

DURHAM HOMELESS SERVICES ADVISORY COMMITTEE

December 19, 2012

Committee Room - 2nd Floor - City Hall – 3:00 p.m.

The Durham Homeless Services Advisory Committee (HSAC) met on the above date and time.

Members present: Robert “Bo” Glenn, Jr., Chair; Minnie Forte-Brown (arrived at 3:12 p.m.), Vice Chair/Chair-DPS Board of Education; John Bowman, Kimberly Monroe, Fred Stoppelkamp, Reverend Chris Tuttle, Cora Cole-McFadden, Mayor Pro Tempore; Thomas J. Bonfield, City Manager; Drew Cummings, Assistant County Manager; Mayme Webb-Bledsoe, Duke University; Sue Jackson, DTCC; Lois Harvin-Ravin, Durham County Veterans Services Officer; and Bob Williamsom, VA Medical Center.

Conference Call Attendee: Committee Member Dr. Deborah Bailey, Director of Academic Community Service Learning Program/NCCU.

Excused Absence: Committee Members Reverend Warren Herndon, Stephen Hopkins, Joyce Payne, and Jackie Love.

Member Absent: County Commissioner Michael Page.

Also Present: Director Reginald Johnson, Lloyd Schmeidler, Matthew Schnars (Department of Community Development); Sonia Ensena (North Carolina Housing Coalition); Justin Straight (Durham Cares); Stephanie L. Williams (Alliance Behavioral Healthcare); Jack Preiss (Housing Results Team); Terry Allebaugh and Joi Stepney (Housing for New Hope); Catherine Pliel (Durham Inter-Faith Hospitality Network); Ryan Fehrman (Genesis Home); Keishma James and Rhega Taylor (Durham Housing Authority) and Tonette Amos (for Sheila Bullock-Office of the City Clerk).

Subject: Call to Order/Welcome

The meeting was called to order at 3:04 p.m. by Chair Glenn who welcomed everyone. A moment of silence was held for the victims of the Sandy Hook Elementary School incident. He asked all members in attendance to complete the “Durham Continuum of Care Homeless Services Advisory Committee Conflict of Interest Statement” and return it to the Clerk.

Clerk Tonette Amos gave a report of all Committee Members who requested an excused absence, late arrival and who would be a conference call attendee.

Subject: Public Comment Period

Ryan Fehrman, Director of Genesis Home, gave a briefing on how his agency has worked with the HSAC. His agency supports the \$720,000 that has been earmarked for Project Groups. He also expressed concern how a resolution item that he presented before the City Council was received. He requested guidance for future presentations before the City Council

City Manager Bonfield stated that usually the Chair of a board, committee, commission or an organization presents information on the organization’s behalf. He gave several examples of how citizens can make public comments to City Council members. He informed Mr. Fehrman that the item he presented before City Council was for the FY 2014 budget.

Mayor Pro Tempore Cole-McFadden stated that usually if the Mayor receives an item, he will get with staff and they would bring the recommendation before the City Council. Then the Council will take action on that item. She expressed that everything that comes before the City Council is taken seriously.

City Manager Bonfield stated best practice is when the Chair submits some type of formal communication, a form of action, so it could be included in the record. It would not be any question on what was said or what the recommendation was.

Responding to City Manager Bonfield's question regarding if the City Clerk's Office received anything from Mr. Fehrman regarding the item he presented before City Council, Clerk Amos stated she did not and therefore could not comment on an item that she had no knowledge of.

Chair Glenn stated that he sent the resolution by email to all City Council Members, County Commissioners and the Clerk but asked whether he should have had an actual formal hard copy of the letter. He wanted to make sure that this is a budget matter and does not want to have his item put on the back burner.

Reginald Johnson, Director of the Department of Community Development, made comments on how funding is allocated for projects that City Council approves.

Committee Member Stoppelkamp wanted to make clear that the recommendation he made regarding the \$720,000 shifted from Preiss Steele to the match gap funding for Housing for Special Need should not be re-addressed during the 2013 FY Budget but should wait until 2014.

City Manager Bonfield stated that there were several opportunities for public input into the budget. Many committees that are advisory to City Council give input along the way. Public Hearings will take place at the beginning and at the end of the budget process and there is a variety of Coffee with Council meetings throughout the community. He commented that if Committee Member Stoppelkamp felt the need, he could attend the first Budget Public Hearing and restate the HSAC's recommendation.

