

**DURHAM HOMELESS SERVICES ADVISORY COMMITTEE**  
**WEDNESDAY, MARCH 28, 2012 – 3:00 p.m.**  
**COMMITTEE ROOM – 2<sup>ND</sup> FLOOR – CITY HALL**

The Durham Homeless Services Advisory Committee (HSAC) met on the above date and time with the following members present: John A. Bowman, Robert “Bo” Glenn (Vice-Chair), Reverend Warren Herndon, Stephen Hopkins, Kaaren Johanson, Fred Stoppelkamp, Mayor Pro Tempore Cora Cole-McFadden (Chair), City Manager Thomas J. Bonfield, Assistant County Manager Drew Cummings, Director of Academic Community Service Learning Program at North Carolina Central University, Dr. Deborah Bailey, Director of Duke Chapel Community & Campus Development Reverend Keith Daniel, Executive Dean & Department Head Continuing Education, Durham Technical Community College, Sue Jackson, Homeless & At-Risk Liaison Jackie Love and Homeless Coordinator, Durham VA Medical Center, Bob Williamson.

Excused Absence: Committee Members Durham Public School Board Chair Minnie Forte-Brown and County Veterans Services, Lou Washington

Absent: Committee Member Durham County Commissioner Michael Page

Also Present: Interim Director Reginald Johnson, Lloyd Schmeidler (Department of Community Development), Katherine Forbes (DPS/Duke), Catherine Pleil (Durham IHN), Joi Stepney, (HNN) and Sr. Executive Assistant Sheila Bullock (Office of the City Clerk).

**Subject: Call to Order/Welcome**

Mayor Pro Tempore Cole-McFadden (Chair) called the meeting to order at 3:00 p.m. and asked for a moment of silence. Afterwards, she welcomed everyone and thanked Committee Members for their service.

**Subject: Public Comment Period**

Committee Member Daniel commented that on May 1<sup>st</sup> he would be stepping down from his position as Director of Community Campus Engagement with Duke University Chapel.

In regards to the unified funding source, Committee Member Johanson noted that she spoke with Harry Miles (HUD) after the last HSAC meeting and learned that the CoC has to make a request to become a unified funding source and have special permission. Her concern was that the request was made to HUD on the Committee’s behalf without the Committee ever discussing it. She stated that she was not in favor of this option and she would like for the HSAC to be part of this discussion and to make the request.

Mayor Pro Tempore Cole-McFadden (Chair) noted that this item would be placed on the agenda for HSAC’s next meeting.

At this point in the meeting, Mayor Pro Tempore Cole-McFadden (Chair) expressed the Committee’s sympathy to Committee Member Bowman on the passing of his mother-in-law, Nancy Rand.

Committee Member Herndon commented that 51% of all kids in this country lived in poverty. The number for Durham is 28% with about 300 to 400 families in Durham Public Schools. He asked that the Committee remain mindful of this.

In reference to Committee Member Herndon's comments concerning the youth, Committee Member Love added the term "identified" and stated that last year there were 649 youth at the end of the school year. However, currently there are approximately 630 youth who are identified as homeless. She stressed that Durham Public Schools' definition for homeless is different than HUD's definition. Mayor Pro Tempore Cole-McFadden (Chair) felt that this topic was important enough to have an entire meeting devoted to it - possibly the May meeting because it would help the Committee plan for the next school year.

Committee Member Herndon stated they should start having a conversation with the Triangle Foundation.

Committee Member Williamson announced that Committee Member Washington had retired and Friday, March 28<sup>th</sup> would be his last official day. An event is planned for him at the National Guard Armory.

**Subject: Approval of February 22, 2012 Minutes**

**Motion by** Committee Member Herndon, seconded by Committee Member Johanson to approve the February 22, 2012 minutes was unanimously approved at 3:13 p.m.

**Subject: Draft Meeting Schedule for Remainder of 2012**

The Committee reviewed the remaining list of meetings for 2012. It was noted that HSAC would not meet in July and the December meeting was adjusted to accommodate the holiday schedule.

In response to Committee Member Daniel's question regarding his replacement on the HSAC, Mayor Pro Tempore Cole-McFadden (Chair) noted that he should make sure that Dr. Brodhead was aware of his leaving the Committee and then Dr. Brodhead would appoint someone to replace him.

