**Balance of State Steering Committee Meeting**
**11.5.13**

**Regional Leads Present:**
 Jenny Simmons (for Brian Alexander), Chris Battle, Susan Bellew, Ellen Blackman, Kim Braxton, Debbie Cole, Nicole Dewitt, Rhoda Emanuel, Kelly Lacy, Joe Marks (also for Teena Willis), Amy Modlin, Jane Motsinger, Bart O'Sullivan, Melissa Payne, Faye Pierce, Mary Griffith (for Shanna Poole), Susan Pridgen, Linda Walling (for Candice Rountree), Michele Steele, Kannika Turrentine, Bob Williams

**Regional Leads Absent:**
Spencer Cook, Jennifer Flood, Whitney Morton, Nickie Siler, Shari Wright

**Interested Parties Present:**
Natalie Allen, Martha Beatty, Kristi Case, Sonia Ensenat, Gayle Fernandez, Candy Hall, Michele Knapp, Donna McCormick, Mark Owen, Joel Rice, Janice Sauls, Nina Walker, Lori Watts, Paulette White, Talaika Williams

**NCCEH Staff Present:**
Emily Carmody, Nancy Holochwost, Denise Neunaber, Corey Root, Tia Sanders-Rice

**Approval of October Minutes**
There being no changes needed, the minutes were approved by common consent.

**CHIN MOU**
- Paulette White, one of the BoS representatives on the Advisory Committee, presented information about the CHIN MOU. The CHIN Advisory Committee is changing to a Governance Committee and is working on implementing an MOU with each of the CoCs in North Carolina. The MOU:
    - Establishes the roles, functions, and makeup of the Governance Committee and the Executive Committee
    - Outlines the responsibilities of the Governance Committee, the HMIS lead agency (CHIN), and CoCs
- The MOU must be signed by the lead agency of each CoC. The lead agency for the BoS is the NC Department of Health and Human Services; DHHS is asking for the Steering Committee's approval before signing the MOU. The MOU is posted at http://www.ncceh.org/files/3774/. The

agenda noted that the Steering Committee would be asked to approve the MOU. However, since the agenda went out, staff have been notified that there are changes that are being made to the MOU and a new version will be sent out for signature. Staff will share the new version when it is available. All Steering Committee members are asked to read it before the December meeting, at which time they will be asked to approve DHHS signing it.

- Questions about the MOU can be sent to Corey or to Paulette.

**Coordinated Assessment**
- Bob Williams, one of the members of the BoS Coordinated Assessment Workgroup, presented information about the group's recent work.
- The group has created a vision statement for the BoS coordinated assessment process:
  - Coordinated Assessment assists the NC BoS CoC to end homelessness by increasing exits to housing, decreasing length of time homeless and reducing returns to homelessness. Consumers will quickly access appropriate services to address housing crises through a right-sized, well-coordinated agency network.
- The group has created guiding principles for the design of the BoS' coordinated assessment system:
  - Sustainable: resources to continue the operation are identifiable now and for the foreseeable future
  - Flexible: because all Regional Committees will be different based on their participation, agencies, etc., want CA to be flexible enough to apply to each one
  - Transparent: the system is transparent to both participating agencies and consumers; agencies can be held accountable to goals
  - Housing-focused: the goal is to return people to housing within 30 days
  - Client-focused: the system is accessible and well-advertised
  - Collaboration-focused: all agencies in the community that should be involved are involved, and everyone is held accountable to their role
  - Easy to use: there is a method in place to ensure everyone can get into the system
- The workgroup has created a proposed process for coordinated assessment:
  - Decentralized, localized model in which each Regional Committee designs a system that works for its individual resources and needs
  - System is designed and administered at the Regional Committee level; Regional Committees then report to the CoC on a regular basis
  - Standards and governance come from the Steering Committee. The Steering Committee will provide a toolkit for Regional Committees to use, including a vision statement, guiding principles, a menu of 2-3 models to choose from (including a pro/con list for each one), a customizable assessment tool, and sample MOUs/written agreements.
    - Corey noted that the model strives to be flexible and localized while still providing structure and consistency across the CoC.
- Steering Committee members were asked for feedback on the proposed process.
  - Joel noted it may be challenging to get buy-in from providers.

- - Amy noted she is interested in learning more about the toolkit's contents. Corey noted the workgroup wanted to get feedback from the Steering Committee before creating those resources.
  - The workgroup will continue working on the coordinated assessment process and will bring this new information back to the Steering Committee for input. Questions and feedback can be sent to bos@ncceh.org.

**CoC Update**
- HUD has not yet released the CoC NOFA.
- NCCEH is forming the Scorecard and Project Review Committees.
  - The Scorecard Committee is meeting this Friday, November 8, at 1 pm. This is a mandatory meeting for all members. If a representative is unable to attend, Regional Leads are asked to find an alternate. All representatives are asked to register for the meeting at www.ncceh.org/events/695 by Wednesday, November 6.
  - The Project Review Committee will be formed after the NOFA is released.