Chair Glenn informed Committee Member Stoppelkamp that HSAC staff could address his concerns and better prepare him for presenting information to City Council.

Justin Straight, Program Director for Durham Cares, informed the Committee that his organization is working on a project called "Landscaping Needs Across Durham". His organization is working with various agencies regarding the homelessness problem and other areas such as senior care and affordable housing. He left some handouts and his business card and announced that his organization will be hosting a lunch meeting on Affordable Housing at the John O'Daniel Exchange located at 801 Gilbert Street on Tuesday, January 8, 2012. An invitation to attend was extended to HSAC members.

Chair Glenn asked Mr. Straight to send a link to his organization via email to members.

Matthew Schnars, Project Manager, Department of Community Development, joined Dr. Deborah Bailey into the meeting on the conference call.

Subject: Minutes Review/ Approval

Motion by Committee Member Bowman seconded by Committee Member Harvin-Ravin to approve the minutes of November 28, 2012 as amended was approved at 3:22 p.m. (Note: Bob Williamson should be listed with “Excused Absence” instead of with “Absent”.

Subject: 2012 CoC Application Process Update, Review & Ranking

Chair Glenn stated that Conflict Disclosure statements need to be completed as part of the Interlocal Agreement. He stated that Committee Member Bowman would explain if anyone had questions about completing the form. He asked the Clerk to keep a note of statements that are returned.

Lloyd Schmeidler provided an update on the 2012 CoC Application Process to the committee. He distributed a handout entitled “Continuum of Care (CoC) Grants Competition Update & Funding Recommendations – December 19, 2012” for review. He mentioned the following in his presentation:

- These are local applications for new and renewing projects that were released on September 21, 2012 based on the anticipated funding levels by the Department of Community Development;
- HSAC established the Homeless Management Information System funding as the main priority for new project funding at their September 26, 2012 meeting;
- The Department of Community Development hosted a pre-application workshop for those interested in applying on October 1, 2012;
- The Department of Community Development finalized funding amounts for renewing projects with HUD during the CoC registration process in October 2012;
- There were two new project applications and 11 renewing projects that submitted applications for funding by the preliminary deadline of October 26, 2012;
- HUD released the Notice of Funding Availability (NOFA) on November 9th and they informed us that we were eligible to apply for up to \$1,085,123 in two funding tiers;
- Tier One is more likely to be awarded a total of \$725,864;
- Tier Two may be funded, but is uncertain and it totals \$359,259
- The Department of Community Development had not received applications for Permanent Housing Bonus of \$97,539 so they re-solicited for applications for those funds after the release of the NOFA and only one application was received by the December 10 deadline;
- The Citizen Advisory Committee (CAC) reviewed and ranked the first two new project applications and completed that process on November 26;
- CAC conducted a briefer but thorough review of the Permanent Housing Bonus application over the last week and results will be shared at meeting;
- Three new projects will make brief presentations about their projects.
- DeWarren Langley, Chairman of the CAC will present their review results;
- Department of Community Development will present recommendation for funding for the 2012 CoC Homeless Grants Competition.

Presentations on the following topics were given by:

- Sonia Ensenat, North Carolina Housing Coalition:
Carolina Homeless Information Network (CHIN)
- Rhega Taylor and Keishma James, Durham Housing Authority:
A Step in the Right Direction – Breaking Barriers
- Rhega Taylor and Keishma James, Durham Housing Authority:
Coordinated Access to Care and Housing (CATCH): A Roadmap To Success
- DeWarren K. Langley, Chairman-Citizens Advisory Committee
2012 Continuum of Care Applications for New Project Funding Evaluation & Recommendation Report – Prepared for the Homeless Services Advisor Committee dated November 26, 2012

Sonia Ensenat, representing North Carolina Housing Coalition and Co-Director of the CHIN Project, presented a power-point entitled “Carolina Homeless Information Network (CHIN)”. She covered the following information in her presentation: Durham Homeless Management Information System HMIS Project-Need; History of funding for CHIN Project, History of CHIN Project Costs and Maintaining CHIN’s Capacity Is Important.

