Homeless Continuum of Care of Stark County

Board of Directors Meeting
February 9, 2016
9:30 am at the Sisters of Charity Foundation

MEMBERS PRESENT

John Aller

Mike Cody

Lynne Dragomier

Cathy Jennings

Kellie Johnson

Kimberly Kroh

Bruce Lawver

Beth Pearson

Nedra Petro

Crystal Sandor

Shirene Starn-Tapyrik

Jean Van Ness

EXCUSED

Amanda Fletcher

Beverly Lewis

ABSENT

Maria Heege

Beverly Jordan

Lisa Miller

Kelly Perry

CoC PLANNER

Natalie McCleskey

SOCF STAFF

Shannon McMahon Williams

GUEST

Matt Hudas

I.   Welcome/Introduction of New Member/Conflict of Interest Reminder/Approval of January Minutes

At 9:35 a.m., Jean called the meeting to order, welcomed everyone, reminded everyone of the Conflict of Interest Policy, and introduced a new Board member, City of Canton Police Department Chief Bruce Lawver.

All Board members must complete a new Conflict of Interest form at the beginning of the year. Natalie distributed copies of the form both via email and at the meeting and requested that those present sign one and return it to her before leaving the meeting.

Motion: Jean requested a motion to approve the January meeting minutes, which had been distributed to the Board via email prior to the meeting. Shirene moved to approve the minutes. Kim seconded the motion and it was approved by all except Mike, who abstained.

II.   Funding for Executive Director and New 501(c)(3)

At its meeting last week, the Sisters of Charity Foundation's Distribution Committee approved a grant of up to $124,000 for salary and other expenses related to employing an executive director to manage the HCCSC.

Beth Pearson arrived at the meeting.

Jean shared with the Board the Foundation's concerns about making a final offer of employment to a prospective executive director if our local cities and the county have made no commitments to help fund the HCCSC's operating costs in the future. In the Foundation's view, if no commitments can be secured, it will be

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incumbent on the HCCSC Board to reconsider the possibility of merging with the Balance of State Continuum of Care.

Jean also reported that she and Joni Close met with Canton Mayor Bernabei and Deputy Mayor Fonda Williams, to request immediate funding ($125,000) to cover a portion of HMIS and Hotline costs this year. The mayor indicated that the only possible source of funding this year would be the Community Development Block Grant program, but he agreed to facilitate a meeting to discuss future funding for the HCCSC with other Stark County mayors and representatives from the County Commissioners' office.

Through an extensive discussion, the Board reached a consensus to execute the following tasks:

- Schedule the meeting with the mayors of Alliance, Canton, and Massillon and the County commissioners
- Identify someone with expertise in city and county funding who may be able to advise those who oversee that funding in local political subdivisions regarding creative uses of available funds to support HCCSC. It was suggested that this technical assistance may be key to accessing those funds. Kevin Finn from Strategies to End Homelessness in Cincinnati may have this expertise.
- Follow up with Anthony Forte, HCCSC's regional HUD representative, regarding the possible uses of CDBG funds for HCCSC. Lisa is working on this with Jean and Natalie.
- Explore using the portion of state and federal funds available to providers to offset HMIS-related expenses for that purpose.
- Investigate the availability of Community Reinvestment Act funding from local banks. Although the Board agreed that it should pursue this funding this year, Jean cautioned that HCCSC should not put itself in a position of having to apply to the banks for funding annually.
- Gather information about the CoC allocations received by other similarly sized counties in the Balance of State Continuum of Care as a possible way of estimating how much Stark County might lose if it were to merge with the Balance of State.

III. **Review of Work Plan**

Before the meeting, the Board received the "Draft HCCSC 2016 Work Plan" via email (see Appendix A). Jean shared the progress that has already been made on a few items and invited the Board's feedback on the draft. During its discussion, the Board focused most on the following items:

- Very little progress has been made in developing housing for ex-offenders. Jean, Mike, and a few members of the Re-Entry Coalition will be pursuing possibilities creating such housing with guidance from the Corporation for Supportive Housing, but they are seeking other partners as well. Bruce shared that law enforcement recognizes housing as the greatest problem that ex-offenders face, and offered to appoint a representative from the City of Canton Police Department to assist with the project.
- Mike confirmed that he is willing to lead the effort to convene a group of affordable and supportive housing providers and developers to discuss needs and develop partnerships to address those needs.

