

**Homeless Continuum of Care of Stark County**

**Board of Directors Meeting**

**February 10, 2015**

**9:30 am at the Sisters of Charity Foundation**

**MEMBERS PRESENT**

John Aller  
Vicki Conley  
Tim Corbi  
Lynne Dragomier  
Amanda Fletcher  
Maria Heege  
Cathy Jennings  
Beverly Jordan

Dave Kaminski  
Natalie McCleskey  
Lisa Miller  
Beth Pearson  
Kelly Perry  
Nedra Petro  
Jeff Shultz  
Shirene Starn-Tapyrik  
Jean Van Ness

**EXCUSED**

Christina Tracy

**SOCF STAFF**

Shannon Williams

**GUESTS**

Jennifer Keaton

**I. Welcome/Conflict of Interest Reminder/Approval of January Minutes**

At 9:30 am, Jean called the meeting to order, welcomed all in attendance, and introduced new Board member Dave Kaminski. She reminded all present of the Conflict of Interest Policy and asked those who not yet completed the annual Conflict of Interest Form to do so and return it to Natalie.

**Motion:** Jean requested a motion to approve the January Board meeting minutes, which had been distributed to the Board via email prior to the meeting. Vicki moved to approve the minutes, Shirene seconded, and the motion passed unanimously.

**II. Recent Data and What it Tells Us**

Jennifer provided and discussed with the Board a document reflecting changes in the HCCSC's performance between federal fiscal year (FFY) 2013 and FFY 2014 as measured by the system performance metrics adopted by the HCCSC. See attached document.

The Board then requested some additional data from Jennifer, including:

- For Metrics 2a and 2b, data on (1) returns to homelessness for each type of project from which clients exit to permanent housing and (2) returns to homelessness for each type of permanent housing to which clients are exiting; and
- The raw numbers associated with the percentages provided.

Discussion ensued about potential causes for the changes in the reported data and strategies to prevent homelessness.

The Board thanked Jennifer for her presentation. Jennifer left the meeting at this time.

### III. Discussion of 2014 and 2015 CoC Applications

- A. 2014 CoC Application Outcomes:** Beth distributed a document to the Board outlining the 2014 CoC Funding Awards, which were announced by HUD on January 26. All of the 18 projects on our application were funded for a total of \$2,310,203.

Natalie added that the HCCSC also applied for but did not receive CoC bonus funding that was available for permanent supportive housing (PSH). She went on to explain, why, given the way HUD scored the applications for bonus funds, it would have been almost impossible for any project within the HCCSC to secure this bonus funding after HUD had ranked our CoC's relative need for PSH as "medium-low." Only 25 CoCs nationally received the bonus funding.

Beverly Jordan arrived at the meeting at this point.

- B. Preparation for the 2015 Application:** Beth and Natalie are working to ensure the completeness and accuracy of the Grant Inventory Worksheet, which they just received from HUD, while also preparing for the 2015 CoC Notice of Funding Availability (NOFA), which they believe will come out at the end of March.

- 1. Proposed Changes in Application Procedures:** The Recipient Approval and Evaluation Committee is revising the "CoC Application Procedures" in an effort to streamline the application process in 2015. Natalie distributed a summary of the major changes that will be incorporated in the revised procedures and requested that the Board approve this direction before approving the actual changes to the procedures at a later date. The major changes being recommended are as follows:

- Only renewal projects—not new projects—will submit pre-applications to the committee before the NOFA is released.
- In determining whether funding for any renewal project should be reallocated in the final application to HUD, the committee will consider (1) the strength of a project's outcomes and (2) the likelihood that a different project would better fill HCCSC service gaps and would qualify for CoC funding based on HUD's priorities.
- Requests for applications from new projects will be invited only after HUD releases the NOFA, which will outline the types of new projects that HUD will consider for reallocation.

**Motion:** Jean requested a motion. Jeff moved to authorize the Recipient Approval and Evaluation Committee to incorporate these changes in the revised CoC Application Procedures. The motion was seconded by Maria.

**Discussion:** Representatives from the committee noted that they could consider all projects, including those with positive outcomes, for reallocation if necessary to fill a gap in the Continuum's services.