Ms. Ensenat stated that funding requested is needed to maintain capacity for Durham’s Homeless Management Information System (HMIS) Project. Funding request will assist with two funding streams that are decreasing or ending. The Homeless Prevention and Rapid Re-housing ended in September 2012 and the HMIS program will be decreased in 2013. The cost of running programs is not going up, but funding is being decreased in projects they do. No one had questions at the end of her presentation. More agencies are coming to this for data. Ms. Ensenat left a handout entitled “*Carolina Homeless Information Network – Durham Continuum of Care’s Use of CHIN*” for individuals to review.

Rhega Taylor, Director of the Housing Choice Voucher Program for Durham Housing Authority, presented two power point presentations on behalf of Durham Housing Authority. The first one was entitled “*A Step In the Right Direction – Breaking Barriers*”. During this presentation she identified the following five areas:

- 1) **The Collaborative** - Breaking Barriers is collaboration between Durham Housing Authority (DHA), Alliance Behavioral Healthcare, Durham County Criminal Justice Resource Center and the Durham County Sheriff’s Department. DHA is experienced in providing Tenant Based Rental Assistance to low-income families, through the administration of the Housing Choice Voucher Program, which currently serves approximately 2700 families, and the Shelter Plus Care Program, Home Again, which serves a maximum of 14 families.

DHA established homelessness and chronic homelessness as local preferences, in order to better meet the needs of the homeless population in Durham. DHA and Alliance Behavioral Healthcare currently collaborate to administer the Home Again, Shelter Plus Care Program that serves individuals and families with mental health diagnoses, who were homeless prior to program entry. Durham County Justice Resource Center provides the Jail Mental Health Initiative which service delivery builds upon and is provided in cooperation with various agencies with Durham County.

- 2) **The Need** - A total of A total of 698 individuals were identified as homeless in Durham as part of the Point-In-Time count that was done January 25, 2012, with various disorders and mental illness. The individuals lack the ability to access safe decent and affordable housing due to negative rental histories or the absence thereof, and the stigma associated with individuals suffering from mental health disorders.
- 3) **The Purpose** - Individuals will be diverted from jail to a continuum of services that is catered to their specific need. These services will be provided through linkages with the community mental health system and facilitated by the development of the Breaking Barriers housing program.
- 4) **The Plan** - Breaking Barriers will provide an individualized post release transfer plan, developed by Mental Health treatment staff at facility. Participants will be provided detailed assessment of the barriers and housing needs and a comprehensive Person Centered Plan will be developed based on that need.
- 5) **A Step in the Right Direction** - The program will provide a safe and secure living environment for participants by providing them the tools they need to be productive and by making affordable housing accessible by breaking the barriers that hinder the population that is being served.

Ms. Taylor's second presentation entitled "*Coordinated Access to Care and Housing (CATCH): A Roadmap to Success*" summarized the following:

- The CATCH program is a collaborative effort between Durham Housing Authority, Alliance Behavioral Healthcare, Housing for New Hope, Duke University and Lincoln Community Health Center. The program is modeled after the Breaking Barriers program and will provide tenant-based rental assistance along with community based services to participants.
- The program is planning to serve seven chronically homeless individuals with dual diagnoses who are frequent users of emergency room and hospital services.
- The focus of CATCH will be to provide chronically homeless participants with a Care Coordination Team. CATCH administrators will strive to reduce hospital readmissions and the use of emergency services.

DeWarren Langley, Chairman, Citizen Advisory Committee (CAC), explained that the CAC was charged with the task of evaluating new applications that came before the HSAC. In a document entitled "*2012 Continuum of Care Applications for New Project Funding Evaluation & Recommendation Report*" he directed Committee Members to a letter from him disclosing his prior employment with the Housing Authority of the City of Durham. He informed HSAC members that

he did not participate in the evaluation, discussion or ranking process of the Breaking Barriers application. He further noted that he only participated in the discussion of CHIN.

Mr. Langley briefly summarized the evaluation process used for the applications and afterwards announced that the CAC recommends to the HSAC the following project proposals:

- (1) Breaking Barriers
- (2) Carolina Homeless Information Network (CHIN)

Committee Member Cummings asked if the CAC was involved in the ranking of renewal funding. The response was no.

