**Present:** Christine Craft, Troy Bradley, Kristi Case, Trina Hill, Jenny Nordine, Hugh Rutledge, Jamie Martina, Sandy Cavanaugh, Marian Lowry, Anne Miller, David Jacklin, Rachel Stein, Erica Woodall, Jenny Simmons, Ruth Birge, Kathleen Carr, Ariana DeToro-Forlenza, Judie Sloan

**Approval of September 2013 Meeting Minutes**

Christine Craft asked for approval of September 2013 minutes. The motion was seconded by Ruth Birge.

**Quick Agency Updates**

 *The HELP program* has its College Assistance Fund for former or current homeless youth who are going to college. *The HELP program* also has a program called Congregations for Children (CFC) where local congregations are paired with a school in Henderson County. Each congregation and each school has a point of contact for the CFC program. When a student need is identified, the school point of contact informs the congregation point of contact. Then, members of that congregation meet the need. Priority is given for homeless students’ needs, but the program assists many students in need. Methodist churches are trying to implement this program state-wide based on this model here in Henderson County. There is training for CFC teams. Christine attended and presented information at two homeless education institutes in September (Rocky Mount and Asheville) on CFC. She also presented information on how the Henderson County Homeless Coalition got started and the things we have accomplished thus far in a short amount of time.

 *Only Hope WNC* - November is National Youth Homelessness Awareness Month. They are coordinating another sleep out on Friday, November 15th from 6pm until Saturday, November 16th at 8am right outside of the Historic Courthouse downtown Hendersonville. At last year’s event, 5 to 7 individuals who were currently homeless passed through. Each person who is sleeping out this year needs to be sponsored. Troy Bradley will be participating this year and is looking for sponsors. Only Hope WNC is also looking for some corporate sponsors for this year’s sleep out.

 *Homeward Bound of WNC* – we are awaiting the release of the Department of Housing & Urban Development Notice of Funding Availability (NOFA); however, this will not be released while the federal government is shut down. The longer the government shut down, the smaller the window of time to respond to the NOFA.

 *United Way of Henderson County* is moving to an online grant application process. A mandatory training for this process will be held Tuesday, October 22nd from 9am until 11am and again on Wednesday, October 23rd from 3pm until 5pm (**correction in dates/times submitted by David Jacklin after meeting)**. If your agency thinks it will be applying for a grant from the United Way, please register for one of these trainings through David Jacklin. He can be contacted at 692-1636 for registration information. There will be information regarding this new process and the training in the local paper and media this week.

 *Henderson County DSS* has funding available for their Crisis Intervention Program (CIP). Funds are up to $600 per person/family per year for expenses such as for heating.

 *Smoky Mountain Center* is now the Local Management Entity/Managed Care Organization covering Henderson County and 22 other counties in Western North Carolina. Consumers should experience a smooth transition from Western Highlands Network to Smoky Mountain Center. If folks are experiencing issues with the transition of services, please contact Smoky Mountain Center so they can work to resolve the issue. The Housing Specialist position based in the Asheville office is vacant. See the Smoky Mountain Center website for this job opportunity.

**Co-Chair Nominations and Vote**

 *Trina* *Hill* is the co-chair nominee to relieve Christine Craft from the position. Trina is the program manager of adult services at Henderson County DSS. Prior to her work at DSS, she worked in mental health. She has stepped up to offer to serve the Henderson County Homeless Coalition as co-chair. Ruth Birge motioned for Trina Hill to be elected as the co-chair to the Henderson County Homeless Coalition. Sandy Cavanaugh seconded the motion. Everyone present voted in favor of Trina being the new co-chair.

**Balance of State Steering Committee Update (Christine Craft)**

Brian Alexander represented the Henderson County Homeless Coalition on the October 1, 2013 conference call of the Balance of State Steering Committee. Christine Craft read Brian’s report as he is away on vacation this week.

Lisa Phillips, State Coordinator of the NC Homeless Education Program, talked with the group about connecting to regional Homeless Liaisons. See the website [www.serve.org/hepnc](http://www.serve.org/hepnc) for more information or ask our local Homeless Liaisons, Christine Craft and Troy Bradley.

 *Emergency Solutions Grant* Update – All Balance of State Emergency Solutions Grant (ESG) projects were funded. Awards were announced last week. Henderson County via Homeward Bound of WNC received the full allocation of $30,678.00.

