**Balance of State Steering Committee Meeting**

**2.06.18**

**Regional Leads Present:**

Destri Leger (for Marilyn Chamberlin), Trina Hill, Teena Willis, Nicole Dewitt, Ellery Blackstock, Emily Locklear, Kanika Turrentine, LaTasha McNair, Nicole Boone, and James Cox

**At-Large Members Present:**

Dana Mangum, Parker Smith, Angela Harper King

**Members Absent:**

Marilyn Chamberlin, Kevin Hege, E. Marie Watson, Juliet Rogers, Barry Shipp, Derrick Burnell, Donna Fayko, Christina Miller, Jessa Johnson, Lisa Phillips

**Interested Parties Present:**

Cherri Brunson, Cecilia Crawford, Linda Brinson, Lynne James, Melissa Eastwood, Brian Fike, Chip Long, Tarasha McCoy, Michelle Blanding, Patricia Bryant, Roxie Johnson, Lori Watts, Kristen Martin, Monica Frizzell, Mary Boyles, Kiana Kirk, Olga Ortiz, Tammy Gray, Leonard Tillery, Teresa Robinson

**NCCEH Staff Present:**

Brian Alexander, Ehren Dohler, Jenn Von Egidy, and Tia Sanders-Rice

**Approval of Consent Agenda**

* The Steering Committee restructuring proposal included changes to the topics that are covered during Steering Committee meetings. The proposal recommended that standard updates and 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.
* The consent agenda was sent out prior to the meeting and is posted at: [www.ncceh.org/files/8931/](http://www.ncceh.org/files/8931/)
* There being no changes needed, the consent agenda was approved by common consent.

**New NCCEH Project Specialist with the NC BoS CoC**

* Jenn Von Egidy, BSW
	+ 10 years at Hospitality House in Boone, NC as a Case Manager for ESG and HPRP
	+ 3 years at Union County Community Shelter as Event and Volunteer Coordinators and Director of Philanthropy
	+ 1 year in Public Health promoting systemic change around eliminating stigma associated with positive parenting programs as one element of reducing child maltreatment rates in the High Country.

**Steering Committee Member Introductions**

* Members not on January call, including Alternates, were asked to give a brief introduction and answer the following questions:
	+ What unique experience do you bring to the Steering Committee?
	+ What do you hope to accomplish with the Steering Committee this year?

**At-Large Steering Change**

* Paul Kimball from the North Carolina Housing Finance Agency has a meeting conflict, and Thea Craft also from NCHFA would like to take his place on the Steering Committee. Thea is a Community Living Specialist at HFA. She works with Transitions to Community Living Vouchers (TCLV), PHAs, and the NC Department of Health and Human Services. Thea brings years of experience in homeless services, mainly in Wake County.
* A motion was made to approve Thea Craft to replace Paul Kimball as an at-large Steering Committee member for 2018 [Hill, Cox]. All in favor, none opposed.

**Anti-Discrimination Policy**

* HUD requires each CoC to have an anti-discrimination policy:
	+ NC BoS CoC staff have drafted an initial version posted at: [www.ncceh.org/files/8891/](http://www.ncceh.org/files/8891/)
	+ Staff asked that Steering Committee members review the policy and provide feedback by January 19 at bos@ncceh.org. Staff received no feedback through email.
	+ Staff addressed the issue defining LGBTQIA in the policy mentioned during the January 9, 2018 meeting.
* The policy focuses on equal access and requires all CoC service and housing providers to adhere to these guidelines.
	+ The policy protects people from discrimination based on race, color, national origin, religion, sex, familial status, disability, age, gender, LGBTQIA status, and marital status
	+ Policy lists specific procedures that the NC BoS CoC, agencies, and program staff will follow
	+ Sets an involuntary separation policy
	+ Gives guidance on faith-based activities
* To meet the requirement, the CoC will approve an initial policy and work over the next year to include other protections. An expanded policy in 2018 could include:
	+ Fair Housing
	+ Civil Rights ordinances
	+ State/local ordinances
* A motion was made to approve the anti-discrimination policy posted by NCCEH staff [Dewitt, Mangum]. All in favor, none opposed.

