

## **DURHAM HOMELESS SERVICES ADVISORY COMMITTEE**

**November 28, 2012**

**Committee Room - 2<sup>nd</sup> 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, Chair, John Bowman, Reverend Warren Herndon (left at 4:04 p.m.), Steve Hopkins (left at 4:50 p.m.), Kimberly Monroe, Fred Stoppelkamp, Reverend Chris Tuttle, Pam Karriker, County Commissioner (for Michael Page); Thomas J. Bonfield, City Manager; Drew Cummings, Assistant County Manager; Dr. Deborah Bailey, Director, Academic Community Service Learning Program at NCCU; Mayme Webb-Bledsoe, Duke University; Lois Harvin-Ravin, Durham County Veterans Services Officer and Jackie Love, Homeless & At-Risk Liaison, Durham Public Schools.

**Excused Absence:** Mayor Pro Tempore Cole-McFadden, Minnie Forte-Brown, Vice-Chair and Sue Jackson.

**Members Absent:** Joyce Payne, County Commissioner Michael Page and Bob Williamson.

**Also Present:** Director Reginald Johnson, Lloyd Schmeidler, Matthew Schnars (Department of Community Development); Bettina Karpathian, Stephanie Triantafillou, Elizabeth McDermott, Michelle Lyn, Fred Johnson (LATCH, Duke Division of Community Health); Sabrina Seymore, Willie Gibson, (Department of Social Services); Chantelle Fisher Borne (Bull City Forward); Terry Allebaugh, Joi Stepney (Housing for New Hope); Catherine Pliel (Durham Inter-Faith Hospitality Network); Ryan Fehrman (Genesis Home); Stephanie Williams (Alliance Behavioral Healthcare); Keishma James, Rhega Taylor (Durham Housing Authority) and Sheila Bullock (Office of the City Clerk).

### **Subject: Call to Order/Welcome**

The meeting was called to order at 3:00 p.m. by Chair Glenn who welcomed everyone.

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

Committee Member Herndon expressed his concern over Lincoln Apartments and the displacement of its residents. He hopes that some resolution will be found to assist those individuals and their families.

### **Subject: Minutes Review/ Approval**

**Motion** by Committee Member Herndon seconded by Committee Member Bowman to approve the minutes of October 24, 2012 as amended was approved at 3:08 p.m.

### **Subject: HSAC Meeting Schedule**

Due to the holiday, the HSAC will meet on December 19, 2012 instead of December 26, 2012. The January 23, 2013 meeting has been moved to January 9, 2013 to allow review and approval of CoC applications before they are submitted on January 18, 2013.

Chair Glenn recognized Reginald Johnson and announced that Mr. Johnson has been officially appointed as Director of the Department of Community Development. A brief summary of Mr. Johnson's background and experience was given by Chair Glenn.

**Subject: Homeless Families Work Group Report**

Chantelle Fisher-Borne, Bull City Forward, gave a power point presentation entitled "*Homeless Families Work Group – Progress Report to Durham's Homeless Services Advisory Committee*".

During this presentation she identified the following four (4) emerging arenas:

- 1) Build an effective system at the community level that is responsive to the needs of homeless families – **Structure Committee**
- 2) Increase access to jobs and income specifically for single women with dependent children – **Income Results Team**
- 3) Increase access to affordable housing by working with public and private sector developers and housing agencies – **Housing Results Team**
- 4) Create sustainable & coordinated support services – **Access to Services Results Team**

Chair Glenn assigned the above-mentioned arenas to each of the Results Team listed and asked that the teams report back to the HSAC in March 2013 with ways to prioritize these bullet points.

**Subject: CATCH/Project Access/LATCH**

Presentations on the following topics were given by:

- Michelle Lyn, Stephanie Triantafillou and Fred Johnson, Duke University Health Systems:  
*Local Access To Coordinated Healthcare (LATCH) Program*
- Terry Allebaugh, Housing for New Hope:  
*Coordinated Access To Care and Housing for the Homeless Initiative*

Ms. Triantafillou and Mr. Johnson's presentation covered information such as the purpose of the LATCH program; community-based care management; care management services; access to disability benefits; SSI/SSDI Outreach, Access and Recovery model (SOAR); outcomes January 2010 – June 2011; return on investment; unmet need (short-term rental assistance) and rationale for funding request.

