

North Carolina Balance of State Continuum of Care

bos@ncceh.org

919.755.4393

www.ncceh.org/BoS

Balance of State Steering Committee Meeting

3.6.12

Regional Leads Present:

Albert Barron, Susan Bellew, Mary Brown, Faythe Canson, Kristi Case, Debbie Cole, David Collins, Jim Curtin, Melissa Ledbetter, Talaika Williams (for Amy Modlin), Jane Motsinger, Faye Pierce, Kannika Turrentine (for Joel Rice), Jackie Sheffield, Michele Steele, Paulette White, Teena Willis

Regional Leads Absent:

Spencer Cook, Amanda Hopkins, Katherine Pullicino

Interested Parties Present:

Vickie Basinger, Bonnie Bettini, Ellen Blackman, Ellery Blackstock, Mike Bloomer, Nicole Dewitt, Anne Friesen, Cindy Godwin, Deonne Holiday, Laura McDuffee, Larry McMullen, Della Sweat (Hoke DSS), Lori Watts, Lynne White (Wesley Shelter)

NCCHEH Staff Present:

Emily Carmody, Nancy Holochwost, Denise Neunaber, Emila Sutton

Approval of February Minutes

There being no changes needed, a motion was made and approved to accept the minutes [White, Bellew].

CoC Check-Up & Action Plan

- The Check-up is intended to help the CoC create an improvement plan and prepare for HEARTH implementation.
- On March 5, the online self-assessment tool re-opened to allow CoC leads (NCCHEH staff) to enter final self-assessment ratings and the CoC Action Plan. This information is due to HUD by March 16.
- NCCHEH staff has been developing the CoC Action Plan, which is informed by the survey results and the answers to review questions that were sent to Regional Leads. Twelve of the nineteen leads answered these questions. The feedback has been very helpful in creating the Action Plan.
- The Action Plan's goals focus on increasing capacity and improving performance. The six main goals are improving CoC governance and structure, creating and adopting a CoC strategic plan,

improving infrastructure and capacity, improving HMIS use and capacity, improving CoC and ESG grantee performance, and improving housing and services capacity.

- A draft version of the plan will be posted on the NCCEH website no later than Wednesday, March 7 at 9:00 am. Steering Committee members are responsible for reviewing the draft plan and providing feedback/edits to bos@ncceh.org no later than Friday, March 9 at 5 pm.
 - NCCEH will incorporate this feedback into the final draft, which will be shared with Regional Leads before it's submitted to HUD on March 15.
 - HUD will use the final plan as a basis for any technical assistance that is provided to the BoS in the future.

Emergency Solutions Grants Update

- The State ESG office is making some significant changes to the funding of projects based on changes under HEARTH. It held a conference call last Friday, March 2, to provide preliminary information about these changes. Notes from the call are posted on the NCCEH website at www.ncceh.org/esg. The webpage includes other ESG information as well, including a timeline of next steps. The State will repeat the conference call this Friday, March 9, at 9:00 am.
- The State ESG office is holding a meeting next Thursday, March 15, with CoC representatives to solicit feedback on its plan for ESG changes. As the CoC lead agency, NCCEH staff is responsible for nominating representatives from the BoS. Anyone who is interested in participating should email bos@ncceh.org. The State will then decide who is invited to participate.
 - Other chances to provide input include regional trainings in April and a public hearing and public comment period. Details will be posted on the ESG webpage as they're released by the State.
- Regional Leads should keep in mind that ESG must now consult with the CoC, so any non-active ESG grantees are going to be asked to participate in CoC. The details of this participation will be discussed by the State as well as the CoC. At a minimum, ESG grantees will have to get some kind of approval from the CoC for grant applications. The goal is for all funding that is coming into a community to be coordinated, so this is a method to ensure coordination at the local level.

Regional Committee Lead Elections

- Regional Leads must be elected or re-elected by the end of March. A Regional Lead job description is posted on the NCCEH website at www.ncceh.org/bos/.
- Contact information for the Regional Lead and minutes from the meeting at which the election was held must be sent to bos@ncceh.org by Friday, March 30.
- NCCEH staff is creating webpages for each Regional Committee where this information will be posted (along with other information about the RCs).

BoS Grantee Webpages

- NCCEH staff has created webpages for all BoS grantees, which include details about grants (including number of units, funding amount, grant number, and QPRs).

