



# North Carolina Balance of State Continuum of Care

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bos@ncceh.org

919.755.4393

www.ncceh.org/BoS

## Balance of State Steering Committee Meeting 10.3.17

### Regional Leads Present:

Lauren Russotti (for Marilyn Chamberlin), Melissa McKeown (for Nicole Dewitt), Ellery Blackstock, Kanika Turrentine, LaTasha McNair, Jim Cox, Susan Pridgen

### Regional Leads Absent:

Jennifer Kerr, Teena Willis, Kevin Hege, Donna McCormick, Emily Locklear, Nicole Boone

### Interested Parties Present:

Tammy Gray, Amy Modlin, Talaika Williams, Janice Sauls, Melissa Eastwood, Jacqueline Carin, Resheema Walker, Lynne James, Michelle Blanding, Jessica Maples, Shontisha Williams, Joel Rice, Faye Pierce, Thadeous Carr, Richard Gary, Patricia Bryant, Amy Steele, Lori Watts, Angela Battle, Trina Hill, Brian Fike, Kristen Martin, Brian Smith, Monica Frizzell, Roxanne Curry, Cecelia Crawford

### NCCEH Staff Present:

Ehren Dohler, Nancy Holochwost, Denise Neunaber

### Consent Agenda

- The Steering Committee restructuring proposal included some changes to the topics that are covered during Steering Committee meetings. The proposal recommended that standard updates and standard voting items that do not require in-depth discussion be put in a “board packet” that is sent to Steering Committee members for review prior to the meeting. The voting items are included in this packet as a “consent agenda.” The consent agenda will be voted on as a whole at the beginning of each meeting. Steering Committee members may request to move an item from the consent agenda to the regular agenda if they feel it requires additional discussion.
- Staff are following this process for the October Steering Committee meeting. The consent agenda is posted at [www.ncceh.org/files/8653/](http://www.ncceh.org/files/8653/). This month, it only includes meeting minutes.
  - Meeting participants were asked if they had any questions about the consent agenda or board packet; none were raised.
- There being no changes needed, the consent agenda items were approved by common consent.

### Steering Committee Workgroup Update

- The Steering Committee workgroup is continuing to meet to implement the items included in the Steering Committee Expansion and Improvement proposal. The proposal included four main changes:
  - Add at-large seats to the Steering Committee

- Add a Funding and Performance Subcommittee and a Policy and Advocacy Workgroup
- Enhance Steering Committee meeting content and the process for information-sharing
- Develop additional training for Regional Leads and Steering Committee members
- The workgroup is testing the board packet and consent agenda process this month.
  - Steering Committee meetings have historically included a lot of updates and announcements, which has tended to limit the time available for in-depth or strategic discussions. The board packet moves some of these updates (like minutes and workgroup/committee reports) out of the meetings. While these items will not be discussed during the meetings, it is still important for Regional Leads to read the packet and understand the items it contains.
  - The board packet will be emailed to Regional Leads a week prior to the Steering Committee meeting and will also be posted at [www.ncceh.org/bosminutes/](http://www.ncceh.org/bosminutes/).
- Steering Committee participants were asked for feedback about the board packet process.
  - Several participants noted that the board packet is helpful.
  - Monica asked if people who are not Regional Leads but who regularly attend Steering Committee meetings can also receive the board packet email. Ehren noted that NCEH staff can distribute the email more widely.
  - Anyone with further suggestions or feedback can email it to [bos@ncceh.org](mailto:bos@ncceh.org).
- The workgroup is also recruiting at-large Steering Committee members. The proposal recommended having up to 13 at-large members, include 1-2 people with lived experience of homelessness, 3-6 state government representatives, and 3-5 members from public and private sector fields such as health, business, legal services, domestic violence services, youth services, or public housing authorities.
  - The workgroup plans to present a slate of at-large members for Steering Committee approval at the December meeting. Staff plan to hold a training for these at-large members in December to ensure they are familiarized with the CoC.
  - Anyone with a suggestion for an at-large member can email [bos@ncceh.org](mailto:bos@ncceh.org).
- The workgroup is also tasked with designing the Funding and Performance Subcommittee, which will track the CoC's performance throughout the year, recommend funding priorities, and analyze relevant data. The workgroup will help set some parameters and goals for the subcommittee's work. The subcommittee is expected to convene in January. Anyone interested in serving on the subcommittee can email [bos@ncceh.org](mailto:bos@ncceh.org).

### **2017 CoC Competition Wrap-Up**

- NCEH staff submitted the NC BoS CoC application to HUD on September 26. The application requested a total of \$9,154,124, including 33 renewal projects, 4 new projects, and a CoC planning grant.
- Eight applications for new projects were received and four were included in the final application. New projects experienced problems meeting thresholds on the scorecard, including timeliness and meeting program design thresholds. NCEH staff are available to discuss project applications throughout the year.
- NCEH staff will send applicants their scorecards in the next week. Applicants may schedule calls with staff to discuss the scorecards.



