

North Carolina Balance of State Continuum of Care

bos@ncceh.org

919.755.4393

www.ncceh.org/BoS

Steering Committee Meeting

November 5, 2013, 10:30 am

Call-In Info

1-218-895-9693, conference code 805232#

Online Presentation

<https://join.me/nccehrocks>

START	10:30 Welcome & Call to Order	
ONE	Agenda Item: Roll Call	Agenda Item Completed: <input type="checkbox"/>
	Presenter: Nancy Holochwost	Estimated Time: 5 min
	Background Information: Roll will be called for elected Regional Leads. The CoC application scorecard requires Regional Leads' active participation in Steering Committee meetings for their Regional Committee to be eligible for funding. After roll call for elected leads, other callers are asked to identify themselves. If this is your first time calling in to a BoS Steering Committee meeting, please send an email to bos@ncceh.org to ensure NCCEH staff have your contact information.	
	Supporting Materials:	
	<ul style="list-style-type: none"> • Regional Lead Contact List 	
TWO	Agenda Item: Approval of Minutes	Agenda Item Completed: <input type="checkbox"/>
	Presenter: Corey Root	Estimated Time: 5 min
	Goal: <input checked="" type="checkbox"/> Share Info <input type="checkbox"/> Obtain Input <input type="checkbox"/> Make Decisions	Formal Approval Needed? <input checked="" type="checkbox"/> Yes, by common consent
	Supporting Materials:	
	<ul style="list-style-type: none"> • October Minutes 	
THREE	Agenda Item: Approval of CHIN MOU for Signature	Agenda Item Completed: <input type="checkbox"/>
	Presenter: Paulette White, BoS Representative for CHIN Advisory Committee	Estimated Time: 15 min
	Goal: <input checked="" type="checkbox"/> Share Info <input type="checkbox"/> Obtain Input <input checked="" type="checkbox"/> Make Decisions	Formal Approval Needed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Background Information: On September 30, the CHIN Advisory Committee finalized a new governance MOU to be signed by each CoC in North Carolina. This MOU follows HEARTH regulations in giving CoCs the responsibility to choose a HMIS lead and moreover gives CoCs broad responsibilities in monitoring and evaluating CHIN's performance. NC DHHS is the lead agency and signatory authority for Balance of State. DHHS staff has asked for the Steering Committee to approve the MOU for signature by NC DHHS.	
	Supporting Materials:	
	<ul style="list-style-type: none"> • CHIN MOU 	

FOUR	Agenda Item: Coordinated Assessment Workgroup	Agenda Item Completed: <input type="checkbox"/>
	Presenter: Bob Williams, member CA Workgroup	Estimated Time: 20 min
	Goal: <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input checked="" type="checkbox"/> Make Decisions	Formal Approval Needed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Background Information: The CA Workgroup met October 22 and decided on some recommendations for the Steering Committee about the process for Coordinate Assessment in Balance of State. We will discuss the recommended process, vision statement, and guiding principles and how these pieces will inform next steps.	
	Supporting Materials: <ul style="list-style-type: none"> • CA Workgroup Recommendations 	
	Action Items:	
FIVE	Agenda Item: Funding Application Update - CoC	Agenda Item Completed: <input type="checkbox"/>
	Presenter: Corey Root	Estimated Time: 10 min
	Goal: <input checked="" type="checkbox"/> Share Info <input type="checkbox"/> Obtain Input <input type="checkbox"/> Make Decisions	Formal Approval Needed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Background Information: The latest development from HUD regarding this year's CoC application process will be discussed. Thanks to all Regional Committees who have appointed representatives to the Scorecard and Project Review Committees. The first meeting of the Scorecard Committee is mandatory and is Friday, November 8, 1-2 p.m.	
	Supporting Materials:	
	Action Items: <ul style="list-style-type: none"> • Scorecard Committee reps: Attend first meeting Friday, November 8, 1-2 p.m. 	
SIX	Agenda Item: Data Usage Update	Agenda Item Completed: <input type="checkbox"/>
	Presenter: Corey Root	Estimated Time: 5 min
	Goal: <input checked="" type="checkbox"/> Share Info <input type="checkbox"/> Obtain Input <input type="checkbox"/> Make Decisions	Formal Approval Needed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Background Information: Despite what was reported at the last Steering Committee meeting and the good intentions of NCEH staff, the CHIN Call for Information was not ready in time for agencies to complete in October. This form is ready now and we ask all agencies in the Balance of State who are interested in increasing or decreasing their existing number of CHIN licenses to submit this Call for Information form by November 30 . NCEH staff continue to contact CHIN users who are not in compliance with the No Fee License Policy to either reclaim the license if it is unused/unwanted or to make a plan for the user to comply with the policy.	
	Supporting Materials:	
	Action Items: <ul style="list-style-type: none"> • Agencies who want to change their number of CHIN licenses: Complete Call for Information by November 30 	

