

## **DURHAM HOMELESS SERVICES ADVISORY COMMITTEE**

**WEDNESDAY, JUNE 27, 2012 – 3:00 p.m.  
CONFERENCE ROOM 1A - 1<sup>ST</sup> FLOOR – CITY HALL**

The Durham Homeless Services Advisory Committee (HSAC) met on the above date and time with the following members present: Mayor Pro Tempore Cora Cole-McFadden (Chair), Robert “Bo” Glenn (Vice-Chair), John Bowman, Reverend Warren Herndon, Stephen Hopkins, Kaaren Johanson, Joyce Payne, Fred Stoppelkamp, County Commissioner Pam Karriker (for County Commissioner Michael Page), City Manager Thomas J. Bonfield, Assistant County Manager Drew Cummings, Dr. Deborah Bailey, Director of Academic Community Service Learning Program at North Carolina Central University, Durham Public School Board Chair Minnie Forte-Brown, Durham Public School Homeless & At-Risk Liaison Jackie Love and Durham VA Medical Center Homeless Coordinator Bob Williamson.

Excused Absence: Committee Members Sue Jackson, Executive Dean & Department Head of Continuing Education at Durham Technical Community College, Durham County Commissioner Michael Page (represented by County Commissioner Pam Karriker) and Reverend Chris Tuttle

Also Present: Interim Director Reginald Johnson, Lloyd Schmeidler, Matthew Schnars (Department of Community Development), Lafayette Perry (Living Proof Inc.), Chantelle Fisher-Borne (Bull City Forward), Nigel Brown, Maurice Poole, Joi Stepney (Housing for New Hope), Catherine Pleil, (Durham IHN), Jim Wise (News & Observer), Davida Guthrie 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 silent meditation. She also asked that Dr. Deborah Bailey and family be remembered during this moment of meditation in the loss of her mother-in-law.

### **Subject: Public Comment Period**

Committee Member Herndon passed out a news article which reported more than 336,000 children did not complete the end of grade test. He stated that this was a travesty in our community and he encouraged each member to read the article and to not forget the young people and their families that the HSAC is serving.

Committee Member Herndon also thanked Mayor Pro Tempore Cole-McFadden (Chair) for speaking at a pre-kindergarten graduation.

At this time, Mayor Pro Tempore Cole-McFadden (Chair) introduced Ms. Davida Guthrie, Summer Intern for the City Clerk’s Office. Ms. Guthrie stated that she was a rising sophomore at Hampton University in Virginia majoring in Psychology with a minor in Criminology. She plans to become a forensic psychologist. She graduated from Hillside High School last year and for two to three years she also served on the Durham Youth Council.

**Subject: Approval of May 2012 Minutes**

**Motion** by City Manager Bonfield, seconded by Vice-Chair Glenn to excuse Committee Member Bailey from the April 24, 2012 HSAC meeting due to the death of her mother-in-law was unanimously approved.

May 24, 2012 minutes were approved with the correction of Committee Member Bailey having an excused absence instead of an unexcused absence.

**Subject: 10 Year Plan Vision & Mission Statement**

Mr. Johnson introduced Mr. Matthew Schnars who is now working with the Department of Community Development and who will also be working with the HSAC.

Mr. Johnson noted that at last month's HSAC meeting Committee Members discussed the fact that they would begin to review and update the *10 Year Plan to End Homelessness*, focusing on the Vision and Mission Statement. It was decided the Committee needed to look at what "*Opening Doors*" states as the Committee determines whether to stay with the current vision or revamp it. Mr. Johnson referenced a handout that was presented to members which provided a side-by-side comparison of the *Durham's 10 Year Plan to End Homelessness* and the *Opening Doors: Federal Strategic Plan to Prevent & End Homelessness*.

Mr. Johnson stated that he did not feel a lot of changes needed to be made to the *Opening Doors* plan.

City Manager Bonfield added that he felt they should not mirror the exact words in *Opening Doors* but to have it be fairly transparent; understanding that this would be the model they are trying to follow and the objectives are equal to the Durham plan compared to the federal strategies.

Mr. Johnson stated staff would draft something that would be consistent with *Opening Doors*.

**Subject: ESG Lead Agency Appointment**

Staff presented a draft resolution to Committee Members at the last meeting proposing the HSAC name the City of Durham Department of Community Development Lead Agency for the State ESG. At that time, Committee Member Hopkins submitted a list of questions to staff concerning this item. Responses to these questions were included in Committee Members' packets for the meeting.

Committee Member Cummings wanted to know if the City is becoming the Lead Agency, what it would mean as far as funding and decision making for the HSAC.

