

North Carolina Balance of State Continuum of Care

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www.ncceh.org/BoS

Balance of State Steering Committee Meeting

Held via conference call

7.2.13

Regional Leads Present:

Brian Alexander, Chris Battle, Susan Bellew, Ellen Blackman (attending for Down East and Southeast), Kim Braxton, Spencer Cook, Nicole Dewitt, Jennifer Flood, Joe Marks, Sarah McWhirter, Amy Modlin, David Barr (for Jane Motsinger), Whitney Morton, Candice Rountree, Bart O'Sullivan, Melissa Payne, Faye Pierce, Shanna Poole, Michele Steele, Paulette White, Teena Willis, Shari Wright

Regional Leads Absent:

Debbie Cole, Kelly Lacy, Joel Rice, Nickie Siler

Interested Parties Present:

Natalie Allen, Dave Burnette, Kristi Case, Maseta Dorley, Mary Griffin, Karen Holliday, Darlene Jacobs, Nikki Ratliff, Juliette Rogers, Robert Silber, Emila Sutton, Jim Walker, Lori Watts, Cheryl Wilkins, Talaika Williams

NCCEH Staff Present:

Corey Root, Denise Neunaber, Tia Sanders-Rice

Approval of June Minutes

There being no changes needed, the minutes were approved by common consent.

Revised NC BoS Governance

- In order to be compliant with the HEARTH Act interim rule, the Steering Committee must ratify a document that lays out the governance structure of the CoC. The document must describe roles and responsibilities for Steering Committee members and CoC staff; the CoC's procedures for funding applications; responsibilities for data collection, assessment, and reporting; and CoC planning.
- Corey has revised the draft document to include the following changes, as discussed at the June meeting:
 - Revised mission statement
 - Regional committees will elect a Regional Lead and an official alternate
 - Barring a conflict of interest, official alternates will be able to vote in the absence of the Regional Lead, or if the regional lead has a conflict of interest and is unable to vote

- Staff asked that Regional Leads distribute this document to Regional Committee members and submit feedback to bos@ncceh.org by July 26.
- Staff will present a third draft of the document at our next meeting on August 6 and either vote to approve or consider further changes and discussion at that time.
- Regional Committees should begin the process to elect an official alternate – this must be reflected in Regional Committee meeting minutes.

Data Usage Workgroup

- At our last meeting, the Steering Committee discussed the revised CHIN Cost Structure and agreed to pilot a program for one year starting July 1, 2013 wherein BoS pays the total cost of the CHIN CoC fee. We agreed to form a Data Usage Workgroup to:
 - Target the CoC's available licenses to agencies that are not on CHIN yet; Denise noted that for the targeting we will likely look for the best "bang for our buck" to improve our HMIS bed coverage in the NC BoS CoC application – this will likely mean emergency shelters and transitional housing
 - Create a policy for users who receive no-fee licenses re: standards of data quality and use
 - Create evaluation criteria for a revised policy for no-fee licenses in FY 2014-2015
- Volunteers: Brian Alexander, Joe Marks, Faye Pierce, Robert Silber, Paulette White

Coordinated Assessment Workgroup

- Per HEARTH regulations, NC BoS needs to have a coordinated assessment system in place by August 2014. This workgroup will begin the work of looking at options and making a plan.
- Volunteers: Chris Battle, Nicole Dewitt, Jennifer Flood, Darlene Jacobs, Sarah McWhirter, Amy Modlin, Faye Pierce, Nina Walker, Bob Williams

Intent to Apply Forms

- Denise gave an overview of the forms to use for agencies applying for funding
 - For new CoC Projects Continuum of Care Funds: Agencies who are interested in applying for new projects using CoC funding should fill out an Intent to Apply Form on NCCEH's website at: <http://www.ncceh.org/BoS/CurrentCoCApplication/>
 - NCCEH staff will contact individuals who fill out this form to discuss the CoC application process.
 - Emergency Solutions Grants Funds: NCCEH has created an Intent to Apply form for agencies who are interested in applying for ESG funds for the 13-14 funding cycle. Regional Committees can opt to use this form to help organize expected ESG applications, but it is not required. NCCEH will share intent to apply submissions with Regional Leads.
 - NCCEH will not make contact with applicants. This will be the responsibility of each Regional Committee
 - ESG Intent to Apply Form can be found at: <http://www.ncceh.org/BoS/ESG/>

- Denise invited new Regional Leads to contact her directly to plan their process for the ESG funding cycle – bos@ncceh.org, (919) 755-4393

Regional Committee Updates

- Whitney Morton gave an update that the newspaper series in New Bern about homelessness in Eastern NC will now be a longer series and will begin soon.

Next Meeting: Tuesday, August 6 at 10:30.