Jean requested a representative from Stark County Mental Health and Addiction Recovery (SCMHAR, formerly Mental Health and Recovery Services Board) to co-chair the group, and John agreed.

- The Board observed that the Work Plan contained no tasks related to human trafficking, and requested that tasks be added relating to the following goals: (1) make training available to housing providers, (2) ensure that at least one CoC representative is involved in relevant community coalitions and discussions about this topic and is reporting important information to the Board, and (3) explore possibilities for (a) shelter/housing and related services for victims of human trafficking if needs become apparent and (b) funding for such programs.

Motion: Lynne moved to approve "Draft HCCSC 2016 Work Plan" with the specified additions regarding human trafficking. Mike seconded the motion and it passed unanimously.

Following the vote, Jean noted that the Work Plan may change during the year if HCCSC successfully completes a new strategic plan.

IV.   Report on Implementation of New HMIS Software

Jean welcomed HMIS Committee Chair Matt Hudas to join the meeting and update the Board on the status of the HMIS software implementation. Matt shared the following information about four major issues HMIS has been confronting:

1. Users have been unable to view certain portions of client records. Matt expected that this issue should be resolved shortly; the AdSystech representative who recently visited HMIS offices suggested a method to correct the issue, and Jennifer was working to make the correction on every affected record.
2. Some client records are not linked to the correct programs. AdSystech staff saw some positive results when they tested a particular fix, and Matt anticipated that this fix would resolve the issue.
3. Some records of individuals who called the Hotline but never went to a program were left out of the system during the initial data load. HMIS staff are working on a fix and will test it soon.
4. HMIS staff have been unable to begin generating reports due to the delays caused by data issues.

Matt also shared that in January, 17 tickets (i.e. work orders) were opened by HCCSC HMIS for AdSystech to resolve, and 14 of those have been closed.

The Board shared their concerns about reporting, telling Matt that, while the monthly management reports are a low priority at the moment, providers' reports necessary for their grants should be a high priority. Matt assured them that he would make reporting a top priority.

Matt also addressed the Board's concerns about the importation of historical data slowing the implementation process and data appearing in incorrect fields, stating that the historical data is imported and is now being made functional, and the corrections for these glitches are being finalized. He acknowledged that resolving these issues is key to the providers' reports and funding and expressed confidence that progress is being made and the issues should be resolved within a month.

John thanked Matt for his leadership on the Committee, and Matt left the meeting.

V. Board Updates

A. Update on the Fair Housing Complaint Against the Central Intake and Assessment System

Although it was reported at the Board's January meeting that the local NAACP filed a Fair Housing complaint against HCCSC's Central Intake and Assessment System, Jean informed the Board that she had received information that creates some doubt about whether this was a formal complaint.. Furthermore, during Fair Housing training offered locally on February 3rd, the Corporation for Supportive Housing indicated that, at this point, there is no reason for concern that the our Central Intake and Assessment system runs afoul of Fair Housing rules.

However, CSH consultants did point to possible Fair Housing issues associated with the many housing programs around the state and the country, including some in Stark County, that restrict admission to persons with serious mental illness and/or co-occurring disorders. Jean distributed copies of 24 CFR § 578.93, the regulation that raises some concern about programs of this type. This regulation cautions that, while housing programs may offer specialized services for a particular type of disability and limit admission to people who need those types of services, they cannot exclude otherwise eligible individuals with other disabilities who may benefit from the services offered. The Board discussed this matter, noting the following:

- According to one presenter at the training session, Fair Housing officers are unlikely to have any interest in shutting down programs that run afoul of this regulation because, among other things, they are so prevalent and serve so many people. However, CoCs should begin to work on bringing such programs into compliance with the regulation.
- CSH recommended that, like other CoCs, the HCCSC should be moving toward de-coupling housing from services.

Following its discussion, the Board reached a consensus to assemble a small group to draft questions about Fair Housing to be submitted to a lawyer with Fair Housing expertise for a legal opinion.

VI. Old Business

The Board had no old business to discuss.