- The pages are currently password-protected so only grantees and NCCEH staff can access them. Some Regional Leads have expressed interest in viewing the pages as well. Steering Committee members were asked if they feel this would be beneficial and appropriate.
 - Steering Committee members said that knowing information about their local grants would be helpful to track outcomes, ensure programs' effectiveness, and prevent underspending, especially since HUD is paying closer attention to grants that are underspent in order to recapture funds. The Regional Committees would like to help their local agencies figure out ways to shift funds if underspending is a concern.
 - NCCEH staff noted that the new QPR form auto-calculates grant spending to alert staff and the grantee of underspending. In addition, the CoC Action Plan includes a step for creating a reporting tool for standardized outcome reporting in the CoC. Staff will incorporate feedback from this discussion into the Action Plan and will work on making the tool helpful for RCs to track their local grants.
 - It was noted Regional Committees are in a partnership role with grantees, not a monitoring role. The goal of sharing grantee information is to use this information to help the grantee increase performance.

QPRs

- All grantees must email Quarterly Progress Reports (QPRs) to NCCEH 30 days after the end of each quarter of their operating year. Timeliness of QPR submission is scored during the CoC application.
- NCCEH staff created a new QPR form to streamline the reporting process. The new QPR form is available for download on the NCCEH website at www.ncceh.org/BoS/grantees. Old forms will no longer be accepted.
- Because the new QPR form calculates the QPR due dates for each quarter, NCCEH staff will no longer send reminder emails to grantees whose QPRs are due. All grantees should download the new QPR form now and enter in their grant start dates to calculate their QPR due dates for the year.
- Because of the transition to version 5 of HMIS, grantees must request an APR report from CHIN in order to fill out the QPR. Once ART licenses have been provided to end users, grantees will be able to run the APR report themselves. Each agency will receive one free ART license; additional licenses cost \$100 per user per year. ART licenses will be distributed by CHIN at the end of May.

Tuesdays at 2 Call

- On Tuesday, March 13, at 2:00, NCCEH is holding a Tuesdays at 2 conference call entitled "A System in Transition: Shifting Our Priorities and Programs to End Homelessness". The call will cover the ways in which the homeless services system is changing through HEARTH, ESG, rapid re-housing, and the Federal Strategic Plan.
- Participants must register for the call at www.ncceh.org/en/cev/555. The call is free for NCCEH members and \$15 for non-members.

BoS Data Quality Reporting Update

- NCCEH has been working with CHIN on how to best report on HMIS data quality at a regional level. Most people who answered the CoC Check-up review questions indicated that quality checks would help with data quality and improvement.
- Steering Committee members were asked if they currently review regional data and present it at RC meetings. Pitt County's and Alamance County's leads indicated that they do.
 - NCCEH staff will solicit feedback from these RCs as the data quality improvement plan is developed with CHIN.

Regional Committee Updates

- Piedmont: The 7th annual Housing Forum will be held March 29. Interested participants can register at www.pbhsolutions.org or can call Jim Curtin for more information.
- Pitt: Project Homeless Connect was held at the convention center in Greenville. The ECU dental school hosted a full dental clinic with 6 dentists, which served 95 people. The Lions' Club also provided a vision van with an ophthalmologist, who identified someone with a potentially life-threatening condition who was sent to the ER. The event served 280 people over the day. Three of the volunteers were participants from last year who are now housed. A social work student from ECU will be conducting follow-up with participants to ensure they're connected to services to get them housed or keep them stably housed.
- Catawba: The area's first Veterans Stand Down will be held in Hickory on April 20. It will serve 9 surrounding counties. Although it is targeted to veterans, no one will be turned away. Available services include dental services, medical services, haircuts, food, and potentially, transportation for participants from outlying counties.

To-Do List

- Regional Leads must review the draft CoC Action Plan (posted by 9:00 Wednesday, March 7) and submit feedback to bos@ncceh.org by Friday, March 9 at 5:00.
- Regional Committees must hold elections for Regional Leads and send contact info and meeting minutes to bos@ncceh.org by Friday, March 30.
- BoS grantees should download the new QPR form and enter grant dates to calculate QPR due dates.
- BoS grantees should review their grantee webpages and send any edits to emila@ncceh.org.

Next Meeting: Tuesday, April 3 at 10:30.