- The NC BoS CoC reallocated funds from three projects in the 2017 competition. HUD encourages CoCs to use reallocation as a means to strategically improve their homeless services system by shifting funds from low-performing or underspending projects. Reallocation is expected to be an option in future CoC competitions.
- The NC BoS CoC held an appeals process for the first time in the 2017 competition that allowed reallocated or rejected projects to appeal this decision. Staff expect to include an appeals process in future competitions.
- HUD is expected to announce funding awards in December and to begin contracting with agencies in early 2018.
- NCCEH staff asked for input about the 2017 CoC application process.
  - Lynne noted that due to Regional Committee restructuring, some agencies who were new to the CoC were interested but not prepared to apply for funding.
  - Anyone with further input can email it to [bos@ncceh.org](mailto:bos@ncceh.org).

### **ESG Competition Update**

- The ESG application was released on September 12 and is due October 30. Each Regional Committee must submit Regional Application and Budget, a Project Application and Budget from each agency applying for funding, a Fiscal Sponsor Application (if applicable), and all attachments.
- Blank ESG application forms are posted at [www.ncceh.org/esgapplication/](http://www.ncceh.org/esgapplication/). Some questions in the Regional Application as for CoC-wide information. NCCEH staff have posted answers to these questions at [www.ncceh.org/bos/esg/](http://www.ncceh.org/bos/esg/).
- NCCEH staff have developed an optional ESG scorecard that Regional Committees may use to evaluate project applications. The scorecard is posted at [www.ncceh.org/bos/esg/](http://www.ncceh.org/bos/esg/). If Regional Committees do not use this scorecard, they should develop their own scoring method to ensure that project applications are reviewed thoroughly and fairly.

### **Significant Change Policy**

- The NC BoS CoC has a policy in place that requires CoC approval for any significant change to a CoC grant. HUD has recently advised staff that this policy should be included in the BoS governance charter.
  - A motion was made to add the significant change policy as an appendix to the governance charter [Pridgen, McNair]. All in favor; none opposed.
  - The updated charter will be posted at [www.ncceh.org/bos/](http://www.ncceh.org/bos/).
- Until now, grant transfers have been addressed by staff, grantees, and HUD on a case-by-case basis. A workgroup is being formed to discuss options for a more consistent process for identifying agencies to take grant transfers. The process is expected to include notification that grants are available, a method for agencies to inform the CoC they are interested in the grants, and a method for the CoC to review agencies.
- The workgroup will meet this fall and is expected to have two meetings. Interested participants should email [bos@ncceh.org](mailto:bos@ncceh.org) by Friday, October 14.



### November In-Person Leadership Meeting

- NCCEH staff are holding an in-person meeting for all Regional Committee leadership on November 8 in High Point. All Regional Committee leadership, including people who will be serving in leadership positions in 2018, are asked to attend. Registration is posted at [www.ncceh.org/events/1193/](http://www.ncceh.org/events/1193/).
- The meeting will focus on Regional Committee planning for 2018. Staff asked meeting participants if there are any topics they feel are important to include in the November 8 meeting.
  - Monica asked for roles and responsibilities definitions for the different leadership positions. Ehren noted that staff can create these, but because the specifics will likely differ by region, the group can also talk more broadly about expectations for these roles.
  - Jim said it would be helpful to share experiences about Regional Committee restructuring.
  - LaTasha said it would be helpful to discuss implementing coordinated assessment across new Regional Committee areas.
  - Thadeous said that it would be helpful to ensure that new Regional Committee members have a basic understanding about coordinated assessment.
  - Lynne asked if there could be peer-sharing troubleshooting sessions about specific topic areas (like coordinated assessment).
  - Anyone with further input can email [bos@ncceh.org](mailto:bos@ncceh.org).

### Upcoming Meetings & Reminders

- All blank ESG application materials are posted at [www.ncceh.org/esgapplication/](http://www.ncceh.org/esgapplication/).
- Resources for completing the 2017 Regional ESG Application are posted at [www.ncceh.org/bos/esg/](http://www.ncceh.org/bos/esg/).
- Register for the November 8 in-person regional leadership meeting: [www.ncceh.org/events/1193/](http://www.ncceh.org/events/1193/)
- 3rd quarter Coordinated Assessment Outcomes are due October 15th. Submit outcomes here: <https://goo.gl/forms/a5tCMilvA2X2V92l2>
- The October Coordinated Assessment Exchange call is October 3, at 2:00 p.m. Register here: [www.ncceh.org/events/1068/](http://www.ncceh.org/events/1068/)
- Anyone interested in serving on the grant transfers workgroup should email [bos@ncceh.org](mailto:bos@ncceh.org).
- Anyone interested in serving on the Funding and Performance Subcommittee should email [bos@ncceh.org](mailto:bos@ncceh.org).

**Next Meeting:** Tuesday, November 7, at 10:30.

