



# North Carolina Balance of State Continuum of Care

bos@ncceh.org

919.755.4393

www.ncceh.org/BoS

## NC Balance of State CoC Funding and Performance Subcommittee Meeting Minutes 12.11.2020

**Members Present:** Melissa McKeown, Jane Earnest, Amy Modlin

**NCCEH Staff Present:** Brian Alexander, Andrea Carey

### Minutes:

- Brian welcomed members and introduced the agenda for the meeting.
- Andrea gave an update on progress for a dashboard to use for monthly Steering Committee meetings.
  - The NCCEH Data Center has requested an upgrade to system reporting from WellSky to allow a custom field for NC County of Service. WellSky has begun their work. Staff will give a timeline update at our next meeting.
  - After WellSky completes their work, ICA will be building the dashboard for the CoC.
- Brian provided an overview of where we are with our goals to increase HMIS emergency shelter and transitional housing program bed coverage in the NC Balance of State CoC.
  - Brian reminded members the goals that the FPS recommended and the Steering Committee approved:
    - The NC BoS CoC will increase HMIS emergency shelter bed coverage to 75% by December 31, 2021.
    - The NC BoS CoC will increase HMIS transitional housing bed coverage to 45% by December 31, 2021.
  - Staff structured the conversation into three categories for the procedures to increase HMIS bed coverage: Engagement and Oversight; Resources; and Timeline.
    - Engagement and Oversight
      - De-centralized process: Regional Lead Alternates will facilitate the local plan to engage and recruit new agencies/programs to use HMIS.
        - Form local subcommittees to develop an action plan
        - Prioritize agencies/programs to recruit
        - Assign prioritized agencies
        - Train recruiters
        - Evaluate progress and ask for help from the FPS and staff as needed
        - Report progress monthly
      - Centralized process: The FPS will provide oversight and support local efforts
        - Provide resources for recruitment

- Review monthly progress and adjust plans as needed
- Attend recruitment meetings as needed
- Resources
  - The FPS will develop resources to support local efforts to increase HMIS bed coverage.
    - Hold orientation webinar
      - Overview of goals and process
      - Essential roles and responsibilities
      - Next steps
    - Survey HMIS participating agencies for feedback
    - Send regional 2020 Housing Inventory Count
    - Develop sample scripts to help guide conversations
    - Develop simple guide
      - Identifies responsibilities
      - Steps to join HMIS
      - FAQs document
- Timeline
  - Staff presented the timeline as discussed at the November 2020 meeting, which would launch in January 2021.
    - Staff presented concerns about the timeline in light of the holidays and work that needs to be done to prepare for the rollout.
    - Members agreed that a launch in January 2021 seems aggressive and suggested the initial phases to begin in February 2021.
    - Members asked that staff update the procedure document's timeline to reflect a February 2021 launch.
- Next Steps
  - Introduce plan to Steering Committee at January 2021 meeting
    - Amy Modlin agreed to present the plan with support from NCCEH staff.
  - Schedule orientation webinar
    - Staff will schedule the webinar for late February 2021.
  - Conduct survey to HMIS-participating agencies
    - Amy will develop some initial questions that could be included in a survey to current HMIS-participating agencies. Due January 8<sup>th</sup>.
    - Staff will send out the survey to HMIS-participating agencies the week of January 11<sup>th</sup>.
  - Develop sample scripts
    - Melissa and Jane agreed to begin drafting some sample scripts for the conversations with providers. Due January 22<sup>th</sup>.
    - Staff will send out the sample scripts for review by members.
  - Develop simple guide

- Staff will create a simple guide for engagement teams to use when outreaching providers. Due January 22<sup>nd</sup>.
    - Staff will send out the simple guide for review by members.
  - Update procedure document
    - Staff will update the dates in the procedure document.
- The meeting was adjourned. Next month's meeting will be Thursday, January 28, 2021 at 11 AM.