Balance of State Steering Committee Meeting
12.6.16

Regional Leads Present:
Kim Crawford, Teena Willis, Austin Pearce, Mollie Tompkins, LaTasha McNair, Tammy Gray (for Sarah Lancaster), Trina Hill, Roxanne Curry, Joel Rice, Marie Watson, Susan Pridgen, Nicole Dewitt, Robert Lawler, Marlene Harrison, Monica Frizzell, Jennifer Molliere, Mary Mallory

Regional Leads Absent:
Sharon Covington, Sally Love, Alvin Foster, Jamal Troublefield, Juliet Rogers, Jim Cox, Debbie Briscoe Smith, Emily Locklear, Ginny Mohrbutter

Interested Parties Present:
Carol Delouch, Mark Fields, Janice Sauls, Amy Modlin, Talaika Williams, Melissa Eastwood, Amy Steele, April Allen, Patricia Bryant, Lori Watts, Glori Keating, Linda Golden, Leila McMichael, Tammy Rogers, Thadeous Carr, Tiana Terry, Lynne James, Linda Brinson, Brenda Chorzelewski, Faye Pierce, Alyce Knaflich, Brian Fike

NCCEH Staff Present:
Brian Alexander, Emily Carmody, Nancy Holochwost, Andrea Carey

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

BoS Governance Charter
- The BoS governance charter was last updated in October 2016 in compliance with HUD's requirement for annual updates. Changes were made to bring the charter in line with the CoC's current structure and activities.
- BoS staff added additional updates to reflect the Regional Committee restructuring that will go into effect on January 1, 2017. The draft charter with these proposed changes is posted at www.ncceh.org/files/7821/ and was sent out to Steering Committee members for review.
- The proposed changes include:
  - Updating dates to say that restructuring occurred from June through December 2016 and that the new Regional Committees are in place as of January 1, 2017.
  - In the section describing Regional Committee leadership positions, changing "appointing" to "electing".
  - Removing the map and list of the former 26 Regional Committees, leaving the map and list of the 13 new Regional Committees.

- Steering Committee members were asked for any questions or discussion about the proposed changes; none were raised.
- A motion was made to approve the updated BoS governance charter [Watson, Molliere]. All in favor; none opposed.
- The updated governance charter will be posted on the NCCEH website at www.ncceh.org/bos/.

Regional Committee Restructuring
- The transition period for the Regional Committee restructuring process is reaching its conclusion. The new Regional Committees go into effect on January 1. BoS staff will be providing more assistance during the remainder of the process:
    o BoS 101 document and presentation (expected early January)
    o Leadership role responsibilities document that explains the responsibilities of each Regional Committee leadership position (expected December)
    o Areas of responsibility chart that maps who is responsible for different activities (expected December)
- Timeline of next steps:
    o November through January: BoS staff meet with new Regional Committees
    o December: Coordinated assessment plan template available
    o January 1: New Regional Committee structure is in effect
    o January 10: Steering Committee meets with new Regional Leads in attendance
    o January through February: Webinars on coordinated assessment planning
    o March: In-person meetings on funding processes
    o April 1: New coordinated assessment plans due from Regional Committees
- The Steering Committee will meet on January 10. All Regional Committees should elect their leadership prior to this meeting so that the new Regional Leads can attend.
    o Regional Committees are asked to submit the contact information for their new leadership by January 5th.
    o Submit contact information through this form: https://goo.gl/forms/Fj9ZYYsP4jZ8iIWz1

Steering Committee Representation
- As part of Regional Committee restructuring, the Steering Committee's voting representation will change from 26 Regional Leads to 13 Regional Leads. BoS staff proposed the option of expanding voting representation on the Steering Committee to include other partners, which could benefit the Steering Committee:
    o Add a larger regional or statewide perspective
    o Add voting members who are not grantees and do not have a stake in funding decisions
    o Build capacity for BoS to connect to resources outside our CoC
    o Increase participation in the BoS for systems other than homeless providers
- Staff proposed forming a workgroup to explore expanding Steering Committee representation.
    o The workgroup is expected to meet 2 to 3 times over the next 4 months.
    o The workgroup would bring its ideas and recommendations to the Steering Committee for discussion.
    o Anyone interested in serving on workgroup can email bos@ncceh.org.