**Vote:** Jean requested the final vote, and the motion passed unanimously.

**2. Approval for Email Vote on Revised Pre-Application, Scoring Sheet, and Application Procedures:**

The committee also requested approval to conduct an email vote on the revised renewal pre-application and scoring sheet, which would be distributed to the Board via email by Wednesday, February 11, and the final CoC Application Procedures. As soon as possible after Board approval of the pre-application and scoring sheet, they will be distributed to projects to begin the pre-application process.

**Motion and Vote:** Jean requested a motion. Maria moved to approve an email vote by the Board on (1) the CoC renewal pre-application, (2) accompanying scoring sheet, and (3) the revised application procedures. John seconded the motion, and it was approved unanimously.

**3. Option of Hiring Professional Grant Writer:**

Cathy Jennings left the meeting at this time.

At the Executive Committee's suggestion, the Board discussed the option of hiring a professional grant writer to help ensure a higher score on the 2015 CoC application than the HCCSC received on the 2013-2014 application. Among other things, they considered:

- The possible benefits of hiring a grant writer with specific CoC application experience
- Previous HCCSC use of a grant writer. (The HCCSC has not employed a grant writer to help with the application since 2006, and, since 2001, the Regional Planning has been writing the majority of the application.)
- The alternative of having plan Natalie, Beth, Jean, and Shannon work together to prepare the application in consultation with providers and others who have expertise in the specific areas addressed by the application.
- The probability that our loss of points on the 2014 application came primarily from the lack of written policies and procedures and a fully-formed coordinated intake and assessment system. (With these things in place now, we should be poised to score higher.)

The Board reached consensus that HCCSC will write the application internally.

**IV. Review and Approval of Revised Evaluation Procedures**

Revised "Procedures for Monitoring and Evaluating CoC-Funded Projects" had been distributed to the Board via email prior to the meeting. Changes recommended by the Recipient Approval and Evaluation Committee were designed to promote the HCCSC's goal of helping agencies and HMIS get accurate data quickly and were informed by research on evaluation procedures used by other CoCs in Ohio. Most notably, the proposed revisions would require:

- Submission by HMIS of quarterly “APRs” for each recipient, consisting of data showing how that recipient is progressing in meeting the performance measures recipients must address in their annual performance report (APR) to HUD.
- Submission by each CoC recipient of a quarterly status report consisting primarily of narrative responses to various questions.

**Motion:** Lynne moved to approve the revised “Procedures for Monitoring and Evaluating CoC-Funded Projects.” Vicki seconded the motion.

**Discussion:** The Board requested that a schedule of the due dates for agencies’ reports and on-site reviews be generated for the agencies and Jennifer.

**Vote:** Jean requested the final vote, and the motion to approve the revised evaluation procedures passed unanimously.

## V. Board Updates

The Board discussed the following subjects:

- Point-in-Time Count
- The closing of the American Rescue Workers shelter at the end of February; Refuge of Hope’s (ROH) plan to establish a temporary shelter for the 20 or so men who will be displaced by this closing; and the appeal by Stark County Foundation to area foundations for help in funding the costs of equipping and operating that temporary shelter
- A recent PSH project meeting (YWCA indicated that it would be willing to forgo its \$150,000 allocation in OHFA funding if the Continuum needed that money for other housing or shelter in the community. Recently, the HCCSCS has seen an upsurge in the need for PSH for chronically homeless singles. Therefore, a group of PSH providers met on February 9, 2015, to discuss options for new projects to fill this need. ICAN indicated that it had looked at an 8-unit property, and those present at the PSH meeting agreed that this property sound like a viable option to help satisfy the need for PSH units for singles. The Board concluded that more information about the project was needed before a final decision could be made on reallocating funding from the YWCA to the ICAN project.)

Vicki Conley left the meeting at this time.

- Funding for supportive services
- Monetary assistance for the agencies that expend staff time in doing the work involved in verifying homelessness and issuing homeless certificates

## VI. Old Business

### A. Approval of 2015 Work Plan

**Motion:** Jean requested a motion to approve the updated draft of the 2015 work plan, which had been

distributed to the Board via email prior to the meeting. John made the motion. It was seconded by Amanda and passed unanimously.

