## **October 8, 2015, 3pm, 425 S Lexington, Burlington NC**

## *Meeting Minutes*

Introductions were made. Present Included: *see names on sign-in sheet*

No additional items were proposed for agenda. Special thanks to Habitat for the cookies!

Reviewed & approved previous meeting minutes, a motion was made by Robin Wintringham, seconded by Nikki Ratliff, passed unanimously by voting members present.

ACICHA Subcommittee Reports:

* Governance
  + Org Governance / Membership – *Robin Wintringham presented on the behalf of the committee the drafted items for members to review (membership guidelines, voting, membership form, sign-in sheet) – Nikki Ratliff seconded, since it came from a committee, passed unanimously by voting members present. Several members completed the new forms, see attached.*

# NCCEH Data Center and HMIS Updates:

# Grant Updates

* + Renewal CoC applications – each agency was given 5 minutes to present per application: *(Required by BoS, no vote required)*
    - BDC – Nikki Ratliff presented and distributed a handout summarizing their two programs, see attached.
    - Cardinal Innovations – Suzanne S provided an oral overview.
      * PSH Programs, tenant based, requested match letters, renewal at same request.
      * $209,317.00: 25 households, 4 pending referrals, 28 at capacity.
      * $28,269.00: 4 households projected to serve, actually serving 5 households, at capacity.
    - RTSA – Cheryl Manuel presented verbally and shared copies of their completed drafted application.
      * PSH Program, 95% utilization rate, 8 served, 3 exited.
      * $60,000.00: match letters in place for $168,262.00
  + New CoC application presentation – 5 minute: *(Required by BoS, Vote Required, ACAC not permitted to vote)*
    - ACAC – Kim Crawford and Monika Gauthier presented verbally.
      * RRH Program, intent to apply for CoC and ESG.
      * $50,000.00 – match/leverage in place.
      * Must currently be in shelters or homeless to qualify.
      * Currently out of funds.
      * 21 Housed, 1 came back to shelter and 1 out of county and 2 died.

Committee voted to approve CoC application, Robin Wintringham made a motion, seconded by Heidi Norwick, during discussion Ron Osborne asked about new application implications on renewal, passed unanimously by voting members present.

* + ESG grant update – see BoS update below
    - Shelter Operations, Family Abuse Services and Allied Churches plan to apply.
    - Kim Crawford will schedule a separate meeting to review ESG grant, end of October or early November.
    - Ron Osborne asked about MH/SA services and if Allied Churches planned to be licensed, as this may impact eligibility.

# Coordinated Assessment Updates:

* Kim Crawford provided a statement, see below.
* RSTA – Cheryl Manual reported that Coordinated Assessment is going well.
* ACICHA Monthly Outcomes – see September Report.
* VISPDAT Scores – Overview of figures provided, 78 with scores.
* Waiting List/Capacity Update – Lynn Rousseau explained the capacity at the Women’s DV shelter is limited. Salvation Army and United Way representatives shared perspectives about the volume of calls for assistance paying bills in order to prevent homelessness. Overall, there seems to be a real need for creative solutions (employment, long term case management, utility and rent funds etc). Robin Wintringham expressed an interest to explore this further and will do some follow-up over the next couple of months.
* Cardinal Amendment request:
  + - Request to change CA plan regarding referral response (pg 12).
    - Tabled until October meeting.
    - 24 Hour Turnaround is stated, Cardinal likely needs 5 days to process. Monika Gauthier asked how long for Cardinal to process from time of referral? This is meant for eligibility only, not to be placed or housed. Suzanna S will look into matter further with Cardinal.

