**Present:**Brian Alexander, Chris Berg, Ruth Birge, Henry Boyd, Judie Carson-Sloan, Shawnee Case, Sandy Cavanaugh, Christine Craft, Troy Bradley, Lois Decky, Ariana DeToro-Forlenza, Carrie Israel, Marilyn Kaylor, Nitiki Kilgore, Kathleen Lambert, Denise Lockett, Marian Lowry, Sandra McNeill, Jenny Nordine, Anita Oldham, Hugh Rutledge, Rachel Stein, Anne Miller, Marla Browne, Franz Eben

**Approval of August 2013 Meeting Minutes**

Christine Craft asked for approval of August 2013 minutes. Motion by Brian Alexander and seconded by Anita Oldham.

**Contact Information Sheet**

Christine Craft passed around the sign-in sheet for member to check their contact information. This will be helpful as we select a new co-chair alongside Brian Alexander. Trina Hill with DSS has expressed interest in filling this seat. Anyone interested should let Christine or Brian know; it must be someone from the public sector.

**Quick Agency Updates**

 Christine Craft also shared that the Henderson County Homeless Coalition is officially on the NCCEH website.

 *The HELP program* has identified 66 students through the county so far this school year. Christine will be presenting at two homeless education institutes in September (Rocky Mount and Asheville). The HELP team met with the Education Foundation to find ways to streamline the request for funds from its College Assistance Fund for homeless youth going off to college.

 *Salvation Army’s* Angel Tree (Christmas Program) will begin sign-up Oct.21-25; 9-11:30 and Oct. 26th, 2-4 at their offices. Applicants should have proof of income, ID, and proof of need. Ages 0-12 are eligible to receive Christmas assistance. This information will not be reflected in Charity Tracker. Also, seniors may begin coming in for Thanksgiving meal assistance.

 *Storehouse’s* Blessings in Boxes starts in October. Every Tuesday in October is specifically for non-storehouse clients. All others can sign-up during their normal hours (W-F; 9-2). Last year they helped 700+ children. Assistance is available by referral only.

 *The VA* is having it Stand-Down event this Thursday 9-12 at the Stephens-Lee Rec Center in Asheville.

 *IAM* still has school supplies available.

 *Western Highland Network-Smoky Mtn. Partnership* will be hosting a forum for providers and clients on September 17th 10-12 and 6-8 at the library.

 *Pisgah Legal* is currently without a secretary to answer the phones and is relying on volunteers for that service. However, they are still operating under normal hours (10-4; closed for lunch 12-1; closed Fridays). Volunteers will also use their computer system for screening clients to get theirinitial intake information. All information is kept confidential.

 *Homeward Bound WNC*’s operating year ends September 30th and is currently not taking any new clients. However, with the projected contract dates, Sept. 22nd, for ESG funds they hope to be able to start serving clients October 1st without a gap in services. Please continue to refer people, but no one will be placed until new funds come in.

**Approval of Mission/Vision/Values**

 The Mission, Vision, and Values Statements were read aloud by Christine Craft for formal approval by HCHC.Christine made the motion to approve all three statements. Seconded by Anita Oldham and carried by common consent of “yea.”No one was opposed to these statements at this time.

**Balance of State Steering Committee Update (Brian Alexander)**

 Brian Alexander reviewed information shared at this month’s meeting. They spoke about:

* Emergency Solutions Grant funding applications for Henderson County were voted on last meeting (Aug. 13th). Homeward Bound applied for this funding to do Rapid Re-Housing in Henderson County. NCCEH started the review process on those ESG applications. HCHC’s application is moving forward.
* New this year to the ESG process, the state will hold a de-briefing to learn from the grantees about the application and improvements that could be made.
* In the CoC process, the HCHC’s Homeward Bound WNC application from last year was approved last month.
* If interested in applying for CoC funds you can find the intent to apply format at NCCEH.org. You can also see the requirements and priority areas as well. It is currently a rolling deadline because the Notification of Funding Availability (NOFA). The NOFA is projected to be released in mid-October.
* Registration for the CoC process opened at the end of August and will close the 23rd of September.
	+ The Grant Inventory Worksheet is due today; tracks how many shelter, transitional and permanent supporting beds Henderson County serves. Brian Alexander completed this information already for the HCHC.
* The DATA Quality committeewhich primarily sets the requirements for licenses to the Homeless Management Information System. We are restricted across our 79 county region on the number of licenses available. If interested in using the HMIS see Brian. Some requirements are:
	+ Log-in every 60 days
	+ Maintain their HMIS rating at a certain level (data quality)
	+ Including all HUD required information
	+ Participate in regional committee and DATA sub-committee which meets each quarter
* Coordinated Assessment System—A process for agencies to coordinate services for clients. Henderson County will need to implement this system at some point as part of Balance of State requirements. However, it will be coordinated across the 79 county region.
* Sub-committees meeting this month: The Data Quality committee will meet Tuesday 17th at 10:30 via conference call. Rapid Re-Housing committee will meet Tuesday 9/24/13 at 10:30 via conference call. Register on the NCCEH website.

**Point in Time Count Info.**

 Brian Alexander reported on the practice PIT count planned for Wednesday September 18th12:30-3:30. This will be the first official “street count.” Last year, we targeted only agencies and shelters. There will be 5 teams spread throughout the county. Currently, 17 volunteers are signed up. Tracy Edmonds, PATH Team with Homeward Bound WNC, will provide a volunteer training at 12pm after the HCHC meeting. The PIT survey has been updated to help capture better information and more understandable. NCCEH recommended PamlicoCounty’s Salvation Army come practice with us to help them understand how to do a street count. The PIT committee has pre-identified some areas, but only a select few. The shelters (Rescue Mission, Mainstay and MyPlace) will do the count that night as well. Troy Bradley and Shawnee Case will be at the Storehouse on Friday to help capture their clients. There will also have a resource card to give to individuals if they would like information on shelter, services, and meal sites. We have also translated the PIT survey in case no one speaks Spanish in the group. Also, targeted will be migrant camps to capture those that qualify as literally homeless. As in January, we will break the numbers into those that are reported to HUD and those that are specific to our demographics (migrants, doubled-up, motel families) which use the services in Henderson County.

 Christine Craft reiterated the importance of utilizing contacts individuals of the coalition may have in the law enforcement as well as any other areas that might be helpful to target during the count.

If interested in volunteering please contact Brian Alexander at brian@homewardboundwnc.org.

**Next Meeting: October 8th, 2013 10:00**

Respectfully Submitted: Troy Bradley