Mr. Allebaugh would like to work with staff in sending a working proposal to HSAC members for their review and input. He also asked that members help develop City and County resources for permanent housing and supportive services for CATCH, and lastly he request that the HSAC be a sponsor of the CATCH Summit scheduled for February 14, 2013 – February 15, 2013. Dr. Gaeta with Boston's Healthcare for the Homeless will be visiting during this time.

Chair Glenn asked Mr. Allebaugh to have the Results Team bring a motion before the HSAC at the December 2012 meeting for the HSAC to sponsor the event scheduled for February 14, 2012 - February 15, 2013.

**Motion** by Committee Member Cummings seconded by Committee Member Bowman that City and County representatives talk to Mr. Allebaugh and see what ways they can get moving before December to support the Summit was approved at 4:05 p.m.

Chair Glenn asked staff to touch bases with Mr. Allebaugh on this matter.

**Subject: CoC Action Plan Update**

Matthew Schnars, Project Manager, Department of Community Development pointed out that notes appearing in red on the CoC Action Plan indicated items that were either completed or in progress. Chair Glenn requested that Mr. Schnars place the CoC Action Plan Update on the agenda each month.

**Subject: HUD NOFA Update**

Lloyd Schmeidler, Project Manager, Department of Community Development reported that the NOFA was released by HUD on November 9, 2012. The deadline for submission of application is January 18, 2013 at 7:59 p.m. Applicants need to know whether or not they are being recommended for funding 15 days before the application deadline in order that they may appeal the decision if they so choose to.

Due to HUD funding constraints, two tiers of funding have been put in place. This year, according to HUD, there is not enough funding to guarantee renewal funding of all projects. However, HUD is still allowing CoCs to apply for a permanent housing bonus which is 10% of the \$975,000. They can also apply for a planning grant of 1.25% of the \$12,192.00 for Durham.

Staff is discussing how funding recommendations will be presented to the HSAC at their December 19<sup>th</sup> meeting for new and renewal projects. During this meeting Committee Members should have the opportunity to hear from the applicants. At this point, there are no applications for the permanent housing bonus so staff has re-solicited an invitation for applications for the permanent housing bonus of \$97,539 to be used only for chronically homeless people.

Two applications were received for new projects one of them being CHIN and an application was also received from the Durham Housing Authority to fund permanent housing for chronically homeless people being discharged from the Durham County Detention Center.

Further discussion, questions and comments included:

- Planning grant can be used for such things as assistance with the Point-In-Time Count and preparation of the application;
- Committee Member Hopkins wanted to know whether or not the grant could be used for immediate rental assistance to be given during the Point-In-Time Count;
- Request to staff from Committee Member Cummings that a “cheat sheet” be created to help members understand what the funding priorities are how applications will be scored.

- Committee Member Bowman wanted to know if applicants will have input concerning the 3.5% reduction in funding on the renewal projects to see if they may offer suggestions on sharing or allocating this reduction. Mr. Schmeidler stated they are looking at these options.
- Committee Member Bailey asked if there would be a subcommittee working with staff concerning the development of recommendations. Mr. Schmeidler stated that at this point it's within the department. He also added that funding decisions would need to be made at the HSAC's December 19<sup>th</sup> meeting.
- Committee Member Hopkins expressed his concern on the renewals and the fact that the Committee still has not received a report on any of the organizations that were funded last year. Mr. Johnson noted that staff will work with the Performance Management Committee on this issue. He added that staff does have information but it is very voluminous.
- In response to Committee Member Bowman's question regarding the appeal process and who applicants appeal to; Mr. Schmeidler stated applicants not recommended for funding by the CoC appeal to HUD.
- Committee Member Bailey shared her concerns about the ranking process and that the HSAC would be involved at the beginning – from the recommendation point up until it came before the body. Additional discussion followed regarding the ranking process.
- Mr. Schmeidler noted that he plans to have a draft of the Collaborative Application available a week before the January 9, 2013 meeting so HSAC members can have time to review and give input at that meeting.

**Subject: Coordinated Intake Update**

Sabrina Seymore, Coordinated Intake Specialist for Durham County Social Services (DSS) gave the following update on the coordinated intake process.