# BoS Regional Committees & Steering Committee Updates

**Oct. 6 Meeting - short summary**

* CoC Application
  + Regional Committees please send CoC application input by Tues. Oct. 13: <http://goo.gl/forms/PnbR5IOLOS>
  + CoC Project Review Committee meetings
    - Oct. 15, 1:30-3 pm – Orientation (REQUIRED): [ncceh.org/events/937](http://ncceh.org/events/937)
    - Nov. 3, 10:30 am-12:30 pm – Score review and ranking: [ncceh.org/events/938](http://ncceh.org/events/938)
  + CoC Project Applicants
    - Present project applications to Regional Committee(s)
    - All materials due to NCCEH by 5:00 p.m. on Fri. Oct. 16
    - NCCEH will notify applicants if project not included in final application on Nov. 5
  + Regional Committees submit approval forms for new projects (not required for renewal projects) to NCCEH by Fri.  Oct. 23: <http://www.ncceh.org/files/6110/>
* ESG Application
  + ESG Application process takes place at the Regional Committee level
    - Consult 2015 ESG application recommendations from BoS - *document coming soon*
    - Begin completing project and regional ESG applications
    - Distribute BoS ESG Intent to Apply form or implement local intent to apply process
    - Make sure local application and funding process avoids conflict of interest
    - Submit all ESG application materials to the State ESG Office by 4 pm on Fri. Nov. 6
* Coordinated Assessment
  + BoS Coordinated Assessment Dialogue Group, Tues. 10/13, 3:00-4:00 p.m.: [ncceh.org/events/918/](http://ncceh.org/events/918/)
  + Coordinated Assessment Outcome Report due October 15 (reporting on July-September data) for Regional Committees implementing coordinated assessment as of Sept. 30
* NC HMIS & NCCEH Data Center
  + - **NCCEH Data Center contact info:** [**hmis@ncceh.org**](mailto:hmis@ncceh.org)**,** [**(919) 410-6997**](tel:%28919%29%20410-6997)
  + All HMIS users need to login right away and update contact information in User Profile
  + More info on steps for agencies to take for AHAR data quality clean-up coming this month
  + NC HMIS bylaws were passed by the NC HMIS Governance Committee and need to be approved by CoCs. The Steering Committee will vote in November on passage of the bylaws: [ncceh.org/files/6133](http://ncceh.org/files/6133)
* Other Meetings
  + No October BoS Subcommittee meetings
  + November BoS Steering Committee moved to Thurs. 11/5, 10:30 a.m. – noon

KRC CA Statement:

As we are all aware, Coordinated Assessment or Intake is an opportunity and process to streamline access, assessment, and referral processes for housing and other services across agencies in a community. It is also **MANDATED BY HUD** for those of us funded by HUD. Alamance County began its implementation of CA last fall, and beginning in April (when MOUs were signed) began fully utilizing the Alamance County Coordinated Assessment Plan.

CA has a proven record of efficiency and effectiveness, that places the ***client*** at the center of the system rather than the programs. Based on each household’s unique needs, a HH is matched to an appropriate provider who then works with the HH to identify their strengths and resources; setting goals to help them move towards self-sufficiency.

Launching an effective CA system takes time and demands that a community – our community – make a cultural shift in how it understands and addresses homelessness and housing instability.

One thing we all must be clear, Allied Churches is NOT Coordinated Assessment. We are piece of the CA puzzle. We are not the ones mandating CA, nor are we forcing participation in CA. For the sake of our community – service providers and those we serve, we took on the centralized intake role – which made sense since ACAC is the primary shelter for Alamance County.

Every month since implementation, ACAC staff have been placed in the uncomfortable role of having to defend CA during ACICHA meetings. We did not sign up for the role of “defenders” of CA, although we understand many of us at this table absolutely need CA in order to maintain funding. Placing ACAC staff in this line of fire every month, however, must stop.

It is your responsibility, it is our responsibility to know and understand CA, and how **we** designed it to work here in Alamance County. If something needs to be changed or adjusted – say so. The Alamance County CA Plan is our own unique take on CA – one that addresses homelessness and housing instability in our community. This is all of our responsibility not just ACAC.

At the end of the day, how this plan goes, is how effective we are with homelessness in Alamance County – not just our own “silo” part of the world. Somehow we must ALL come to grips with the fact that here in Alamance County, we do not have enough supportive housing programs, we do not have enough quality affordable housing units, and certainly too few dollars to support our work – but the reality is, we must find a way to house the (70 + 16 + 26) ***116*** people currently living in our shelters.

Announcement Roundtable:

* Family Abuse Services received grant from Impact Alamance to help renovate the Shelter/Kitchen.
* United Way provided a brief update on public transportation and likelihood of having a route to the community college.
* RTSA explained an Elon class is helping them to obtain $3,000 for a technology project.

Adjourned at 4:43pm by a motion from Robin Wintringham, Cheryl Manual seconded, passed unanimously by voting members present.

Next Meeting: November 5th, 2015.