**HOUSING SUPPORT COMMITTEE MEETING**

**“Down East” Regional Committee**

**NC Balance of State Continuum of Care**

**Meeting Minutes from January 14, 2015**

**In Attendance:**

Melissa Pressley, Goldsboro Housing Authority

Velvet Nixon, Wayne County DSS

Sue Proctor, SAFE in Lenoir County

Kelly Jarman, Lenoir County Schools

Gabriela Gonzalez, Department of Commerce, Wayne County

Graham Kelly, Family Endeavors

Janice Sauls, The Salvation Army

Thomas Raynor, Tanglewood Bermuda

Gloria McDuffie, Community Member

Kareem McDuffie, Explosive Achievers, Inc.

Melita Bourne, Goshen Medical Counselor

**Introductions:**

Introductions were made.

**Review and Approval of Minutes**

Minutes from December 10, 2014 meeting were reviewed and approved by the committee.

**AHAR Update**

Annual Homeless Assessment Report that must report to Congress year to year trend with homelessness and BoS submits data for entire CoC. HUD will reject any poor quality data. The final homeless data on all persons as well as veterans was submitted in December and just waiting to hear back.

Submission information: 5 of 6 shells were accepted (reporting categories: ES: families/individuals; TH: families/individuals; PSH: Families/Individuals . Strengths of this years data that was collected and reported: <10%) of missing data for all variables in every shell. Also Bed coverage rates met minimum participation criteria for AHAR participation in all but one shell (TH-Ind)

Problem Areas: Inaccurate bed and unit inventories in HMIS; Errors with child entry/exit; Un-exited clients (ex. ES length of stay of 241-270 nights)

Update on ES- Family usability in 2014: Transitional Housing-Individual will not be usable in 2014 Bed coverage rate is below HUD’s acceptable rate of 50%. 2014 bed coverage rate: 37% 2013 bed coverage rate: 40%

**HMIS Update**

MCAH will ramp up NC operations over the next few months meanwhile CHIN will ramp down. Tasks will be transferred on a scheduled basis. Final switch to MCAH May 1 2015. Governance Committee is working on a FAQ document and plan to email FAQ to CHIN users in mid-January. Separate letters to state stakeholders and agency executive staff about transition in late January. NC BoS Governance Committee rep will present FAQ at February Steering Committee meeting. What we do know is that MCAH Model is a decentralized model and puts more usability and responsibility at the agency level where the CHIN model was more centralized, more done at HQ level. System administration will be done at CoC level. NCCEH staff will fulfill this role for BoS. Agency administration done at agency level. MCAH wants data in more people’s hands. More users, more reports, more functionality Going Forward there will be no change in data entry. Same software, same entry screens. Some disruption in reports are possible during the transition. All users will be re-trained in 2015. Possible to get new licenses. MCAH training will be online If users can wait, preferable to wait for MCAH training to come online, May 2015.

Ms. Sauls inquired about the agency administration function and if this was going to be a position funded by MCAH or how this function will work. This question needed clarification and will be looked into.

**Upcoming Meetings**: Data Quality Subcommittee Meeting will be held Monday January 26th from 10:30 - 11:30.

**Coordinated Assessment Update**

The Coordinated Assessment plan was completed by the coordinated assessment committee and submitted to the down east committee. The CA committee was asked for additional information which was provided to BOS. The committee is now waiting for feedback from the BOS as to the next steps in the process. NC BoS staff and Coordinated Assessment Council (CAC) members are continuing to review Coordinated Assessment plans from Regional Committees. After this review, CAC members will schedule calls with each Regional Committee to provide feedback and recommendations and ask clarifying questions. This plan review process will push back implementation for coordinated assessment to Spring 2015.

Memorandums of understanding were also given out and discussed. Each agency was asked to take an MOU back to their agency and explain it to the proper staff members and begin trying to get the MOU’s signed.

**Point in Time Count**

The point in time count will be held on January 28, 2015. An event will be held at the Soup Kitchen starting at 3:00 pm for homeless individuals to receive services and to obtain information. There were questions about how numbers would be counted in counties other than Wayne. Kacie Baker (PIT count organizer) explained that she was having trouble getting other counties to participate when she contacted them. Kareem McDuffie explained that when he spoke to agencies in Duplin county they said that they do not acknowledge a homeless population and would be reporting 0 homeless because they do not service the homeless but refer them to surrounding counties. Kacie said that she was having these same issues and it was suggested by Graham Kelly that since there is only a few weeks until PIT count that we focus on the counties are being helpful. Next year we can try to organize more in the counties that are not offering participation.

**Committee Goals**

We revisited the idea and brainstormed on how to get participation from more agencies especially in surrounding areas. The committee agreed to hold a few of the committee meetings in the counties other than Wayne County. Sue Proctor extended the offer for the committee to meet in Lenior County. Thomas Raynor also volunteered to host a committee meeting in Duplin County. Mr. Raynor also suggested that the committee try to get faith based organizations involved and agreed to reach out to some of his contacts.

**Nomination of Regional Lead and Alternate Regional Lead**

Committee was informed that elections for Regional Committee Lead and Alternate Committee lead would take place during the January meeting. Melissa expressed concerns about the amount of time she would have available to participate in meetings and suggested that someone else take on the role of committee lead. Karmashia Bartee volunteered to be committee alternate leads. Committee will vote for committee lead and alternate at the January meeting.

**Meeting Schedule for 2015**

The issue of meetings being held on Wednesdays was brought up as a conflict for a few committee meetings. Velvet Nixon suggested that it would be difficult to get DSS staff involved due to the fact that they have other meetings scheduled on Wednesdays. The committee agreed to think about an alternate day that may work and will be discussed at the February meeting.

**Election of Regional Committee Lead and Alternate Lead**

A motion was made to elect Melissa Pressley as the Regional Committee Lead and Karmashia Bartee as Alternate Lead. Both motions were seconded and unanimously voted in favor of the motion.

**ADJOURNMENT:**

The next meeting is scheduled for February 11, 2015 at 11:30 am at The Goldsboro Housing Authority located at 700 N. Jefferson Ave, Goldsboro, NC.