**Subject: Discussion Subcommittees**

At the February 2012 meeting, Mayor Pro Tempore Cole-McFadden (Chair) appointed Committee Member Forte-Brown Chair of the Performance Management Committee. Committee Member Bowman, who will also be working on this Committee, pointed out that he and Committee Member Forte-Brown had met and since then Wayne Holden with Research Triangle Institute had agreed to serve on the Performance Management Committee as well. He added that they will try and get at least one person from the AICPA to serve and afterwards they would get started.

Mayor Pro Tempore Cole-McFadden (Chair) made appointments to the following committees recommended by the AICPA:

Access to Services Results Team  
Sue Jackson, Chair  
Drew Cummings  
Keith Daniel

Income Results Team  
Bob Williamson, Chair

Prevention Results Team  
Jackie Love, Chair

Housing Results Team  
Fred Stoppelkamp, Chair

Committee Member Cummings shared his concern regarding the expectations of the committees and Committee Member Johanson commented that they need to make sure the vision for the committees, as well as the HSAC is clear.

Mayor Pro Tempore Cole-McFadden (Chair) stated that she would have the definitions of the committees, which were outlined by the AICPA, e-mailed to the HSAC members.

**Subject: Point-in-Time Count Results**

Committee Member Johanson reported that RTI is about two weeks behind schedule with the report. She asked if the Committee wanted to wait until the report was complete and release all information at one time.

Committee Member Hopkins asked if the inventory would be included in the report. Committee Member Johanson assumed that it would come out with the report.

Interim Director Reginald Johnson (Department of Community Development) pointed out that they have to report the numbers to HUD by April 30<sup>th</sup> and the Needs Assessment is a part of this report. He doesn't recommend waiting for this information. He asked that he received information by April 15<sup>th</sup>. As it relates to the public, it also has to be decided whether there will be a news conference.

Committee Member Johanson will make RTI aware of the time frames and she will get back to Mr. Johnson, Mayor Pro Tempore Cole-McFadden (Chair) and members to let them know what the status is.

Also, Committee Member Johanson stated in regards to the housing inventory verification, she decided they would not go back and verify every provider but only those who had a change of 10% or more or had new programs.

**Subject: CoC Check-Up: Self Assessment Survey**  
**2012 – 2013 Action Plan**

Mr. Johnson gave a brief follow-up to the CoC Survey that was discussed at the last meeting. At the Committee's request, he provided a summary of the survey results entitled *Continuum of Care (CoC) Check-up Summary*.

Mr. Johnson explained that the CoC check-up is required by HUD but it is also a measuring tool from which the CoC can be analyzed to determine its strengths and weaknesses.

The summary highlighted strengths as well as areas that needed improvement in the following domain areas:

- CoC Governance and Structure
- CoC Plan and Planning Process
- CoC Infrastructure and Administrative Capacity
- Coc Housing and Services

Based on the results from the survey, staff created a draft action plan (*Durham Continuum of Care 2012 – 2013 Action Plan*) that was included in the Committee's handouts. Mr. Johnson asked the Committee to review the document and provide some input. He further explained that the goal is to have an action plan to address the concerns previously noted.

Concerning the discharge planning process, Committee Member Cummings suggested the Committee communicate with Gudrun Parmer (Durham County Criminal Justice Resource Center) since discharge planning improvements are included in the newly adopted strategic plan and she has grant proposals and funding requests in for next year's budget.

Mayor Pro Tempore-Cole-McFadden (Chair) recommends the Committee monitor the discharge process and invite Ms. Parmer to be a part of what they are doing.

There was some discussion about where Mr. Johnson obtained his references for developing the strategy and action steps as it related to the draft action plan. According to Mr. Johnson, the main source of references came from the domains and information from the survey results. The summary he provided to the Committee outlined the areas which scored strongly as well as those areas that did not score as strongly. Using those domains that showed weaknesses, staff tried to develop ideas and strategies to address those areas.

Committee Member Stoppelkamp agreed with Mayor Pro Tempore Cole-McFadden (Chair) that it was a great idea to have consolidated information so individuals that are released can have some place to go. However, his concern is that convicted felons do not qualify for any type of supplement housing or food stamps in North Carolina. He noted that felons are also discriminated against in regards to employment.

Committee Member Love wanted to ensure that youth services/housing for youth be included in the domains.

The question was raised about the structure of the subcommittees and how many members should serve on each. Mayor Pro Tempore Cole-McFadden (Chair) felt between 5 to 7 members was enough.

Committee Member Bailey suggested that maybe a member of the HSAC or a member of one of the subcommittees could work with staff in the process of putting together information. She felt doing this would possibly enhance the Committee Members knowledge of what is expected. She would like to see the HSAC be competent and knowledgeable in all of the areas of homelessness.