**Data Usage Workgroup**
- During last month's Steering Committee meeting, NCCEH staff discussed a Call for Information regarding the number of CHIN licenses agencies expect to need through June 2014. There is now a form available on the NCCEH website at http://www.ncceh.org/bos/hmis/.  Any agency that wants to change their number of CHIN licenses (either an increase or a decrease) is asked to fill out this form by November 30. Agencies that do not want to make a change do not need to fill out the form.
- NCCEH staff have been implementing the no-fee license policy by contacting agencies not following the guidelines set in the policy. Some agencies have turned licenses back in because they are not using them.
- Once we know the true number of licenses in use (after contacting all agencies not in compliance with the no-fee policy) and the number of licenses agencies want to add or subtract (through the Call for Information), the Data Usage workgroup can create a policy for how to allocate licenses in the future. This policy will be brought to the Steering Committee for review.

**AHAR**
- The AHAR (Annual Homeless Assessment Report) is a report submitted to Congress by HUD on the state of national homelessness. Data is submitted from CoCs across the country from their HMIS and Point-in-Time Counts.
- NCCEH is working with CHIN to submit AHAR data for the Balance of State. Draft data is due November 15 and final data is due December 13. The data must be of high quality to be accepted by HUD.
- All BoS agencies using HMIS are asked to run the AHAR Check Report and fix any missing or incorrect data. Instructions for running the report are posted at http://www.ncceh.org/files/3779/. Agencies should pay special attention to:

- o Missing veteran status
- o Missing zip codes
- o Missing exit destinations from PSH programs
- o All other missing data
- o Children checked in without parents/guardians
- o Any "suspicious" data that looks wrong for the program (ex. individuals if program only serves families)
- There may be additional data clean-up needed before the December 13 deadline, so agencies are asked to be responsive to requests from CHIN and NCCEH.

**Public Housing Authorities**
- 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. The letter can be found at https://www.onecpd.info/onecpd/assets/File/HUD-Secretary-Letter-to-PHA-Executive-Directors.pdf. Many Regional Committees have reported that they have spotty participation from their local PHAs. NCCEH has created a list of all the Public Housing Authorities within the Balance of State, which is posted at www.ncceh.org/files/3780. Regional Leads are asked to contact any PHAs within their Regional Committee area who are not currently participating in committee meetings and invite them to attend.

**NCCEH Membership**
- Kristi Case, NCCEH board member, discussed NCCEH membership with the Steering Committee. She noted that NCCEH works across the state and at the national level to create systemic change. Benefits of membership include discounts on NCCEH trainings, free participation in events like Tuesdays at 2 calls, and helping an organization that is working to end homelessness.
- Membership application is available on the NCCEH website at http://www.ncceh.org/member/.

**Regional Lead Alternates and Conflict of Interest Forms**
- In accordance with the BoS Governance Charter, all Regional Committees must elect a Regional Lead Alternate and submit Conflict of Interest forms for both the lead and the alternate. These items must be in place for the voting process during the CoC application.
- At this time, NCCEH has not received notification of the election of an alternate and/or Conflict of Interest forms from eighteen Regional Committees. Any committee that knows it has not submitted one of these items is asked to submit it now. Corey will also contact each of these Regional Committees individually.

**Subcommittee Meetings**
- There are two subcommittee meetings in November. Participants can register for the meetings on the NCCEH website calendar at http://www.ncceh.org/events/month/.

- o Permanent Supportive Housing: Tuesday, November 12, 10:30
    - All PSH grantees are expected to participate.
  - o Data Quality: Tuesday, November 19, 10:30
    - All CHIN users are expected to participate.
- The dates have been set for all subcommittee meetings occurring from January through June 2014. All meetings are held via conference call/webinar at 10:30.
  - o January 23: Data Quality
  - o February 10: Permanent Supportive Housing
  - o March 14: Rapid Re-Housing
  - o March 27: Data Quality
  - o May 12: Permanent Supportive Housing
  - o May 22: Data Quality
  - o June 20: Rapid Re-Housing

**Regional Committee Updates**
- Randolph: The region is holding its first housing summit as a part of Hunger and Homeless Awareness Week. The summit will include 19 vendors that will share information about their housing programs.
- Rockingham: A workshop is being held November 15 for people coming out of prison who have had difficulty finding jobs. The local Housing Committee has been growing rapidly. Local churches are planning to open two new shelters. The Circles of Support program has graduated a client. The PIT Count committee met last month to begin planning.
- Northeast: The Regional Committee has been conducting an assessment of local resources and needs and is working on keeping a shelter open. Committee participation is growing and there is interest from counties outside the Regional Committee.
- Kerr-Tar: The Roanoke Rapids area has new shelter facility and has gotten 6 referrals so far.
- Southwest: The housing authority did a training on the HUD housing quality standards inspection at the last Regional Committee meeting.

**Reminders**
- Scorecard Committee representatives: Register and attend Scorecard Committee meeting on Friday, November 8, 1-2 p.m. (http://www.ncceh.org/events/695/).
- Agencies who want to change their number of CHIN licenses: Complete Call for Information by November 30 (http://www.ncceh.org/bos/hmis/).
- Non-NCCEH Members: Join today! (http://www.ncceh.org/member/)
- Regional Leads: Make sure you have a Regional Lead Alternate and both you and the Alternate have submitted Conflict of Interest forms.
- Regional Leads: Contact all PHAs within your Regional Committee who are not currently participating and invite them to attend regular meetings.
- All PSH Grantees: Register for PSH subcommittee meeting (http://www.ncceh.org/events/672/).

- All CHIN Users: Register for Data Quality Subcommittee meeting (http://www.ncceh.org/events/673/).
- All CHIN Users: Run AHAR Check Report and fix missing and incorrect data by November 15.

**Next Meeting**: Tuesday, December 3 at 10:30.