VII. New Business

A. CoC Planning Activities Sheet

Natalie reviewed the document entitled "CoC Planning Activities," which she emailed to the Board before the meeting. Each month, Natalie will report to the Board on specific activities she has completed. The activities listed on the sheet represent her top priorities; she recently shortened her list of tasks so she could focus more on monitoring programs

B.   Ohio Housing Finance Agency (OHFA)

Shirene reminded Board members of the last-minute lobbying efforts last June to convince lawmakers to eliminate proposed state budget provisions that would have gutted the Ohio Housing Trust Fund (OHTF), and she advised them to be prepared to protect this critical source of funding for local homelessness and affordable housing projects. Lawmakers who defeated through last year's lobbying efforts have increased the intensity of their efforts to decrease OHTF funds or send them back to the local Recorders offices around the state for distribution to projects. Shirene asked everyone to take action to keep OHTF's funding intact.

Shirene also provided an update on the B-FIRST PSH project. She indicated she would be attending OHFA's Multifamily Board meeting on February 10th when that board would be considering another $96,201 grant to B-FIRST to help compensate for the fact that the project did not receive a Federal Home Loan Bank grant. If the Multifamily Board approves the additional grant to B-FIRST, OHFA's full board will consider the grant on February 16 and, if approved, Alliance for Children and Families should be receiving a contract for the grant soon thereafter.

C.   2017 Federal Budget

President Obama's 2017 proposed budget has gone to Appropriations. It includes more funding for homeless veterans and vouchers for families.

D.   Special Meeting of Foundations for Homeless Capital Projects

The local foundations have agreed to meet on March 1 to consider requests from Coleman's Transitional Age Youth PSH project and Alliance for Children and Families' BFIRST project.

E.   Housing Inventory Count (HIC)

Jennifer Keaton and Natalie are currently completing HCCSC's HIC. They are working carefully through the detailed instructions and being very thorough to ensure that the HIC does not need to be revised after the submission date, as has been the case for the last few years.

F.   Increase in Numbers of Homeless Veterans

Crystal shared that the Veterans Service Commission (VSC) has recently observed an increase in the number of homeless veterans applying for help. VSC has been able to place some of them in hotels temporarily, but

many are not following through with referrals to the Hotline so they can be put on the prioritization list for permanent supportive housing. The Board discussed this issue and will look into it further.

VIII.   Adjournment

There being no further business, the meeting was adjourned at 11:40 a.m.

DRAFT HCCSC 2016 WORK PLAN

TASKS	WHO IS RESPONSIBLE	DUE DATES	NOTES/ PROGRESS	
HIGH PRIORITIES				
Executive Director: Obtain funding for Continuum Executive Director position, conduct search, and hire and orient executive director.	Executive Committee with advice of the entire Board	End of April		
Establish New Backbone Organization: Develop name; mission; recruit initial board members; develop code of regulations; file articles of incorporation; and file Form 1023 with the IRS	Executive Committee with advice of entire Board	End of March		
Develop Funding Plan for New Organization: Convene mayors of Canton, Massillon and Alliance and Stark County commissioner and secure commitments for some immediate and substantial long-term support for the organization.	Executive Committee with help from CoC Board members and Executive Director and Board members of the Sisters of Charity Foundation	End of April	• On 1/27/16, Jean and Joni Close met with Mayor Bernabei and secured his agreement work with them to convene meeting of mayors and commissioners	
Develop New Strategic Plan	Executive Director/HCCSC Board/ HCCSC members	ASAP after ED hired		
Increase Employment and Employment Income for CoC Clients: • Provide CSH training for providers • Engage job training/placement programs in developing plans and MOAs for cooperation among homeless programs, job training and placement programs, and willing local employers • Initiate pilot program with Goodwill • Explore with OhioMeansJobs possibilities for prioritizing homeless persons in new WIOA-funded transitional age youth program	Jean Van Ness, Shannon McMahon William, YWCA RRH Team, Goodwill staff, OMJ staff	Ongoing	• We are in working with CSH and OMJ to plan a training and planning session for providers, job training and placement programs, and willing local employers on 3/16/2016/ • YWCA RRH staff will be meeting on 2/9/2016 with Goodwill staff to finalize plans for recruiting 15 households to participate in the first cohort of homeless served in the Goodwill pilot project	