Coordinated Assessment

- The Coordinated Assessment Council (CAC) met in October and November to create a new coordinated assessment plan template.
    - The template will be used by Regional Committees to submit their new coordinated assessment plans by April 1.
    - Every Regional Committee will submit an updated plan. Regional Committees whose geographic area did not change should use the template to update information about their system.
    - BoS staff will provide training and assistance to Regional Committees during the planning process.
- Kim Crawford, a representative from the CAC, discussed the CAC's work to design the new plan template. The CAC made improvements that will make this template easier to use:
    - The template follows the flow of a person moving through the system and contains different charts for each section (prevention/diversion, VI-SPDAT, housing referral and waitlist, and system management and oversight).
    - Questions are broken into smaller sections.
    - The template includes prompts to help Regional Committees think through what they need to include in their system.
    - The template is a fillable Word form and includes a fillable diagram to visually describe the coordinated assessment system.
- Steering Committee members were asked for any questions or feedback on the plan template; none were raised. Emily noted feedback can be provided to the CAC and BoS staff as Regional Committees begin to use the template.
- A motion was made to approve the coordinated assessment plan template and share it with Regional Committees [Harrison, Molliere]. All in favor; none opposed.
- The Coordinated Assessment Exchange call is Tuesday, December 13, from 3:00 to 4:00. Anyone involved in the coordinated assessment process is encouraged to attend. Participants can register at www.ncceh.org/events/967/.
- BoS staff received third quarter outcomes from 16 Regional Committees and provided visual outcome reports to those Regional committees:
    - Piedmont, Rockingham, Alamance, Burke, Randolph, Down East, Southwest, Onslow, AHRMM, Johnston, Harnett-Lee, Twin County, Henderson, Wilson-Greene, DISSY, Foothills
    - Regional Committees are asked to share the visual outcome reports so that all stakeholders understand how the local coordinated assessment system is working.
    - Regional Committees not on this list did not submit their third quarter outcomes.
    - A suggestion was made to post these reports on Regional Committee webpages. Staff will look at including these reports on the new webpages.

2017 PIT Count and HIC

- The Point-in-Time Count and Housing Inventory Count will be held on the night of January 25, 2017. Regional Committees should be planning key steps for their counts now, including:
    - Contacting agencies that need to conduct a sheltered count and complete the HIC
    - Planning locations for the unsheltered count

- o Finding volunteers and planning training for enumerators
- o Distributing PIT/HIC forms to agencies and enumerators
- o Advertising the count so homeless people know to expect it
- Each Regional Committee was asked to form a PIT planning committee and select a PIT lead. The PIT lead is the point person that BoS staff will send information to and will also be the main contact for any questions BoS staff have about data.
  - o All Regional Committees except Region 11 (Hertford and Northeast) have submitted their PIT lead's contact information. Region 11 is asked to submit this information to bos@ncceh.org as soon as possible.
- BoS staff are holding a webinar on Thursday, December 8, for PIT leads. The webinar will focus on planning and coordination of the regional counts. All PIT leads are required to attend; other members of PIT committees are also encouraged to attend.
  - o The PIT leads for Region 3 (Foothills/Burke/Catawba) and Region 11 have not registered for the webinar. These leads are asked to register at www.ncceh.org/events/1030/.
- BoS staff have created the 2017 PIT/HIC forms and have posted them to the website at www.ncceh.org/2017pit-bos/. There are different forms for each program type and for the unsheltered count, plus a survey form to use while interviewing homeless people during the count.
- BoS staff will create recorded trainings on the forms that can be used by agency staff and volunteers conducting the count. The trainings will cover key terms and explain how to answer the form questions. The trainings will be posted to the website in early January and will be sent out to PIT leads.

Veteran Homelessness
- The BoS Veteran Subcommittee had its first meeting on November 30. The goal of this subcommittee is to achieve the USICH benchmarks and criteria for ending veteran homelessness by the end of 2017. Representation includes VA leadership, VA Medical Centers, SSVF grantees, the NC Department of Military and Veterans Affairs, other state partners, and regional representation from the western, central, and eastern part of the state. The subcommittee will meet on a bi-monthly basis starting in January. The meetings are open to the public and will include a call-in option.
- The subcommittee was formed to oversee efforts to end veteran homelessness. Part of this work is the formation of a CoC-wide plan to end veteran homelessness in the Balance of State. The subcommittee will provide oversight of the plan, support 13 regional plan implementations, evaluate data (with the goal of forming a by-name list), and address any barriers that arise.
- The subcommittee reviewed and recommended a plan to end veteran homelessness for the Steering Committee's consideration. The draft is posted at www.ncceh.org/files/7830/.
  - o The plan proposes creating regional veteran systems within each of the 13 Regional Committees. These regional systems will include developing by-name lists of homeless veterans and establishing partnerships among SSVF grantees, CoC staff, and Regional Committees.
  - o Once a homeless veteran is identified, they will be placed on the by-name list and engaged to create a housing plan. SSVF providers in each region will act as navigators to

either serve veterans with VA resources (if eligible) or link them to the coordinated assessment system for housing resources.

