**Balance of State Region 7 Committee Meeting**

**Sandhills Community College**

**Pinehurst, NC**

**October 19, 2017**

Donna McCormick welcomed members and called the meeting to order at 9:40 a.m. at the Sandhills Community College Van Dusen Hall, Room 103. Members present introduced themselves.

Members Present: Donna McCormick – Sandhills Center; Karen Kennedy – City of Sanford (Lee); Linda McPhatter ; Latina James – Family Endeavors; Shanita Harris – Family Endeavors; Tawanda Bennett ; John Young (Montgomery County DSS); Debbie Cole – Christians United Outreach Center – Asheboro; E. Marie Watson – Johnston-Lee-Harnett Community Action, Inc. (Johnston); Jeffery Rawlings – Johnston-Lee-Harnett Community Action, Inc. (Lee-Harnett); Angela Jones – Johnston-Lee-Harnett Community Action (Johnston); Nina Walker – Sandhills Community Action Program; and Nikki Locklear – Friend to Friend Domestic Violence; Robert Lawler - Asheboro Housing Authority; Tammy Chaney - Hoke DSS; Susan Holmes – First In Families; Kimberly Childers – Richmond County Schools; Sonya Fairley – Hoke County Health Department; Tonya Gray – SAFE of Harnett County; Avis c. Johnson – Daymark; Tomesia Courtney – Montgomery County DSS.

Minutes – Karen Kennedy made the motion to approve the August 3, 2017 minutes, seconded by Marie Watson and the motion carried.

Balance of State-Update:

Donna McCormick gave an update on the BOS Steering Committee Meeting:

* There will be a Regional Leadership Meeting on 11/8/17 in High Point. Marie Watson and Debbie Cole have signed up to attend. Donna McCormick will distribute the link for the meeting to the members.

Coordinate Assessment Updates: Tawanda Bennett, Coordinated Assessment Committee Lead reviewed a list of discussion items regarding Region 7 Coordinated Assessment Plan that is due 1/1/2018. The plan needs to include several items:

* Plan for adding more homeless shelters in Region 7. It was noted that many shelters do not accept federal funds due to the “red tape” required by the funds. Donna McCormick will distribute a list of current shelters in the region.
* Plan need to complete the VI-SPDAT process for the entire Region.
* An outreach plan with goals and timelines must be completed. Family Endeavors and Volunteers of America should have a presence in the entire Region 7 and these organizations are ramping this presence. Also, Why Not Me Services distributes clothes and toiletries every Thursday.
* A referral process for moving from emergency shelters into permanent housing needs to be developed. One observation was VI-SPADT is a scoring process for referring homeless to permanent housing but there are still questions regarding need vs. score. This issue has been referred to the Balance of State but no response has been received.
* The waiting list needs to be regionalized.
* All agencies participating in the Coordinated Assessment must sign a regional Memorandum of Agreement to allow information to flow between agencies. Program participants who refuse to sign a Release of Information form could be coded so signatures would not be needed. Donna McCormick reviewed a coding system used by several Region 7 counties as an example.
* A Case Conference Committee needs to be added (e.g. conference call and/or face to face) meeting either monthly, bi-monthly or bi-weekly.
* Region 7 needs an advertisement and education plan to communicate Coordinated Assessment effort. Once in place it should be sent to agencies (e.g. DDS, law enforcement, etc.).
* The Coordinated Assessment Committee is working well with a goal to submit the plan by 1/1/18.

Grantee Updates:

* Nikki Locklear, Friend-To-Friend says summer is over therefore not as busy. Currently serving 6 women and 4 children.
* JLHCA received funds for Hurricane Matthew relief and is serving 20 in Harnett County, 3 in Lee County and 2 in Johnston County.
* Sandhills Community Action has one slot for the chronically homeless and it has been filled for 3 years.

New business:

* ESG Application Process: Debbie Cole reviewed the five-grant application of which all but one was complete. These include:
  + Friend-To-Friend in Moore County
  + Harbor, Inc. in Harnett County
  + Johnston, Lee, Harnett Community Action (JLHCA)
  + SAFE of Harnett County a domestic violence grant
  + Total of $191,055 in grant funding requests.
  + Debbie Cole said there was $300,000 available and if other organizations want to apply there is time before 10/30/17 due date.

On a motion by Nina Walker and seconded by Linda McPhatter the grant applications were approved. Marie Watson abstained.

* Regional Leadership Positions Elections for one-year terms beginning 1/1/2018:
  + On a motion Donna McCormick seconded by Debbie Cole, Marie Watson was elected as Regional Lead.
  + On a motion be Karen Kennedy seconded by Marie Watson, Linda McPhatter was elected Alternate Regional Lead.
  + On a motion by Donna McCormick and seconded by Marie Watson, Robert Lawler was elected as Secretary.
  + Debbie Cole will continue to serve as Point-In-Time Coordinator and Mary Pat Buie will continue to serve as Webmaster.

Region 7 Meeting Schedule: Currently the Region 7 Committee meets quarterly; however, due to the amount of organizational work required the committee discussed revising the meeting schedule. The Committee agreed to begin meeting every other month beginning in January 2018. In addition, a meeting was scheduled for 12/2018 to review the Coordinated Assessment Plan before it is submitted to the Balance of State. The meeting date will be determined and members notified.

* Point-In-Time (PIT) Count: Debbie Cole reviewed the upcoming PIT Count and the following were assigned PIT Leads:
  + Donna McCormick for Anson County
  + John Young for Montgomery County
  + Nikki Locklear for Moore County
  + Tonya Gray for Harnett County
  + Jeff Rawlings for Lee County
  + Angela Jones for Johnston County
  + Kelly Hutchinson for Richmond County
  + Reverend Al Anderson for Hoke County
  + Debbie Cole will assign a lead for Randolph County

Once the PIT date is announced Debbie Cole will advise the group.

Following the Agency Update session, the Region 7 Committee adjourned at 11:25 am. The next meeting will be December 7 or 14, 2017 to discuss the Coordinated Assessment Plan. Donna McCormick will advise the committee on the date.

Submitted by Robert Lawler, Secretary