 *Continuum of Care* Update – Continuum of Care registration was completed on September 23rd. The Annual Renewal need across the United States will be $5,131,987. This is the amount of money to renew all existing grants. HUD believes that we will have 5-10% less than we need to renew all grants at the full amount. The Balance of State Steering Committee will decide how to make the mandatory cuts. HUD will not allow new projects to be applied for in this year’s Continuum of Care competition (no funding). HUD will allow new projects created through the reallocation of funds. All new reallocated projects must be Permanent Supportive Housing per HUD. Balance of State needs at least one representative to serve on the Scorecard and Project Review Committees from each Regional Committee. NCCEH hopes that representatives have at least a minimal knowledge of the Continuum of Care process. Jenny Simmons represented the Henderson County Homeless Coalition on these committees last year and stated that the NCCEH is well organized with this process and it does not take as much time as one might anticipate to serve in this capacity.

 *HMIS* – if any agency is interested in getting an HMIS license, complete and submit a request form by October 31st. Go to [www.ncceh.org/bos/hmis](http://www.ncceh.org/bos/hmis) for a form.

*NCCEH* – The North Carolina Coalition to End Homelessness – is facilitating a Tuesdays at Two series on ending chronic homelessness. The next call in the series is Tuesday, October 15th at 2pm and will be on the efforts in Winston-Salem. Kristi Case suggested that folks consider becoming a member of NCCEH to support their efforts.

*NPR* this past Sunday did a story on Nashville, Tennessee where properties are donating 1% of their units to folks who are homeless with case management services to help folks remain housed.

**Point in Time Count Review (Tracy Edmonds)**

 For the practice PIT count on Wednesday September 18th, there were 5 outreach teams spread throughout the different districts of the county. Tracy indicated that this PIT count was a beneficial practice run. She suggested the group keep in mind the impact of weather on the count – in terms of folks being out and about or finding shelter somewhere inside. Regarding the surveys, Tracy suggested that surveyors make sure they clearly understand the definitions of terms being used. Also, make sure surveyors are accurately answering the questions asked in the survey. One question a team suggested be added is “where are you during the day?” Tracy also suggested that we have enough teams to conduct the count in January and to make sure the territories are clear so that teams do not overlap where they are conducting the count. Tracy also suggested using the form to write what you need to write on it especially with regard to getting in touch with folks for follow-up services as requested.

Other ideas suggested included:

* conduct the count in libraries and laundromats
* teams start in their territories instead of at a central location
* consider how much time is needed to conduct the count
* utilize county GIS (Geographic Information System) site for mapping
* meet face-to-face with agencies not represented at the Henderson County Homeless Coalition to participate in the PIT count

Teams utilized a resource card and gave it out to a few individuals and a police officer. PIT count data is still being collected. Brian and/or Tracy will report the actual count hopefully by December’s meeting. Brian and/or Tracy will contact referral agencies regarding follow-up services requested.

 Christine reviewed notes from the 5 PIT outreach teams:

1. Area 1: Downtown Hendersonville – Spartanburg Hwy. behind the Executive II were signs of camping. Across from Walgreens on Spartanburg Hwy. were signs of camping. On railroad tracks between Kanuga Rd. and Church St., met 3 men who were homeless and took a survey with one of them. Received tips to look in the bamboo patch behind the courthouse between 3rd and 4th Ave. at the railroad tracks and to look behind the Ugly Mug on Hwy. 25.
2. Area 2: Fletcher – Saw panhandlers on both sides of the Mountain Home/Fletcher Exits. Evidence of camping behind Truck Stop off of Mountain Home/Fletcher exit. Several abandoned homes off of Old Roper Road – possibly no water/electricity. Jordans Park Lane – several abandoned homes – possibly no water/electricity that looked lived in. Fletcher Fire Department & Park – no camping allowed, typically “are run off.”
3. Area 3: Flat Rock – Railroad Bridge over creek by Steinmart and Chadwick, evidence of people being back there. Bonaire Motel – migrant workers living there temporarily. Trails found through grass to creek across from Tienda Chapalin. Did not see signs of anyone at Blue Ridge Park. Observed a possible man who is homeless walking down Spartanburg Hwy. Saw evidence of people being at the bridge railroad crossing the creek at Grove St. Jackson Park along creek, did not see anyone, but also did not walk that far.
4. Area 4: Mills River – no sign of anyone at Ingles in Etowah, Etowah Park, High Peak Road, Ingles of Mills River, Mills River Park, Mills River Library. Mills River Campground – free spots beyond the campground in Pisgah, just have to rotate sites every 14 days. Check with Forest Rangers in January. There were signs of abandoned camping gear at sites, but no individuals spotted at those sites.
5. Area 5: Edneyville – Reports that folks camp around Alpine Woods Resort – abandoned trailers in Alpine Woods. Reports of folks who are homeless staying in an old house and camping in tents past Ebenezer Baptist Church and the Power Plant

**Next Meeting: November 12, 2013 10:00am**

Respectfully Submitted: Jenny Simmons