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Mr. Johnson explained the funding and selection process. He added that the HSAC would receive applications and make decisions on who to recommend. Also, he suggests that the Citizens Advisory Commission (CAC) have a role.

Additional discussion followed concerning ESG funds and what they could be used for.

Committee Member Johanson again stressed concerns about conflict of interest.

Committee Member Payne mentioned that she had received a document, when she attended the ESG-CoC Planning Session in Raleigh, which would answer a lot of the questions being brought up by Committee Member Hopkins as well as any other questions Committee Members may have.

Mr. Johnson stated that staff would make sure Committee Members receive this information.

Concerns about training for the HSAC were again voiced by Committee Member Hopkins. He noted that they are still struggling with their responsibilities. He pointed out that the Committee has not received any reports on funding, renewals or new projects that have been funded.

Mr. Johnson noted that staff does not have renewal information yet. In terms of HUD and the application process, according to Mr. Johnson, staff has to wait until NOFA comes out. However, preliminary work will be done with the CAC as well as with the HSAC to establish the framework.

Committee Member Bailey pointed out that in earlier discussions the HSAC decided it was their responsibility to determine what the CAC's role would be moving forward with respect to the process. Also, she asked if there was an appropriate subcommittee that should be working on the oversight of those groups currently funded. Mayor Pro Tempore Cole-McFadden (Chair) responded that there is a Performance Measurement Committee as well as other committees.

Further comments were made concerning making sure the CAC acts as an un-biased review panel and members who can't participate because of their relationship/affiliation with certain agencies.

Committee Member Cummings suggested inviting agencies that currently receive funding from the CoC as well as agencies that will receive future funding through the ESG to come before the HSAC and give brief quarterly updates as to what they are doing with the CoC money. Mayor Pro Tempore Cole-McFadden (Chair) agreed and added that agencies need to come before the Committee and share who they are and what their funding process looks like.

Committee Member Hopkins talked about the importance of hearing from the renewals because the Committee needs to know if the people who receive funding from the city are performing.

Mr. Johnson explained that one of the tasks of the Performance Management Committee is to begin to review Annual Performance Reports (APRs). Mayor Pro Tempore Cole-McFadden (Chair) noted that in the past it appeared that APRs were not completed properly.

Mr. Johnson pointed out that last fall; HUD did training on how to complete the forms and they have offered to come back. Mayor Pro Tempore Cole-McFadden (Chair) would like someone from HUD in Washington to come and clarify some things.

Committee Member Johanson asked what variables were included in the APR and stated that it wasn't just financial. Mr. Johnson responded no it wasn't.

Mr. Schmeidler added that this year he is requiring agencies to submit a draft of the APR to him for review before it is submitted to HUD to make sure all sections of the report are submitted correctly. He further explained that the APR looks at more than just financial information but it also looks at key performance measures for permanent housing projects, transitional housing programs, demographics of the people in the program, the percentage of people with income when they enter and leave the program and the percentage of people whose income has increased during this time period as well as numbers of those who are accessing services and programs.

In response to County Commissioner Karriker's question about what groups the Committee should hear from in regards to who's receiving funding, Mayor Pro Tempore Cole-McFadden (Chair) stated that they need to get a handle from all who are providing this type of service, even those who are not receiving funding from the City. She added that starting in August 2012 the Subcommittee would invite providers.

Mr. Johnson reminded the Committee that even though there are several agencies that do many things for homeless individuals, for CoC purposes they are looking at those persons who provide beds for the homeless.

Further discussion followed about the deadline for agencies to submit their APR drafts to Mr. Schmeidler for his review, deadlines for projects to be submitted to HUD, performance measurements and processes.

**Motion** by Committee Member Hopkins seconded by Committee Member Bowman to appoint the City of Durham Department of Community Development as the Lead Agency for the ESG for the upcoming cycle was approved at 3:53 p.m.

Mr. Johnson explained that in reference to the Emergency Solutions Grant (ESG):

- (1) Applications will go out in the fall
- (2) Applications period will be renewed sometime in December or January
- (3) The HSAC's role in the process is to inform the entitlement jurisdiction of any preferences that the HSAC may have as it relates to funds dealing with homelessness.

He also noted that under the new process involving the State of North Carolina and ESG funds, funding will be allocated to the Continuums and the Continuums will be responsible for advertising the amount, accepting applications and submitting the applications to the State.

**Subject: Point-In-Time Count**

Committee Members received a copy of the draft report from RTI entitled *2012 Point-in-Time Count of Homeless People*.