**VAWA Emergency Transfer Policy**

* The Violence Against Women Act of 2013 established “emergency transfers.” Emergency transfers guarantee people receiving housing assistance (CoC, ESG, and any other housing subsidized through HUD funding) can quickly move to flee domestic violence, dating violence, stalking, or sexual assault and retain their housing assistance.
* CoCs and HUD-funded housing providers must have a plan for emergency transfers.
* NC BoS CoC’s proposed emergency transfer plan outlines requirements for every permanent housing provider. The plan describes:
	+ Tenants who are eligible for emergency transfers
	+ Documentation needed to request an emergency transfer
	+ Confidentiality protections
	+ How emergency transfers happen
	+ How to ensure the safety and security of tenants
	+ Prohibition against denying tenants assistance due to DV
	+ Lease bifurcations
	+ Record-keeping
* Each housing provider must include the model emergency transfer plan in their agency policies. The model emergency transfer plan for providers is Appendix V in the NC BoS CoC’s Emergency Transfer Plan.
* CoCs must also edit TH, RRH, and PSH written standards. VAWA regulations require that people who need emergency transfers to other programs or organizations will have priority over other applicants for open appropriate housing slots (as long as they are eligible for those programs).
* Steering committee members are asked to read the plan and changes to written standards in full and provide feedback to bos@ncceh.org by February 23rd.
	+ Read the draft emergency transfer policy: [www.ncceh.org/files/8934/](http://www.ncceh.org/files/8934/)
	+ Read the written standards updates (highlighted in red):
		- TH: [www.ncceh.org/files/8935/](http://www.ncceh.org/files/8935/)
		- RRH: [www.ncceh.org/files/8936/](http://www.ncceh.org/files/8936/)
		- PSH: [www.ncceh.org/files/8937/](http://www.ncceh.org/files/8937/)
	+ HUD’s deadline for compliance with the emergency transfer requirement is “before any 2018 CoC contracts are signed.”
	+ Steering Committee will vote for approval at the March 6, 2018 meeting
* Staff asked Steering Committee members for any comments or questions and received none.

**Annual Homeless Assessment Report**

* What is the AHAR?
	+ The AHAR is an acronym for the Annual Homeless Assessment Report. The report is provided to Congress and contains information about the extent and nature of homelessness in the US. The AHAR is based on an unduplicated count of people within each community and focuses on people who use emergency shelters, transitional housing, and/or permanent supportive housing.
	+ The AHAR helps measure our progress toward ending homelessness, and CoC application funding is partially tied to submitting AHAR data.
	+ The AHAR is important nationally as the information can be used to inform the public and help policymakers craft appropriate intervention strategies to prevent and end homelessness in America.
	+ The AHAR is also very important for NC. This data will help your community better understand who is homeless, how homelessness changes over time and the service needs of people experiencing homelessness in your area. The data is also used to inform local homeless assistance planning and to inform the public.
* What data is included? AHAR data is pulled from 3 sources: HMIS, PIT, and HIC
	+ HMIS project data identifying the type of project and clients enrolled. Staff stressed how much CoC HMIS data matters. The AHAR report is built on the Universal Data Elements (UDEs) projects enter for clients such as gender, entry date, etc.
	+ The PIT (point in time) count was conducted in January 2017. The AHAR also includes the PIT data the CoC previously submitted. Remember the PIT is a snapshot of homeless on a single night in late January. This data includes information about

unsheltered homeless populations. It also includes information about subpopulations such as chronically homeless, Veterans and people with HIV/AIDS.

