

## **DURHAM HOMELESS SERVICES ADVISORY COMMITTEE**

**January 9, 2013**

**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:** Chair Robert “Bo” Glenn, Jr., Vice-Chair/Chair-DPS Board of Education, Minnie Forte-Brown (arrived at 3:13 p.m.); John Bowman; Reverend Warren Herndon; Kimberly Monroe; Fred Stoppelkamp; Mayor Pro Tempore Cora Cole-McFadden; Assistant County Manager Drew Cummings (arrived at 4:01 p.m.); County Commissioner Michael Page (arrived at 4:18 p.m.); Dr. Deborah Bailey, Director of Academic Service Learning Program/NCCU; Lois Harvin-Ravin, Durham County Veterans Services Officer (arrived at 3:56 p.m.); Jackie Love, Homeless & At-Risk Liaison, Durham Public Schools; and Bob Williamson, VA Medical Center.

**Excused Absence:** Reverend Chris Tuttle; City Manager Tom Bonfield; Mayme Webb-Bledsoe; Sue Jackson and Bob Williamson

**Members Absent:** Stephen Hopkins and Joyce Payne

**Also Present:** Director Reginald Johnson, Lloyd Schmeidler, Matthew Schnars (Department of Community Development); Deputy City Manager Keith Chadwell, Sonia Ensenat (North Carolina Housing Coalition/CHIN); Ryan Fehrman (Genesis Home); Jack Preiss (Housing Results Team); Sabrina Seymore (Department of Social Services (DSS) and Sheila Bullock (Office of the City Clerk).

**Subject: Call to Order/Welcome**

Chair Glenn called the meeting to order at 3:08 p.m. and welcomed everyone.

**Motion** by Mayor Pro Tempore Cole-McFadden seconded by Committee Member Herndon to grant excused absences to those Committee Members who were not able to attend the meeting because of scheduling conflicts was approved at 3:11 p.m. However, it was later noted by Director Reginald Johnson (Department of Community Development) that this motion failed due to a lack of a quorum.

At the request of Chair Glenn, the list of excused absences was read by Sheila Bullock, Office of the City Clerk.

**Subject: Public Comment Period**

Committee Member Herndon asked that Committee Members keep the families of Lincoln Apartments in their thoughts and prayers.

**Subject: Minutes Review/ Approval**

Minutes were not approved due to a lack of quorum.

**Subject: HSAC Results Team Updates**

**Structure Subcommittee**

In the absence of Committee Member Tuttle, Chair Glenn reported that the Structure Subcommittee would hold its next meeting on Friday, February 1, 2013 at 11:00 a.m. in the Department of Community Development. The group will continue work on the new HUD Interim Rule with a focus on expanding the CoC to include all providers and those community persons interested in homelessness.

Within the next few months the Structure Subcommittee will also be working on the expansion of the HSAC to include five additional members. Committee Members were asked to encourage anyone they thought may be interested in serving to apply when the announcement comes out.

**Income Results Team**

Committee Member Williamson was not in attendance, therefore, no report was given at this time.

**Access to Services Results Team**

Committee Member Monroe stated that the Access to Services Results Team had not had an opportunity to meet since December 2012 but provided the following report:

- The Team has been working on scheduling a follow-up meeting with providers. Discussion will include how integrated data systems can improve discharge planning.
- Meeting is being planned to talk about the LATCH proposal regarding how funding can be made available for persons being discharged from the hospital and are at risk of being homeless.
- Committee Member Monroe will be following up with the chairs of each Results Team concerning their presentation for the Durham Health Summit scheduled for March 2013.

**Youth Results Team**

Committee Member Love also noted that the Team had not met since their last meeting, however, they are in the process of finalizing a monthly meeting date as well as scheduling another "Listening Session".

**Performance Management Subcommittee**

Performance Management Subcommittee meets monthly on the 2<sup>nd</sup> Tuesday of each month at 10:30 a.m. in the 3<sup>rd</sup> floor Board Conference Room of the Fuller Building.

Vice-Chair Forte-Brown provided the following update from the subcommittee:

- Team met on January 8, 2013 and assisted by Lloyd Schmeidler, reviewed the HUD application that will be submitted.

Application review included the following Strategic Planning Objectives:

- Continued support of “SOAR” implementation in Durham is needed. “SOAR” trains people to help the unsheltered receive services for SSI/SSDI and that the 80% success rate of individuals being trained should be increased.
- Increase percentage of participants in all CoC funded projects that receive mainstream benefits at program exit to 20% or more.
- Decrease number of homeless individuals and families.
- Policies and procedures to document homelessness in Durham were discussed.
- Group is looking at a “homeless definition” and how to standardize what they do. Definitions will be forwarded to the HSAC.