On behalf of the City Council, Mayor Pro Tempore Cole-McFadden thanked Mr. Langley for his work on the CAC. Chair Glenn added that the report was excellent and the HSAC appreciated his assistance.

Regarding the renewal projects, Lloyd Schmeidler, Project Manager, Department of Community Development, stated that the department did not know until the NOFA was released that they would need to rank all projects. In the past CoC's did not have to rank renewals, however this year it was required. Because of the short time frame, staff ranked the renewal projects through a process similar to the one used by the CAC. The rankings were averaged and presented to the Performance Management Subcommittee. Rankings received at this meeting by the HSAC in the document entitled "*Continuum of Care (CoC) Grants Competition Update & Funding Recommendations*" were approved by the Performance Management Subcommittee. They are consistent with the HSAC's decision in September to prioritize funding for the HMIS system.

Additional discussion took place regarding the scoring of the renewal projects.

Committee Member Cummings wanted clarity on the weighted scoring of the "Streets to Home" project. Mr. Schmeidler explained that this project was awarded new funding just last year and therefore did not have any annual performance data. Because the project is just beginning and there is no performance data available the project could not be scored.

Committee Member Cummings commented that several HSAC members, through e-mail, have expressed concern about how the funding process worked. He asked Mr. Schmeidler about ways to make the funding process be more thorough next year. He mentioned that many of the HSAC members had not seen any of the applications. Mr. Schmeidler noted that an opportunity was extended to members to review the applications. Dr. Bailey actually came and reviewed several of the applications.

Mr. Schmeidler stated that going forward the HSAC would hopefully adopt some performance measures that staff can regularly review all housing projects and provide this information quarterly through the Performance Management Subcommittee to the HSAC.

Vice-Chair Forte-Brown stated that in August the Performance Management Subcommittee presented the HEARTH's Performance Based Selection Criteria that talked about the seven measures that they are looking for. In November the group presented suggested performance measures. She added that the body has the measures that were agreed upon, HUD's benchmarks as well as the local benchmarks.

Vice-Chair Forte-Brown noted that a suggestion was made by a member of the Performance Management Subcommittee that each month starting in 2013, a member of the Subcommittee would make a "pop-up" visit to a provider and conduct an on-site assessment of the provider. She also welcomed HSAC members to join the Performance Management Subcommittee. The group meets on the 2nd Tuesday of each month at 10:30 a.m. in the Fuller Building of Durham Public Schools on the 3rd floor in the Board Conference room.

In regards to timelines Mr. Schnars commented that the process is dictated by HUD and they never know until the NOFA is released. The NOFA came out on November 9, 2012 which outlined fine details of HUD's expectations. He wanted to point out that the process is probably not going to change.

Chair Glenn referred the procedural piece to the Structure Committee who will be reporting back to the HSAC.

Committee Member Bowman commended staff on creating a grading tool that other communities have requested to use.

Motion by Committee Member Bowman seconded by Committee Member Webb-Bledsoe to approve the project and ranking listed on page 2 of the "*Continuum of Care (CoC) Grants Competition Update of Funding Recommendations – December 19, 2012*" was approved at 4:21 p.m. Abstain: Mayor Pro Tempore Cole-McFadden.

Subject: HSAC Results Teams Updates

Access to Services Results Team

Committee Members Cummings and Monroe gave the following update:

- Duke University Health System Office of Community Relations has extended an invitation to the HSAC to participate in the annual Durham Health Summit scheduled for March 22, 2013 at the Durham Convention Center from 8:00 a.m. – 2:00 p.m. The summit will be a continuation of the work that began last year around poverty, education and homelessness.
- **Motion** by the Access to Services Results Team to the HSAC to sponsor the "*Hospital to Home*": *A Planning Summit for the Coordination of Services and Housing for the Homeless* on February 14, 2013 was unanimously approved at 4:25 p.m.
Chair Glenn stated a resolution would be created sponsoring the planning summit and forwarded it through the appropriate channels.

Performance Management Subcommittee

- Vice-Chair Forte-Brown presented the suggestion once again received from a member of the Performance Management Subcommittee that group members would do unannounced on-site visits to providers.
- **Motion** by the Performance Management Subcommittee to the HSAC to adopt the 2013 Performance Measures that were received by the members at the November 28, 2013 meeting was approved unanimously.