* HMIS client data included
	+ The AHAR looks at data entered between oct 1 2015 and sept 30 2016—a 12 month period. Then it filters for any person who entered a residential housing project- ES, TH or PSH during the 12 month period.
	+ Data about individuals, families and veterans is reported in the AHAR
* Some HMIS data is not included
	+ People who only use supportive services programs
	+ People in shelters that serve survivors of domestic violence. DV shelters are prohibited from entering data into HMIS.
	+ Unsheltered data is not included. This is important because HMIS provides annualized data. The CoC and local communities can look at trends or at any point in time throughout the year. The AHAR does not include annualized unsheltered data. Unsheltered homelessness accounts for about 27% of all homelessness in the NC BoS CoC. While we have HMIS data, it doesn’t present the full picture of homelessness in the NC BoS CoC.
* Data is reported in categories. The AHAR counts people by household type.
	+ In the AHAR, a family is denoted as having at least one person over the age of 18 and at least one person under the age of 18.
	+ All other household types are considered individuals. Two married adults who enter as a couple are treated as two individuals, and a child who enters a project that serves unaccompanied youth is also considered an individual in the AHAR.
* 3 residential project types are included in the AHAR: ES, TH and PSH. For reporting, each of these types is broken out into families and individuals. This yields a total of 6 reporting categories.
* Additional data about homeless Veterans is requested in a separate AHAR submission to HUD. The data elements and reporting categories are the same but ONLY include data about adults identified as Vets in HMIS.
* Good data quality is mandatory. Each reporting category of AHAR data is evaluated for usability. Usability is based on a few different items: coverage, utilization and overall data quality.
	+ Coverage asks are the majority of the beds in a certain category in HMIS? At least 50% of the beds in any category have to be in HMIS for that category of data to be usable. For example, if your CoC has 100 shelter beds for individuals, but only 30 are on HMIS, the data is not usable. At least 50 would have to be on HMIS for HUD to accept the data.
	+ Utilization rates must fall between 65 to 105%. Programs that report less than 65 percent of their beds occupied may fail to enter all clients served into HMIS or may prevent people from accessing their services. Programs that report over 105 percent utilization of their beds may fail to exit clients who no longer receive services in HMIS
	+ Overall data quality is reviewed by HUD. They expect a low rate of missing data, and data should reflect what is valid and consistent.
* 2017 BoS AHAR data:
	+ Actual homeless counts during a one-year period (365 days): 10/01/2016 - 09/30/2017
	+ Only includes HMIS data from homeless residential projects
		- Unsheltered persons not included
		- Programs not on HMIS not included (including DV programs)
		- Service only projects not included
* The NC BoS CoC does a great job covering beds in almost all categories except transitional housing for individuals (TH-IND). Because of the low coverage in these programs, the NC BoS CoC was unable to report on TH-IND to HUD. This means that these projects are not part of the national discussion, and the NC BoS CoC is lacking a full picture when it comes to its sheltered homeless population.
* The NC BoS CoC has lots of emergency shelter and transitional housing projects that are not close to full.
* The NC BoS CoC has done an excellent job of entering all required data elements into HMIS. In each reporting category, the rate of missing data is below 5%.
* Between October 2016 and September 2017, 6,226 people entered an HMIS participating ES or TH project in the NC BoS CoC.
	+ About the same number of people (6,225) people entered ES/TH is 2015-2016, and 6,092 people entered ES/TH in 2014-2015.
* Annual Count of Sheltered Homeless People in Families
	+ For the most recent reporting year, 1,698 people in families with children entered an HMIS participating emergency shelter or transitional housing project in NC BoS CoC. This amounts to approximately27% of the sheltered homeless population in NC BoS CoC.
	+ Since 2015, the number of sheltered homeless people in families with children declined by 5%.
	+ Between 2016 and 2017, sheltered family homelessness declined by 2% (28 people).
* Annual Count of Sheltered Homeless Children in Families
	+ Since 2016, the number of homeless people in families with children in emergency shelter declined by 2%.
	+ Since 2015, the number of homeless people in families with children in emergency shelter declined by <1%.
	+ Since 2016, the number of homeless people in families with children in transitional housing increased by 21%.
	+ Since 2015, the number of homeless people in families with children in transitional housing declined by 16%.
* Annual Count of Sheltered Homeless Families
	+ During the most recent AHAR reporting period, 519 families entered an HMIS participating ES or TH project in the NC BoS CoC.
	+ Between 2016 and 2017, the annual count of sheltered families in emergency shelter increased by 20% (19 families).
	+ Between 2015 and 2017, the annual count of sheltered families in emergency shelter decreased by 18% (26 families).
	+ Between 2016 and 2017, the annual count of sheltered families in transitional housing decreased by 8% (36 families).
	+ Between 2015 and 2017, the annual count of sheltered families in transitional housing decreased by >1% (3 families).
* Annual Count of Sheltered Homeless Individuals
	+ For the most recent reporting year, 4,663 single individuals entered an HMIS participating emergency shelter or transitional housing project in NC BoS CoC.
	+ This amounts to approximately 75% of the homeless population in NC BoS CoC.
	+ Since 2016, the number of homeless individuals has increased by <1% (25 people).
	+ Since 2015, the number of homeless individuals has increased by 5%.
* Annual Count of Sheltered Homeless Veterans
	+ 453 Veterans were in HMIS-participating ES or TH in 2017, a 12% reduction compared to 2016 and an 11% reduction compared to 2015.
* BIG changes. The HMIS AHAR report is now called the Longitudinal System Analysis (LSA) and has been totally redesigned.
	+ Populations groups expanded
	+ Tested for real world scenarios
	+ Includes System Performance Measures (at household level)
	+ Local use options
	+ Policy relevant information
	+ More information and training come in a few months
* Staff asked for comments or questions:

Destri Leger asked for clarification that domestic violence information is not counted in AHAR. She also asked if there is another report domestic violence information is included in and is it released publicly. Tia Sanders-Rice confirmed domestic violence providers are not included in HMIS. DV providers are supposed to use a comparable database. Domestic violence providers use several different comparable databases , and it’s difficult to get them on the same page. CoCs have DV information included in PIT data for the AHAR. Tia Sanders-Rice stated she would request guidance from HUD on how to include DV programs in the AHAR so they are included in the national and local conversations.