- o SSVF grantees would play a primary role in regional veteran systems by acting as navigators and helping Regional Committees develop their plans. A primary SSVF provider has been identified for each Regional Committee (except as noted below):
    - Region 1, 2, 3: Asheville-Buncombe Community Christian Ministry
    - Region 4: United Way of Forsyth County
    - Region 5: Community Link
    - Region 6, 9: Volunteers of America (Durham region)
    - Region 7, 8, 10: Family Endeavors (Fayetteville region)
    - Region 11: Not identified at this time
    - Region 12: Volunteers of America (Rocky Mount region)
    - Region 13: Family Endeavors (Jacksonville region)
- The Veteran Subcommittee plans to create a template that Regional Committees can use to develop their regional veteran plans.
- The Veteran Subcommittee has discussed some challenges that they will work to address:
    - o Implementing complete SSVF coverage in Region 11
    - o Increasing BoS staff capacity
    - o Identifying a CoC-wide access point, such as a hotline, that homeless veterans can call
    - o Identifying flexible funding for emergency shelter and permanent housing for veterans
    - o Increasing VA contract beds for emergency shelter
    - o Creating housing preferences that prioritize veterans
- Region 11 currently has SSVF coverage in only one county (Hertford). Region 11 partners met on November 29 to discuss creating a veteran system and advocating for more resources. To do this, the group must establish a reliable baseline of the number of homeless veterans in the region. The group is collecting data from systems that serve the region and planning a PIT Count to cover the entire region. Their next meeting will be January 12.
- Steering Committee members were asked for any questions about the work being done on ending veteran homelessness.
    - o Thadeous asked if NC 211 could be used for the CoC-wide hotline access point. Emily noted that the CoC would need to pay to use 211. The Veteran Subcommittee is exploring the option of using an existing hotline operated by the Department of Military and Veteran Affairs.
- The BoS veteran plan will be presented to the Steering Committee for approval at the January 10 meeting.

ESG Update
- BoS staff have reviewed all of the ESG applications that were submitted from Regional Committees. The state ESG office is currently reviewing and scoring the applications. They expect to announce the awards within the next two weeks.
- Regional Committees were asked to submit copies of their ESG applications to BoS staff.
    - o To date, applications have been received from 6 Regional Committees: Alamance, DISSY, Henderson, Onslow, Piedmont, and Transylvania.

- - Other Regional Committees, are asked to submit their applications via the online form at http://bit.ly/2eGjFV2.
- On our last Steering Committee call, members discussed feedback on this year's application process. BoS staff are creating a survey to collect this feedback. The survey link will be sent to Regional Committee leads and ESG leads. Anonymous feedback will be shared with the state ESG office.

AHAR Update
- The Annual Homeless Assessment Report (AHAR) is a nationwide report on homelessness that includes data from HMIS. CoCs submit their AHAR data annually to HUD. The data must meet certain quality standards to be accepted and used in the AHAR.
- The BoS has been able to submit most AHAR data in the past. This year the Data Center expects to be able to submit data for all emergency shelter, all permanent housing, and transitional housing for families. Data from transitional housing for individuals is not expected to be accepted due to low HMIS coverage for these programs.
- Data Center staff submitted the draft AHAR data on October 31 and received comments from HUD reviewers. The deadline to submit final data was extended by HUD from December 1 to December 8. Data Center staff expects to submit final data on December 7.
- To complete the AHAR submission, the Data Center is currently working on:
  - Reviewing the AHAR report for accuracy
  - Entering updated data into the HDX (HUD's submission website)
  - Reconciling the AHAR bed inventory with what is in HMIS
  - Working with HUD reviewers to resolve any warnings or errors on the data

NCHFA Supportive Housing Development NOFA
- The NC Housing Finance Agency has released the NOFA for its Supportive Housing Development Program, which provides funding for developments serving homeless and non-homeless households who require supportive services and who earn below 50% of the area median income.
- A pre-application is due January 20 and the full application is due February 27.
- Interested agencies can contact NCHFA staff for more information about the application:
  - Margrit Bergholz, 919-877-5633 or mcbergholz@nchfa.com
  - Gwen Belcredi, 919-877-5648 or sgbelcredi@nchfa.com

Upcoming Meetings & Reminders
- Regional Committees: Submit contact information for new leadership once elected
  - https://goo.gl/forms/Fj9ZYYsP4jZ8iIWz1
- Regional Committees: Submit copy of ESG application
  - http://bit.ly/2eGjFV2
- PIT Count Leads: Register for the PIT/HIC webinar
  - Thursday, December 8, 10:00 – 11:30
  - www.ncceh.org/events/1030/
- Coordinated Assessment Leads: Register for the Coordinated Assessment Exchange
  - Tuesday, December 13, 3:00 – 4:00

- www.ncceh.org/events/967/

Next Meeting: Tuesday, January 10, at 10:30.