SEVEN	Agenda Item: AHAR Update	Agenda Item Completed: <input type="checkbox"/>
	Presenter: Nancy Holochwost	Estimated Time: 10 min
	Goal: <input checked="" type="checkbox"/> Share Info <input type="checkbox"/> Obtain Input <input type="checkbox"/> Make Decisions	Formal Approval Needed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Background Information: The Annual Homeless Assessment Report (AHAR) is a national report to Congress on homelessness, counting homeless populations and describing demographics and service use. HUD released the schedule for the 2013 AHAR: draft data is due by November 15 and final data is due December 13. NCCEH coordinates this process with CHIN.	
	Supporting Materials: <ul style="list-style-type: none"> • Instructions for running the AHAR Check Report 	
	Action Items: <p>All HMIS Users: Run the AHAR Check Report and fix missing/incorrect data</p>	
EIGHT	Agenda Item: Public Housing Authorities in BoS	Agenda Item Completed: <input type="checkbox"/>
	Presenter: Corey Root	Estimated Time: 5 min
	Goal: : <input checked="" type="checkbox"/> Share Info <input type="checkbox"/> Obtain Input <input type="checkbox"/> Make Decisions	Formal Approval Needed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Background Information: Last summer, HUD issued guidance to Public Housing Agencies (PHAs) about using the Housing Choice Voucher program and Public Housing for people who are homeless. HUD Secretary Shaun Donovan followed this with a letter to PHAs asking them to participate in their local CoC and form collaborations and partnerships to end homelessness. NCCEH staff compiled a list of all the PHAs within BoS and the counties that they serve.	
	Supporting Materials: <ul style="list-style-type: none"> • List of Public Housing Authorities with NC Balance of State CoC • HUD Guidance on housing individuals and families experiencing homelessness through the Public Housing and Housing Choice Voucher programs • Letter to PHAs from HUD Secretary Donovan 	
	Action Items: <ul style="list-style-type: none"> • Regional Leads: Contact all PHAs within your Regional Committee who are not currently participating and invite them to attend regular meetings 	
NINE	Agenda Item: Become an NCCEH Member!	Agenda Item Completed: <input type="checkbox"/>
	Presenter: Kristi Case, Board Member, NCCEH	Estimated Time: 5 min
	Goal: <input checked="" type="checkbox"/> Share Info <input type="checkbox"/> Obtain Input <input type="checkbox"/> Make Decisions	Formal Approval Needed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Background Information: NCCEH depends on member support to continue advocating for an end to homelessness.	
	Supporting Materials: <ul style="list-style-type: none"> • About NCCEH • NCCEH Membership Info 	
	Action Items: <ul style="list-style-type: none"> • Non-NCCEH Members: Join today! 	

TEN

Agenda Item: Regional Committee Alternates	Agenda Item Completed: <input type="checkbox"/>
Presenter: Corey Root	Estimated Time: 5 min
Goal: <input checked="" type="checkbox"/> Share Info <input type="checkbox"/> Obtain Input <input type="checkbox"/> Make Decisions	Formal Approval Needed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Background Information: In accordance with the BoS Governance Charter, all Regional Committees should have a formally elected Alternate Regional Lead. Both Regional Leads and Alternates must have Conflict of Interest forms on file. Corey will give an update on missing information.	
Supporting Materials: NC BoS Governance Charter	
Action Items: <ul style="list-style-type: none"> Regional Leads: Make sure you have a Regional Lead Alternate and have submitted Conflict of Interest forms for both Regional Leads and Alternates. 	

ELEVEN

Agenda Item: Upcoming Subcommittee Meetings	Agenda Item Completed: <input type="checkbox"/>																											
Presenter: Corey Root	Estimated Time: 5 min																											
Goal: <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input type="checkbox"/> Make Decisions	Formal Approval Needed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																											
Background Information: This month there are 2 subcommittee meetings. Tuesday November 12, 10:30 a.m. Permanent Supportive Housing – register Tuesday November 19, 10:30 a.m. Data Quality – register In 2014, the meeting schedule will be changed to avoid conflicts with regularly scheduled Regional Committee meetings. The schedule for the first half of 2014 is below. All meetings begin at 10:30 a.m.																												
<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="3">2014</th> </tr> </thead> <tbody> <tr> <td>January</td> <td>Data Quality</td> <td>Thurs Jan 23</td> </tr> <tr> <td>Feb</td> <td>Permanent Supportive Housing</td> <td>Monday Feb 10</td> </tr> <tr> <td>Mar</td> <td>Rapid Rehousing</td> <td>Fri Mar 14</td> </tr> <tr> <td></td> <td>Data Quality</td> <td>Thurs Mar 27</td> </tr> <tr> <td>April</td> <td colspan="2" style="text-align: center;"><i>no meetings</i></td> </tr> <tr> <td>May</td> <td>Permanent Supportive Housing</td> <td>Monday May 12</td> </tr> <tr> <td></td> <td>Data Quality</td> <td>Thurs May 22</td> </tr> <tr> <td>June</td> <td>Rapid Rehousing</td> <td>Fri June 20</td> </tr> </tbody> </table>		2014			January	Data Quality	Thurs Jan 23	Feb	Permanent Supportive Housing	Monday Feb 10	Mar	Rapid Rehousing	Fri Mar 14		Data Quality	Thurs Mar 27	April	<i>no meetings</i>		May	Permanent Supportive Housing	Monday May 12		Data Quality	Thurs May 22	June	Rapid Rehousing	Fri June 20
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Supporting Materials:																												
Action Items: <ul style="list-style-type: none"> All PSH grantees: register for PSH subcommittee meeting All CHIN users: register for DQ Subcommittee meeting 																												

TWELVE	Agenda Item: Regional Committee Updates	Agenda Item Completed: <input type="checkbox"/>
	Presenter: Corey Root	Estimated Time: 10 min
	Goal: <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input type="checkbox"/> Make Decisions	Formal Approval Needed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Background Information:	
	<ul style="list-style-type: none"> Time reserved for Regional Leads to share information about Regional Committee activities, ask questions of the group, and share successful strategies. 	
	Supporting Materials:	
Action Items:		
THIRTEEN	Agenda Item: Reminders	Agenda Item Completed: <input type="checkbox"/>
	Presenter: Corey Root	Estimated Time: 5 min
	Goal: <input checked="" type="checkbox"/> Share Info <input type="checkbox"/> Obtain Input <input type="checkbox"/> Make Decisions	Formal Approval Needed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Action Items:	
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END	12:00 Adjournment	
NEXT MEETING: December 3, 2013 @ 10:30 via conference call		