Structure Subcommittee

Committee Member Tuttle had to leave, therefore no report was given at this time.

Income Results Team

- Committee Member Williamson reported that the Income Results Team has discussed whether this group's focus should be only on homeless veterans rather than the entire homeless population. He noted that the VA as well as the federal government says that ending homelessness for veterans by 2015 is their #1 priority. Also, the question was asked if the Income Results Team could have a sub-committee or a free standing committee to focus on the income of homeless people or one to focus on veterans only.
- Committee Member Stoppelkamp felt that the income/employment piece was so important with homelessness. He added that justice would not be done for those individuals who are not veterans if the focus was only on veterans.
- Mayor Pro Tempore Cole-McFadden agreed with Committee Member Stoppelkamp. She feels that the focus needs to be on all populations of homelessness. She doesn't have a problem with a sub-committee that wants to focus on veterans but the total Durham community has to be looked at.
- Committee Member Monroe suggested bringing the matter to the Health Summit and speaking to the community about it.
- Additional discussion and comments followed about expansion of all committees; looking at income across the board; forming a group to look at disability and veterans benefits as well as various other benefits and forming a possible employment subcommittee to focus on training/re-training.

Homeless Prevention Results Team

- Committee Member Webb-Bledsoe thanked Mr. Schnars for his support with the Homeless Prevention Results Team. She distributed a hand-out to HSAC members containing minutes and list of attendees from the team's first listening session focusing on the needs of homeless youth in Durham. The event was held on December 4, 2012.
- Three specific questions were addressed at the session
 - Who are the service providers?
 - Who is missing as this issue is explored?
 - Where are we sending youth and where are services being provided?
- Next steps: To conduct two more listening sessions, hopefully in February 2013 with youth struggling to find stable housing in Durham. The group will convene in March and share their findings with the HSAC. Two youth attended the session in December and shared their experiences.

Housing Results Team

Committee Member Stoppelkamp reported the following:

- The group is looking at affordable housing and affordable housing for special needs;
- LATCH, CATCH & Bull City Moving Forward programs are all looking at affordable housing;
- Group is also focusing on making sure the “Penny for Housing” money is allocated; and
- More recommendations will be forthcoming.

Subject: CoC Action Plan Update & Coordinated Intake Update

Mr. Schnars stated that progress is continuously being made on items identified in the CoC Action Plan Update.

Coordinated Intake Update from Department of Social Services (DSS) was included in Committee Members’ packets for their review. Progress is being made with the use of the call feature in CHIN.

Vice-Chair Forte-Brown announced that the Point-In-Time Count Committee met on December 13, 2012 in the Department of Community Development. They talked about the teams and the instrument used for the count to set up membership. Elected officials have been invited to participate. Businesses and faith communities have been asked to assist in volunteering and for monetary donations or donations in-kind. The two instruments being used regarding chronic homelessness will be the Vulnerability Index and the Demographics Needs Survey. Training for the use of these instruments will be offered and more information will be forthcoming concerning this.

The next two meetings of the Point-In-Time Count Committee will be January 10th and January 25th 2013 at 10:00 a.m. The Point-In-Time Count will be held on January 30, 2013 from 10:00 p.m. to 2:00 a.m. The station will be set up at Healing with CAARE.

Subject: HSAC Annual Report

In accordance with the Inter-local Agreement, the HSAC is required to submit an annual report in March. Chair Glenn asked each results team to prepare a report about the work they have done. This information will be formatted into a general report. Any initiatives that Committee Members think are important to share with elected officials should be included.

Mr. Schmeidler gave the following announcements:

- Homeless Memorial Day Service remembering those who were homeless or recently homeless and who died within the last year will be held on December 20, 2012 at 6:00 p.m. at the Urban Ministries courtyard at 410 Liberty Street.
- The Religious Coalition for a Non-Violent Durham will be holding a vigil service on the same date and time in Durham Central Park in solidarity for the people in Newtown Connecticut.

With no further business to come before the Committee the meeting was adjourned at 4:53 p.m. The next meeting of the HSAC will be held on Wednesday, January 9, 2013 in the 2nd Floor Committee Room of City Hall.

Respectfully Submitted
Sheila Bullock, Office of the City Clerk