Balance of State Steering Committee Meeting
6.3.14

Regional Leads Present:
Chris Battle, Ellen Blackman, Debbie Cole, Nicole Dewitt, Rhoda Emanuel, Jennifer Flood, Alvin Foster, Tonya Gray, Kelly Lacy, Joe Marks, Casey McCall, Amy Modlin, Jane Motsinger, Bart O'Sullivan, Sharon Osborne, Melissa Payne, Faye Pierce, Susan Pridgen, Joel Rice, Theresa Lee (for Juliet Rogers), Candice Rountree, Michele Steele, Donna McCormick (for Rasheeda Sturdivant), Bob Williams

Regional Leads Absent:
Brian Alexander, Kim Braxton, Glenda Riggs, Nickie Siler, Marie Watson

Interested Parties Present:
Sonia Ensenat, Gayle Fernandez, Marlene Harrison, Detra Purcell, Andrew Romines, Janice Sauls, Robin Shue, Robert Silber, Tammie Thompson-Eleanya, Lori Watts, Talaika Williams, Teena Willis

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

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

Emergency Solutions Grants (ESG) Shelter Funds Available
- On May 27, the state ESG office announced the availability of one-time funds for existing ESG shelter grantees. The funds can only be used for emergency shelter operations expenses and must go to agencies with existing contracts for shelter funds. The funds require a dollar-for-dollar match and will be paid by reimbursement. The funds must be spent by August 15. Not all requests will be funded.
- The state ESG office will prioritize requests in the following order: maintenance/minor repairs, equipment and furniture, supplies, and equipment for shelter staff. More information on funding criteria is available at http://www.ncceh.org/files/4406/.
- Interested agencies must submit requests to their Regional Committee. Regional Committees must then vote (by email or at their regular meeting) on a prioritized list of projects. Agencies requesting funding must abstain from this vote to avoid a conflict of interest.
- Requests for the funds must be received by the state ESG office by noon on Friday, June 6. Requests must include a prioritized list of requests and a description of the prioritization process from the Regional Committee and a budget and narrative from each agency requesting funds.

- o Tammie Thompson-Eleanya from the state ESG office clarified that the prioritized list can be broken down not just by agency, but by the separate components of each agency's request.

ESG Funding Principles & 2014 Intent to Apply
- In 2012, the BoS created ESG funding principles, which are general guidelines about ESG in the Balance of State. These are the general guidelines that BoS staff will use when reviewing FY2014-15 ESG applications.
  - o The Steering Committee reviewed the ESG funding principles:
    - Decisions are not based on any one agency or CoC.
    - A diverse and broad set of stakeholders are involved, committed, and engaged in an inclusive process.
    - ESG funding formula should look to the future instead of to what has been funded in the past.
    - ESG funding formula should be fair and transparent. It should incentivize practices and programs that end homelessness.
    - Goals of the new crisis response system are to get people into permanent housing quickly and stabilize them there. Shelter plays an important role, but is not the cornerstone of the system.
    - Flexible rapid re-housing and prevention programs are essential to addressing homelessness in rural communities.
    - Funds are used to retool the crisis response system and to create cost-effective permanent housing programs.
  - o Steering Committee members were asked for feedback on any changes or additions to the ESG funding principles. Members discussed the roles of transitional housing programs versus rapid re-housing programs. It was decided that it would be helpful to continue the conversation about transitional and temporary housing in some manner, potentially re-instating subcommittee meetings of transitional housing providers to discuss these issues.
    - A motion was made and approved to approve the ESG funding principles [Flood, Lacey].
- The FY 2014-15 ESG application will be released by the state ESG office this summer. NCCEH has created an ESG Intent to Apply form that agencies can fill out to indicate their interest in applying for funds. The form is posted on the NCCEH website at www.ncceh.org/bos/esg.
  - o This is an optional form. Regional Committees can choose to use it to help anticipate ESG funding requests and to work with interested agencies on applications.
  - o NCCEH staff will share the Intent to Apply submissions with Regional Leads. Regional Committees are responsible for contacting interested agencies.