**ESG Appeal**

* Diakonos asked the NC BoS CoC to approve and submit an ESG appeal on their behalf. Diakonos DBA Fifth Street Ministries Shelter was conditionally awarded $128,400 in ESG funding. The state ESG office reduced the award by $9,500 for their My Sister’s House DV program on January 9, 2018.
* Diakonos attempted to submit an appeal through the CoC due on January 12. The ESG office required CoC approval for the appeal. Staff could not submit on behalf of the CoC until approval was given by the Steering Committee.
* Diakonos submitted two letters to the CoC for consideration.
	+ Appeal letter to ESG office
	+ Letter of explanation to the NC BoS CoC
* Staff asked the ESG office to submit a timeline and reason for termination of award. Letters and ESG office explanation were emailed to Steering Committee members.
* Staff asked for any questions or discussion.
	+ Dana Mangum asked for clarification that one factor for the funding reduction is due to Diakonos not submitting full information (SSN) for the required CAPER. Staff confirmed that Universal Data Elements are required for ESG contract. Although Diakonos received a recommendation from the Council on Women that My Sister’s House not collect social security numbers, the ESG office expects all UDEs to be collected for the CAPER. According to the ESG office, Diakonos never tried to contact the ESG office about this conflict. The ESG office gave Diakonos extra time to complete the CAPER report. Diakonos was unable to submit a complete report by the deadline.
	+ Destri Leger asked how the DV program would be affected by the decrease. Brian confirmed Diakonos has several programs that are also awarded. Diakonos’ general ES program and RRH program will not be affected. This applies only to my Sisters House. However, at this time, staff do not know whether ESG funding was budgeted for shelter services or operations or both.
	+ Teena Willis added perspective from DV agencies in Regions 3 and 4. All 3 DV agencies had issues with spending rates in 2017. They have other funding that must be spent first. They delayed ESG spending until other funds were spent. Teena wonders if this is a new expectation and is it fair to hold them to that standard?
	+ Angela Harper King added that there are a lot of questions with how this process and denial happened, probably too many for the Steering Committee not to put the appeal forward.
	+ The BoS staff included that they did not know about the ESG appeal process until the Diakonos appeal came to their attention. Another committee member commented that process should have been in place before it got to this point.
	+ Staff asked if the Steering Committee wants to take action to support Diakonos’ appeal to the ESG office. A motion was made to send Diakonos’ appeal with CoC approval to the ESG office [Dewitt, Mangum]. All in favor, none opposed.

**\*These last two sections were not presented on due to time constraints. Please see slides.**

**Coordinated Assessment Updates**

* The Coordinated Assessment Council is planning a change. The CAC needs to shift from a planning body to an implementation and oversight body. Shifting to implementation will mean a shift in membership. The CAC is considering adding all Coordinated Assessment Leads.
* NCCEH was awarded the SSO-Coordinated Entry grant! NCCEH staff will hold a call on February 27 at 11am to announce the availability of funding. Register here: http://www.ncceh.org/events/1242/

**Upcoming Meetings & Reminders**

* All Steering Committee Members must sign the Conflict of Interest Form and return it to NCCEH staff asap.
* Report 4th Quarter 2017 Coordinated Assessment Outcomes: <https://goo.gl/forms/8g5I1d1pLuqCsfPy1>
* Point-in-Time and Housing Inventory Count Forms are Due February 21, 2018. All forms and submission directions are at [www.ncceh.org/2018pit-bos/](http://www.ncceh.org/2018pit-bos/)
* Register for the February CA Exchange call on February 9 at 11 a.m.: [www.ncceh.org/events/1238/](http://www.ncceh.org/events/1238/)
* Register for the February Vets Subcommittee meeting on February 16 from 12 p.m. to 2 p.m.: [www.ncceh.org/events/1239/](http://www.ncceh.org/events/1239/)

**Next Meeting**: Tuesday, March 6 at 10:30 am