- 1,380 phone calls have been received
- 352 scheduled screening visits
- 199 completed visits
- 156 missed visits
- 168 face-to-face visits
- 31 phone interviews
- Staff is working with CHIN to have information, such as the application process be electronic
- Collaboration is done within DSS regarding the Coordinated Intake program.
- Request has been approved for an additional person to be added to the program. This person will assist with screening the high volume of phone calls received.
- Committee Member Monroe commented on the high number of missed visits.
- City Manager Bonfield requested that monthly statistics of the Coordinated Intake Program be submitted in advance to the Committee. At this point, Ms. Seymour handed out such a document to the Committee.
- Committee Member Hopkins asked for a document that would track the outcome of a person after that person has been referred. Ms. Seymour stated that she does a 30-60-90 day tracking process and then a 6 month tracking is done.

**Subject: Interim Rule Review: Establishing & Operating the CoC**

A power point presentation was given by Mr. Schmeidler that pointed out the rules for establishing and operating a Continuum of Care (CoC).

**Subject: HSAC Results Team Updates**

**Structure Subcommittee**

- Committee Member Tuttle wanted HSAC members to keep in mind the list of people that HUD says should be included.
- The Subcommittee is currently working on these three avenues: 1) Education and making people aware that the Interim Rule exists; 2) Committees; 3) Board composition.

A motion was made by Committee Member Tuttle about recommending that five members be added to the HSAC. City Manager Bonfield asked for clarity as to how these members would be appointed.

Committee Member Hopkins also commented on the appointment process of the five members. He noted that most of the people currently serving on the HSAC are affiliated with non-profits and he did not feel the need to change the body as far as the Interim Rule is concerned.

Committee Member Cummings felt that additional members would be helpful. He added that providers are constantly being invited to provide special presentations and inviting them indirectly would be a wise move.

Chair Glenn pointed out that HUD wants the community to be more inclusive of all the providers and non-providers. He felt that it would be in the best interest of the CoC for the HSAC to be more expansive. Additional discussion and comments followed regarding this item.

**Motion** by Committee Member Tuttle seconded by Committee Member Cummings that the HSAC, in accordance with Section VI, A, paragraph 4 of the Interlocal Agreement, ask the Executive Committee (Chair Glenn, Vice-Chair Forte-Brown and Secretary John Bowman) to serve as a nominating committee, bringing a recommendation of up to five (5) additional members to add to this body, with the goal of including members that would move us closer to compliance to the HUD's interim rule was approved at 4:49 p.m. with the amendment of adding the word "to" after the word "compliance".

It was decided that the Committee would receive a few more reports and then defer the remaining to the December 19, 2012 meeting.

**Performance Management Subcommittee**

Committee Member Bowman asked that members read the document that was distributed entitled *Performance Management for the Durham Continuum of Caare Suggested Performance Measures* and if a motion was needed it could be heard at the December 19, 2012 meeting.

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Committee Member Bowman pointed out that all of the providers, whether they are CoC funded or Non-CoC funded, will have to adhere to the same performance measures.

Catherine Pleil (Durham Interfaith Hospitality Network; Performance Subcommittee) noted that different measures were made for singles versus families in emergency shelters because there is strong case management for families rather than for singles at Urban Ministries.

Chair Glenn commended the Performance Management Team on the meeting that was held for the Point-In-Time Count work.

### **Housing Results Team**

Committee Member Stoppelkamp addressed some concerns with the Housing Results Team that were brought to him regarding Lincoln Apartments. In light of their discussion the following motion was presented to HSAC members:

**Motion** by Committee Member Stoppelkamp seconded by Committee Member Bowman to rescind the motion to provide priority funding from Rapid-Re-Housing funds for displaced tenants from Lincoln Apartments was approved at 4:57 p.m.

Committee Member Cummings reported that after talking with Michael Beckett, Director of DSS and Dub Karriker, who represents a coalition of churches who did a lot of work during the first few weeks of the Lincoln Apartments crisis, most of the tenants living at Lincoln Apartments who wanted help moving have been helped to move to new locations.

Also, Committee Member Stoppelkamp suggested that committee reports be moved up on the agenda for the December 2012 meeting. Chair Glen agreed and stated that he would speak with Mr. Schnars about this.

### **Subject: Adjourn**

With no further business to come before the Committee the meeting was adjourned at 4:59 p.m.

Due to the holiday the next regular meeting of the HSAC is scheduled for Wednesday, December 19, 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