**B. D & O Insurance for the HCCSC Board.**

Jean will be exploring options for D & O insurance with Pat Corcoran from Huntington Bank.

**C. Community Meeting to Discuss the Future of HCCSC.**

Lynne reiterated her recommendation that, before the community meeting, representatives of the Board should engage in conversations with key partners and advocates in the community in an effort to develop a proposal before convening a more general meeting of stakeholders to discuss the future of the HCCSC. However, it was agreed that the Board should delegate someone to examine the community calendars to choose an appropriate date for the community meeting.

**VII. New Business**

- Natalie will begin to track and coordinate professional development needs for HCCSC members.
- Stark Regional Planning is studying the recently published Housing Trust Fund Interim Rule in the *Federal Register* from HUD and will share pertinent information with HCCSC.
- American Legion Post 221 in Massillon would like to participate in the veteran housing project.

**VIII. Adjournment**

There being no further business, the meeting was adjourned at approximately 11:30am.

Overview of Baseline System Performance Metrics adopted by the HCCSC

1. Length of Time Persons Remain Homeless

Average homeless time **DECREASED** from FFY2013 to FFY2014 for “all” homeless (6.4%), homeless veterans (27.5%) and chronically homeless individuals (13.8%) across ES, SH and TH project types.

Average homeless time **INCREASED** from FFY2013 to FFY2014 for chronically homeless families (37.5%) across ES, SH and TH project types.

2a. The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness within 6-12 months

Returns to homelessness within 6-12 months have **DECREASED** for “all” (30%), veterans (100%), chronically homeless individuals (50%) and chronically homeless families (0%) from ES, SH, TH and PH project types from FFY2013 to FFY2014.

2b. The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness within 2 years

Returns to homelessness within 2 years have **DECREASED** for “all” (1.9%), veterans (33.3%), chronically homeless individuals (25.9%) and chronically homeless families (61.5%) from ES, SH, TH and PH project types from FFY2013 to FFY2014.

\*\*\*It is important to note that the actual **numbers** who have returned to homelessness are over 10 times LARGER for those who return within 2 years than those who return within 6-12 months.

3. Number of Homeless Persons – PIT Counts

Number of Total Homeless Persons **INCREASED** from 522 (FFY2013) to 531 (FFY2014), but UNSHELTERED Homeless Persons **DECREASED** from 56 (FFY2013) to 38 (FFY2014).

4. Changes in employment and income for homeless persons.

Small numbers were reported for homeless persons whose employment and income levels changed. Of those changes that were reported, increases were more than **DOUBLE** decreases.

5. Number of Persons who Become Homeless for the First Time

\*\*\*It is important to note these numbers include all household members, and (due to HMIS limitations) that persons at imminent risk of homelessness are also included if they are seeking shelter, supportive services, or prevention.

“All” New Persons in HMIS cases **INCREASED** 41.7% from FFY2013 to FFY2014. Veterans increased 31.6%, chronically homeless individuals increased 45.7%, and chronically homeless families increased 30.0%.

Cases for “All” New Persons HOUSED (in ES, SH, TH and PH) **INCREASED** 40.9% from FFY2013 to FFY2014. Veterans increased 26.4%, chronically homeless individuals increased 39.9%, and chronically homeless families increased 30.1%.

“All” New Persons in HMIS cases **INCREASED** from 2,205 in FFY2014 to 2,236 in the first third of FFY2015. All subpopulations have also increased similarly.

6a. Successful Placement from Street Outreach

Successful placements have **DECREASED** for “all” 48.9% from FFY2013 to FFY2014, but *veteran* placements have **MAINTAINED**.

6b1. Successful Placement in Permanent Housing

Successful placements for “ALL” have **INCREASED** 21.1% from FFY2013 to FFY2014, but *chronically homeless individual* placements have **DECREASED 27.3%**, while *chronically homeless family* placements have **DECREASED 46.2%**.

6b2. Successful Retention of Permanent Housing

Successful placements for “ALL” have **INCREASED** 5.5% from FFY2013 to FFY2014, but *chronically homeless individual* placements have **DECREASED 33.8%**, while *chronically homeless family* placements have **DECREASED 47.1%**.