Coordinated Assessment Toolkit
- The Coordinated Assessment Workgroup and NC BoS staff have created a draft toolkit for coordinated assessment in the BoS. The goal of the toolkit is to provide standardization across the CoC while still allowing flexibility to accommodate different regional needs and capacity.
- Coordinated assessment timeline:

- June: Regional Committees review the toolkit, elect a Coordinated Assessment Lead, and provide feedback to the BoS Coordinated Assessment Workgroup.
    - July: Coordinated Assessment Workgroup incorporates feedback into second draft of toolkit.
    - August: Steering Committee votes on toolkit.
    - August/September: Coordinated assessment workshops with NCCEH staff for community stakeholders to work on their plans. Coordinated Assessment Council established.
    - Fall: Regional Committee plans due to Coordinated Assessment Council; plans approved on a rolling basis.
    - 2015: Coordinated assessment implemented in BoS; evaluation of how system is working.
- Coordinated assessment next steps:
    - Regional Leads present toolkit to Regional Committee at next meeting.
    - Regional Lead/Coordinated Assessment Lead provide feedback to bos@ncceh.org by June 30 about the toolkit, timeline, and any suggestions for additional resources.
- The Steering Committee reviewed three elements of the toolkit: the assessment tool, the partnership packet, and the Regional Committee Plan form.
    - The assessment tool is a standardized tool that ensures everyone seeking assistance from a homeless program in the BoS is assessed in the same way. Training is required for everyone who will use the assessment tool. Referral elements will need to be customized by each Regional Committee depending on what programs are available locally. The assessment tool has three parts:
        - Emergency Response Screening: given immediately as people present to enter the system
        - Service Assessment and Prioritization Tool (VI-SPDAT): given 14 days after someone enters the system, determines potential referrals to other programs and prioritization for referrals
        - Case Management Assessment: given at program entry, housing entry, every 6 months thereafter, and 12 months after assistance ends; supports case management and tracks client outcomes
    - The partnership packet is designed to help get stakeholders to the table to participate in coordinated assessment. It includes general information, best practices, and contact info for local agencies that can "vouch" for coordinated assessment.
    - The Regional Committee Plan form includes the questions that Regional Committees must answer at the local level while planning their coordinated assessment systems.

HMIS RFP Update
- Ellen Blackman provided an update on the HMIS RFP process for the NC HMIS administrative agency.
    - Seven applications were submitted for the RFP, which were scored by representatives from each CoC using a rubric created by the CHIN Governance Committee. The Governance Committee met on May 28 to discuss the scores and the interview process for applicants. The committee expects to choose the administrative agency by mid-July.

- Any questions or comments about the general RFP process can be sent to the Governance Committee chair, Heather Dillashaw. Any BoS stakeholders with more specific feedback on the HMIS system can be sent to the BoS representatives on the Governance Committee (Ellen Blackman or Paulette White).

Upcoming Subcommittee Meetings
- There are two BoS subcommittee meetings this month.
  - Data Quality Subcommittee
    - New time: Thursday, June 5, 2:00-3:00 pm (rescheduled from original date of May 22)
    - Register: http://www.ncceh.org/events/691/
  - Rapid Rehousing Subcommittee
    - Friday, June 20, 10:30-11:30 am
    - Register: http://www.ncceh.org/events/693/

Regional Committee Updates
- The Piedmont Regional Committee recently held its ninth Housing Forum. Corey led the group in playing the homeless systems simulation game developed for the National Alliance to End Homelessness.
  - Denise noted that NCCEH is developing a training that will include the game as part of the curriculum.

Reminders
- **Regional Leads:** Organize priority voting process if more than one shelter is applying for available ESG shelter funds.
- **Regional Leads:** Distribute ESG Intent to Apply if you want to use it:
  - http://www.ncceh.org/bos/esg/
- **Regional Leads:** Review the coordinated assessment toolkit with Regional Committee members. Send feedback to bos@ncceh.org by June 30.
- **Regional Committees:** Elect a person to serve as your Coordinated Assessment Lead & notify bos@ncceh.org.
- **CHIN Users:** Register for & attend the Data Quality Subcommittee:
  - http://www.ncceh.org/events/691/
- **RRH Program Managers:** Register for & attend RRH Subcommittee:
  - http://www.ncceh.org/events/693/

Next Meeting: Tuesday, July 1 at 10:30.