### **Housing Results Team**

The team will meet at 3:00 p.m. on Friday, January 18, 2013 at the Department of Community Development.

Committee Member Stoppelkamp, Mr. Schmeidler and Mr. Schnars attended the Durham Cares luncheon where the topic of discussion was the lack of affordable housing. Information from the luncheon will be used by Durham Cares in the creation of a website to get information out to the public.

The Housing Results Team is looking at the “Penny for Housing” and making sure money is appropriately allocated.

**Motion** by Committee Member Bowman, seconded by Mayor Pro Tempore Cole-McFadden to approve the December 19, 2012 minutes was approved at 3:30 p.m.

**Motion** by Mayor Pro Tempore Cole-McFadden, seconded by Committee Member Herndon to grant excused absences to those Committee Members who were not able to attend the meeting because of scheduling conflicts was approved at 3:31 p.m.

Vice-Chair Forte-Brown reported that the Point in Time Count Committee will meet on Thursday, January 10, 2013. She wants to make sure that the Point in Time Count is a community effort; and announced that Council Member Steve Schewel had arranged for bus passes to be provided to homeless and unsheltered persons.

The set-up for the Point in Time Count will be at CAARE and traditionally Dr. Elliott-Bynum has provided soup for the volunteers and those that are homeless who come in. This year the Chicken Hut restaurant will be providing meals to approximately 65 volunteers during the Point in Time Count and Vice-Chair Forte-Brown will be splitting the cost with Ms. Peggy Tapp of the Chicken Hut. Beyu Café in downtown Durham will also be contributing in-kind donations.

Vice-Chair Forte-Brown noted that Matthew Schnars, Program Manager (Community Development) wrote a very nice letter that will be distributed to businesses as well as faith communities in hopes of generating more interest.

Committee Member Herndon commented about the time it takes families to transition out of the homeless system.

Mr. Schnars explained that it depends on the program and added that according to HUD, transitional housing has a maximum of 24 months; however the goal is to make this time as short as possible. Mr. Schmeidler added that the average length of stay in transitional housing is 8 months and less than 2 months in emergency shelters. Up to 2 years of assistance is provided in rapid re-housing, but because funding is in a one-year cycle people would be qualified annually.

Committee Member Herndon expressed his concern about Vice-Chair Forte-Brown's comments regarding families with male children 12 years of age or older not being allowed to stay at one of the larger shelters in Durham.

**Subject: CoC Collaborative Application Review/Approval**

**Motion** by Vice-Chair, Forte-Brown on behalf of the Performance Management Subcommittee, to have the CoC Collaborative Application approved was approved at 3:32 p.m.

**Subject: Coordinated Intake & CoC Action Plan Update**

Mr. Schnars directed Committee Members' attention to the December 2012 Coordinated Intake Report and pointed out that members will have an opportunity to see the Coordinated Intake module in CHIN during this meeting's presentation.

The Coordinated Intake meeting is scheduled for Wednesday, January 16, 2013 at 10:00 a.m. at Alliance Behavioral Healthcare, 414 E. Main Street.

In response to an inquiry made by Committee Member Bailey regarding information contained on the Coordinated Intake Report, Sabrina Seymore, DSS Coordinated Intake Specialist, gave a brief explanation.

Mayor Pro Tempore Cole-McFadden asked if Ms. Seymore was working with the Durham Housing Authority (DHA). Ms. Seymore answered no and added that she has reached out to them and even asked how families could be placed into the program but she has not received a response yet. Mayor Pro Tempore Cole-McFadden also inquired about the private sector. Ms. Seymore explained that she makes referrals for the Rapid Re-housing program to Housing for New Hope.

Additional comments were made by Mr. Schmeidler concerning the Housing Choice Voucher program.

**Subject: CHIN overview of System Capabilities**

Sonia Ensenat (N.C. Housing Coalition/ CHIN) explained the Coalition's role and gave a power point presentation illustrating the capabilities of the CHIN system. Some of the highlights of CHIN include:

- CHIN is a state-wide HMIS and therefore is able to provide state-wide statistics concerning homelessness.
- ServicePoint by Bowman Systems is the software used for CHIN. It has proven to be reliable in delivering HUD reports on time.
- Training and technical assistance is provided to use the system.
- Client information when individuals enter the program as well as when they exit is available through the system.
- Various reports such as the APR, Emergency Shelters Solutions Report, Demographics Report, Point in Time Count and others can be generated through the system.
- CallPoint, is a part of the software within CHIN that allows phone calls to be tracked quickly during the coordinated intake process.

