaders and NCCEH last week trying to move to the new cost structure and have the COCs operate as the customer entity. They’ll put out more reports, etc., for us, i.e., send a request for APR and they’ll get them out to us on a monthly basis to see how we’re doing from month-to-month.

**Next Meeting’s Agenda**

To be included in the agenda for the June meeting will be: 1) what information is needed from the QPR and/or other reports for currently funded projects, and, 2) who should be at the ACICHA meetings, including who will contact whom.

With no further business, the meeting was adjourned to meet again on June 3, 2013 at 2:00 p.m. at the Habitat for Humanity office.

Respectfully submitted,

Kim Braxton

Secretary