Recommendations from Committee Member Johanson concerning next steps included:

- (1) Consider the community's needs highlighted in the 2012 Point-In-Time (PIT) Count when creating the checklist used by the Citizens Advisory Committee (CAC) during the rating process.
- (2) Would like for this to become a RFP process at some point.

Mayor Pro Tempore Cole-McFadden (Chair) expressed her concern about the high number of African American males in and out of homelessness. She stated that she would like to follow this and see where the gaps are. She added that this can only be done through the providers.

Committee Member Payne commented that she would like for the HSAC to target and bring in African American providers. She noted that because there is a large number of African Americans that make up the homeless population, the Committee should reach out to African American providers because these providers are aware of what their problems are within their own community.

Committee Member Hopkins pointed out that they need a better way to make sure that money received by providers are actually being used to help people who are really homeless and not going to people who are already in the system. Mayor Pro Tempore Cole-McFadden (Chair) shared Committee Member Hopkins' concern. She stated that a cleaner count was needed.

Committee Member Payne felt that what she got from the ESG-CoC Planning Session was that they want the CoC's to give information that could be used to design a plan with the focus on prevention; not continue to give money to the same providers who are doing the same things and getting the same results.

Further comments were made regarding prevention of homelessness and agencies and their discharge plans.

At the request of Mayor Pro Tempore Cole-McFadden (Chair) staff will forward to the Committee a copy of the document referenced by Committee Member Payne. Mr. Johnson stated that staff would also send the substantial amendment.

Following some discussion about review processes, it was determined that the Performance Management Subcommittee would be working with Mr. Johnson in developing review, scoring and ranking procedures.

The Committee applauded Committee Member Johanson for her work on the PIT Count.

**Subject: Update – Bull City Forward**

Mr. Johnson reported that Bull City Forward has expressed an interest in helping with homelessness. They work with organizations and communities focusing on solutions. Mr. Johnson reminded the Committee that one of the initiatives of the CoC Action Plan is to engage community members on homelessness. Bull City Forward has begun meeting with different community organizations with their purpose being to identify recommendations for better services to homeless families in Durham. They will be providing the HSAC with a report in September.

Mayor Pro Tempore Cole-McFadden (Chair) noted that in no way would Bull City Forward be taking over what the HSAC is doing. She asked City Manager Bonfield to share with the group how all of this came about with Bull City Forward assisting. She pointed out that Bull City Forward was just another component.

City Manager Bonfield explained that the Bull City Forward project is intended to be a resource to the HSAC, not take the place of it. He asked them to (1) help map out all services on a continuum that are available in the community to help prevent homelessness; (2) determine where the funding comes from; and (3) try to create capacity for non-profits and to help non-profits improve their operational efficiencies.

Committee Member Hopkins commented that his concern about this process was that there are already entities that have this information - they just need to be pulled together. He felt that several of the things that Bull City Forward could do, the HSAC already has in place.

Mayor Pro Tempore Cole-McFadden (Chair) pointed out the HSAC has to involve the entire community and bring together as many resources and as many people as they can in their efforts to change homelessness.

Committee Member Payne shared Committee Member Hopkins' concern. She felt that the HSAC, to a large degree, was being led rather than leading. She added that if the HSAC has the responsibility of being an advisory board then they should be making the decision of appointing people to do work for them rather than have people tell the HSAC what to do.

**Subject: Announcements & Updates**

- **HSAC Next Meeting - Wednesday, August 22, 2012, 3:00 p.m., 2<sup>nd</sup> floor Committee Room, City Hall**
- **Project Homeless Connect - Thursday, October 11, 2012, 10:00 a.m.**
- **Agenda Item for next meeting - CHIN - State agency funding for CHIN has been removed completely from the state budget. A plan of action is needed.**

- **Report on timelines and progress made – Committee Member Herndon requested a document that would show timelines and progress of what the HSAC has accomplished so far and what else needs to be done. Mr. Johnson will have this information available at the next meeting.**
- **Election of Officers - Vice-Chair Glenn commented that it would be time to elect a Vice-Chair at the next meeting in August.**

Mayor Pro Tempore Cole-McFadden (Chair) asked the Committee to be prepared to elect officers at the next meeting. She reminded the Committee to be sensitive to the need of having the same kind of diversity when electing officers that the Committee has now.

Vice-Chair Glenn pointed out that the rules also called for a Secretary.

**Subject: Adjournment**

With no further business to come before the Committee, the meeting was adjourned at 4:25 p.m. The next regular meeting of the HSAC is scheduled for Wednesday, August 22, 2012 in the 2<sup>nd</sup> floor Committee Room of City Hall at 3:00 p.m.

Respectfully Submitted

Sheila Bullock  
Office of the City Clerk