Increase Medicaid Enrollment among CoC Clients and Use of Medicaid by Providers to Fund Supportive Services: • Provide CSH training • Provide CSH help as needed to individual providers to determine whether they can use Medicaid to enhance services or replace CoC dollars • Identify programs with low Medicaid enrollment and develop plans to increase their enrollment	Kellie Johnson/Natalie/Jean	Ongoing	• CSH provided training on 2/3/16
Explore and Implement Additional Measure to Increase Client Access to Mainstream Benefits; • Analyze data to determine which providers are doing this most successfully and ask them to share methods • Consult with CSH and providers about probable value of more extensive SOAR training • Check with SSI Specialist on use of services and results • Develop form to track help given to clients in determining eligibility and apply for benefits	Natalie/Jean/CSH/HSC	Ongoing	
Develop New Estimate of Need for PSH for Chronically Homeless: Use new information being developed by SSWN and HMIS about numbers of chronically homeless and work with CSH as necessary to develop new estimate of number of PSH units needed to end chronic homelessness and any subpopulations to which subgroups should be targeted.	PSH Quality Assurance Group System Performance Committee	End of May	
Achieve Functional Zero for Homeless Veterans: • Analyze October 2015 specifications for reaching functional zero issued by USICH and determine what Stark County needs to do to achieve • Identify and implement steps necessary to reach this goals • Report monthly to Board on progress and on help needed to achieve goal	Amanda, Lisa Waikem, Stark County Veterans' Task Force	Ongoing	

Regularly Convene Housing Providers to Share Plans and Promote Cooperation in Addressing Needs for Low-Income and Supportive Housing	Mike/Jean/John	Ongoing	
Develop Closer Collaboration with Stark Metropolitan Housing Authority: • Develop MOU between SMHA and CoC establishing expectations for annual meeting to discuss areas of collaboration for incorporation in SMHA's annual plans • Ensure that CoC speaks with one voice to identify system-wide priorities/preferences in dealing with SMHA • Revise Homeless Certificate, improve access to current information about homeless status and whereabouts of applicants for PH, and take other measures to ensure PH opening are filled quickly in the order of priority established by the CoC	Mike/Jean/Natalie/Hotline and HMIS Staff	End of May	
Increase Public Awareness and Access to Information about the Continuum: • Update HCCSC website and make it more user friendly • Publish second annual HCCSC report • Develop plan for making available to the public performance data for individual providers • Look for opportunities to publicize information about success/challenges and engage wider public in the HCCSC's work	Natalie/Shannon/Jean/Lynne/System Performance Committee/	Annual Report by end of July.	
Identify Next Steps for Addressing Youth Homelessness: • Identify new chair for Youth Committee • Determine what, if anything, the CoC should be doing to support the new youth shelter • Work with providers and other interested agencies to determine if any additional programs and services should be piloted to address the needs of this population	Youth Committee with guidance from Nedra Petro		
Develop Plans for Housing For Ex-Offenders • Determine whether we have the necessary partners, the capacity, and the champion to drive this project	Mike/ Jean/ Members of Re-entry Coalition		.

• If yes, begin meeting monthly under guidance of CSH to formulate plans			
Implement Education Policies: (1) Include as part of annual onsite monitoring of ESG- and CoC-funded providers review of compliance with "HCCSC Providers' Education-Related Duties"; (2) Update list of Stark County school districts' homeless liaisons and their contact information and post on HCCSC website before beginning of 2015-16 school year. (3) Update, as necessary, list of education coordinators appointed by projects and their contact information and post on website. (4) Post information and downloadable brochures about educational rights of homeless on website. (5) Confirm that Homeless Hotline staff knows rules governing eligibility of unaccompanied youth and homeless families with children for education services and routinely notifies families of their eligibility for such services even if they are not eligible for shelter or housing. (6) Share with Stark County school districts protocols developed by Canton City Schools for identifying and engaging homeless children and families; provide shelters and housing projects with brochures and information about education rights of unaccompanied youth and homeless families; and coordinate with director of Stark County Educational Services' Center ICare program to provide educational presentations to various groups of school personnel. (7) Finalize plans with ECRC to develop training(s) for early child care providers as well as programs for homeless parents of young children.	(1) -(3) Natalie McCleskey (4) Natalie McCleskey and Kelly Perry (5) Jennifer Keaton (6) Kelly Perry (7) Cathy Jennings		
EXECUTIVE COMMITTEE			
1. Develop HCCSC work plan for 2016		By 2/9/16	
2. Develop monthly and quarterly reporting forms so Board can easily see current demand for homeless services and HCCSC's success in meeting demand			
3. Confer with each committee chair, as necessary, to discuss and refine work plans for year and solicit e-mail approval of entire work by Board.		By 2/11/16	