Ms. Ensenat gave a brief demonstration of the CallPoint feature and explained how referrals are made and reports created.

In response to Committee Member Stoppelkamp's question regarding how the referral process works with Urban Ministries' current sign-up policy, Mr. Schnars responded Ms. Ensenat was only explaining the process for the families. The process for a single individual would be handled differently.

Chair Glenn asked if an agency paid a licensing fee, could they access CHIN. Ms. Ensenat stated yes and added that beginning July 1, 2013 the CoC becomes the primary customer and not the agencies so a CoC fee is paid and licenses can be allocated to a few agencies that can't afford the service.

Further questions, discussions and comments took place concerning referrals and the CHIN system.

**Subject: CoC Collaborative Application Review/Approval**

HSAC members briefly reviewed the "*Table of Contents of Continuum Care Collaborative Application*" document provided by Mr. Schmeidler who explained that sections in this document labeled *CoC Structure, Data Collection & Data Quality, CoC Strategic Planning and CoC Performance* offered a guide to what was in the Collaborative Application that members received via e-mail.

Mr. Schmeidler pointed out that the Notice of Funding Availability (NOFA) provided more information this year than other years in regards to how HUD will conduct scoring.

CoC's will need to meet a minimum score of 97 points out of 130 to have new projects funded. However, all projects must meet HUD's eligibility requirements.

The 130 points are distributed in these six categories:

1. CoC Performance
2. CoC Strategic Planning
3. CoC Housing Services & Structure
4. Leveraging (other resources)
5. HMIS
6. Point in Time Count

HUD will also include four bonus points.

It was noted that there is no information in the *Homeless Management Information System Funding Sources* Section 2B, page 21. CHIN is waiting to hear from HUD as to whether this section should be completed for the CoC individually or for the whole state-wide HMIS project.

Recent revisions in Section 1B regarding member organization detail were made by Mr. Schnars.

Committee Members reviewed a document shared by Mr. Schmeidler on the topic of healthcare and discharge planning. This information was provided by the state of North Carolina to the N. C. Coalition to End Homelessness and was received by city staff.

Mr. Schmeidler commented that some of the language contained in the document may be incorporated into their existing document. Any substantive changes made to the discharge planning section based on the information from the state, will be provided to HSAC members. Also, recent revisions to the member organization detail along with the funding sources for the HMIS will be provided to HSAC members prior to submission to HUD.

**Subject: Point in Time Count**

Mr. Schnars pointed out that several of the items for the Point in Time Count had already been mentioned by Vice-Chair Forte-Brown during her earlier report. However, there will be a meeting on January 10, 2013 at 10:00 a.m. in the Department of Community Development. The Count will take place on January 30, 2013 – January 31, 2013 for the unsheltered from 10:00 p.m. - 2:00 a.m. An on-line registration form will be available and will be sent out to anyone interested in volunteering. Training options will also be available on the registration form. The link to the form will be sent out after the Point in Time Count Committee has reviewed it during their meeting.

**Subject: 2013 Calendar of Activities**

Chair Glenn asked that Committee members make sure the following events and dates were on their calendars:

- CATCH Conference, Thursday, February 14, 2013 (more details will be forthcoming)
- Duke Health Summit, Friday, March 22, 2013, 8:00 a.m.-3:30 p.m.
- Information Session, Thursday, February 7, 2013, Department of Community Development
  - Topic: Federal funding available through Health and Human Services for Raleigh's homeless youth

Results Teams will be reporting at the Health Summit on the work that the HSAC is doing. Committee Member Monroe will be providing a structure to the Results Team on how to present their information at the Summit.

Chair Glenn had previously assigned areas of emphasis from the Bull City Forward report to the Results Teams. HSAC's annual report is due in March 2013 and should be approved at their March 27, 2013 meeting before presenting to elected officials. Chair Glenn would like for the work of the Results Teams to be featured in the annual report. Reports used for the Bull City Forward as well as the Health Summit can be used in the annual report.

With no further business to come before the HSAC the meeting was adjourned at 4:27 p.m. The next meeting will be held on Wednesday, February 27, 2013 at 3:00 p.m. in the 2<sup>nd</sup> Floor Committee Room of City Hall.

Respectfully Submitted  
Sheila Bullock, Office of the City Clerk