Committee Member Daniel agreed with Committee member Bailey's suggestion concerning the Committee's involvement with staff. He felt that it would offer an opportunity for learning and on-going training.

Mr. Johnson commented that staff could set up a time to work with the individual members; and also take a few minutes out of each HSAC meeting for learning opportunities that would benefit everyone. Mayor Pro Tempore Cole-McFadden (Chair) asked Mr. Johnson to let her know how he wanted HSAC to be involved.

**Subject: ESG Funds, 2<sup>nd</sup> Allocation**

The City of Durham has received an allocation close to \$48,000 for Emergency Solutions Grant (ESG) funds. This money is in addition to the first allocation from HUD. As Mr. Johnson referenced the e-mail he sent to the Committee regarding the allocation, he explained that a public hearing has to be held to determine how these funds should be used. New rules from HUD require consultation with the CoC as well.

The City recommends that funds be used as follows:

- \$3,597 for Administration (this is 7.5% of the total amount as is allowed by HUD rules)
- \$33,279 for rapid re-housing activities (75% of the funds available for program activities)
- \$11,093 for homeless prevention activities (25% of the funds available for program activities)

Mr. Johnson noted even though HMIS is an eligible activity the City is not proposing any funds be spent for this because there is already a contract in place for HMIS. Therefore, more funding for programming can be used.

The City is recommending that 75% go to rapid re-housing because it has proven to be successful not just in Durham but on a national level. Also, Mr. Johnson added that rapid re-housing is the area in which HUD will be moving and funding in the future.

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Committee Member Johanson wanted to know how these decisions and recommendations about funding were made. Mr. Johnson explained that these recommendations are by staff, which is the standard process that is followed when making these kinds of decisions. Further discussion took place concerning the HUD rules and processes as it related to the Emergency Solutions Grant funds.

Committee Member Bowman asked if the HSAC would meet again before recommendations are made to the City Council concerning the ESG funds allocation. Mr. Johnson responded that the time schedule would not allow for this. Mayor Pro Tempore Cole-McFadden (Chair) felt the best process would be to invite anyone that they may want to receive input from to come to the City Council public hearing.

Committee Member Hopkins agreed with Mayor Pro Tempore's suggestion to receive comments at the public hearing. He also shared his concern about the rapid re-housing program and added that he wanted to make sure proper guidelines were being adhered to.

Committee Member Bailey asked if HSAC members would be able to review the process on how people would be notified of the availability of funds. Mr. Johnson stated yes, however, right now this was not a part of the allocation and funding process.

Additional comments were made regarding the HSAC's role in the allocation process.

Committee Member Hopkins stated that he was comfortable in accepting the allocations proposed by staff but not specifically name sub-recipients.

In response to City Manager Tom Bonfield's question, Lloyd Schmeidler (Department of Community Development) noted that some specific examples of homeless prevention activities include paying rent and/or utilities.

**Motion by** Committee Member Hopkins, seconded by Committee Member Glenn to accept the allocations as outlined by staff but not specifically name sub-recipients was approved at 4:25 p.m.

Mayor Pro Tempore Cole-McFadden (Chair) thanked Mr. Johnson and staff for the work they are doing. Mr. Johnson stated that he would be e-mailing the Committee to let them know when the agenda item would be forthcoming as a public hearing.

Mr. Johnson reported that all requested funds applied for were received by the City for the new grantees.

Committee Member Hopkins wanted to know when the Committee would be able to review recipients' evaluations from last year. Mr. Johnson said he would check into this and get back to the Committee.

Vice-Chair Glenn asked Mayor Pro Tempore Cole-McFadden (Chair) to encourage the Chairs of each subcommittee to decide what their scope of work is for their subcommittee so there would not be any duplication and then forward this information to the other Chairs.

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Mr. Schmeidler commented that the state was doing a similar ESG substantial amendment. This information can be found in the e-mail distributed to Committee members. He pointed out that Durham does get a portion of this money so he asked the Committee to make comments to the State as representatives of the Durham community.

**Subject: Announcements & Updates**

Mayor Pro Tempore Cole-McFadden (Chair) announced that Mrs. Nancy Rand (mother-in-law to Committee Member Bowman) would be eulogized at 11:00 a.m. on Thursday, March 29, 2012 at Watts Street Baptist Church.

**Subject: Adjournment**

With no further business to come before the Committee, the meeting was adjourned at 4:30 p.m.

Respectfully Submitted

Sheila Bullock  
Office of the City Clerk