3. Distribute conflict of interest forms to and collect completed forms from all Board members.	Natalie McCleskey	2/9/16	
4. Update committee membership rosters and post on website	Natalie McCleskey	End of February	
5. Track attendance of directors and compliance with conflict of interest and other Board policies and confer with any director that falls short of expectations		Ongoing	
6. Complete annual review of (a) HMIS Lead in collaboration with HMIS Committee and (b) Collaborative Applicant and CoC Planner		End of March	
7. In consultation with Collaborative Applicant and HMIS Lead review Governance Charter Articles I-IX and all addenda establishing policies and procedures for the operation of the Board and its committees and recommend changes, if necessary, to the Board		Ongoing	
SYSTEM PERFORMANCE COMMITTEE			
1. Analyze PIT count and other data as necessary to identify successes and recommend areas on which HCCSC should focus for improvement; include analysis and recommendations in annual report.		End of April	
2. Review and adjust, as necessary, system performance targets and recommend whether targets individual provider targets on same measure should be adjusted due to nature of populations served by providers.		End of May	
3. Collaborate with Evaluation and Review Committee to develop system-wide priorities to be used in scoring applicants for 2015 CoC and ESG funding.		End of March	
4. Review and propose changes to Board of Governance Charter Article V.B.		End of September	

HMIS COMMITTEE			
1. Resolve glitches with new software.		ASAP	
2. Continue to review and revise HMIS policies as necessary		Ongoing	
3. Develop checklist of HMIS duties as outlined in CoC policies, HUD regulations, and the CoC's MOA with the HMIS Lead and a method for confirming that these duties are being carried out in a timely fashion.		ASAP	
4. Provide of the Board a monthly written report indicating whether HMIS is fulfilling its duties and explaining any challenges with the system.		Ongoing	
5. Conduct annual review of HMIS Lead and present results to Board.		End of March	
6. Review and suggest changes, as appropriate, to MOA and Governance Charter Articles V.E.		End of September	
CENTRAL INTAKE, ASSESSMENT, & PRIORITIZATION COMMITTEE			
1. Evaluate and recommend to the Board, as appropriate, changes to central intake, assessment, and prioritization (CIAP) policies to reflect HUD's new definition of chronically homeless		End of March	
2. Continue to evaluate and recommend to the Board, as appropriate, changes to CIAP policies and procedures to respond to problems identified or suggestions made by the Quality Assurance Workgroups.		Ongoing	
3. Review Article V.D. and all policies and procedures relating the Central Intake that were developed before and recommend changes for Board approval.		End of September	

RECIPIENT APPROVAL AND EVALUATION COMMITTEE			
1. Refine quarterly/monthly reviews procedures, determining what data the committee wants to review; whether ESG and HCRP project outcomes should be reviewed quarterly along with the outcomes of CoC-funded projects; whether CoC, ESG, and HCRP/ODSA-funded provider should submit status report on the same frame		End of March	
2. Review and, if appropriate, recommend changes to the new projects process		End of March	
3. Review and, if appropriate, recommend changes to the CoC application process, especially with an eye to making the process more transparent and open to new projects and increasing fairness of process.		End of April	
4. Consult with Quality Assurance Groups and System Performance Committee to determine whether individual performance target on system performance measures should be adjusted due to differences in types of clients served		7/31/2015	
5. Review and recommend changes, as appropriate, to the scoring and ranking process for CoC application by, among other things, including additional and, where possible, more objective criteria that draw appropriate distinctions between high performing and lower performing projects			
6. Review and recommend for Board approval any changes to Governance Charter Article V. C.		9/30/2015	