Homeless Continuum of Care of Stark County

Board of Directors Meeting
March 8, 2016
9:30 am at the Sisters of Charity Foundation

MEMBERS PRESENT	Beth Pearson	**ABSENT**
Lynne Dragomier	Kelly Perry	Lisa Miller
Amanda Fletcher	Nedra Petro	Crystal Sandor
Maria Heege	Shirene Starn-Tapyrik	
Cathy Jennings		**CoC PLANNER**
Kellie Johnson	**EXCUSED**	Natalie McCleskey
Beverly Jordan	John Aller	
Kimberly Kroh	Mike Cody	**SOCF STAFF**
Bruce Lawver	Jean Van Ness	Shannon McMahon Williams
Beverly Lewis		

I.   Welcome/Conflict of Interest Reminder/Approval of February Minutes

At 9:33 a.m., HCCSC Board Vice Chair Lynne Dragomier called the meeting to order, welcomed everyone, reminded everyone of the Conflict of Interest policy, and introduced new Board member Beverly Lewis, Housing Director and Fair Housing Counselor for the City of Massillon.

Kimberly arrived at the meeting.

Motion: Lynne requested a motion to approve the February meeting minutes, which had been distributed to the Board via email prior to the meeting. Shirene moved to approve the minutes with one small change noted on page five. Kimberly seconded the motion and it passed unanimously.

II.   Review and Discussion of Monthly Data Report and CoC Planning Activities Report

Beth arrived at the meeting.

Natalie reminded the Board that the Monthly Management Report, which was distributed to the Board via email prior to the meeting, was developed in collaboration with Katie Kitchin from Corporation for Supportive Housing (CSH). It is meant to help the Board assess the movement of the homeless system by reviewing data from Central Intake and Assessment. Natalie reviewed the report with the Board, highlighting in particular (1) the high number of households who refused or did not show to shelter, (2) the relatively low average length of time from intake to referral for shelter, (3) the increasing numbers of households newly housed in permanent supportive housing (PSH), and (4) the high average length of time from referral to housing in PSH.

Natalie also invited any questions or concerns about the "CoC Planning Activities February Update," which also had been distributed to the Board via email prior to the meeting. The Board had none.

III.   Discussion of Possible Collaboration with Strategies to End Homelessness and ODSA Data Concerns

Since the Community Summit on Homelessness last September, Jean has been working to create the new 501(c)(3) to manage HCCSC's work going forward. Her difficult experience securing ongoing funding to support the organization, however, has caused the Executive Committee to reexamine its course. During a recent conversation between Jean and Kevin Finn, President and CEO of Strategies to End Homelessness (STEH) (and presenter at the Summit), another possible course emerged. Kevin shared that STEH, as one of four HUD-designated Unified Funding Agencies in the country, is in a position to provide management services to other Continuums of Care (CoCs). Lynne read the points about this development from amended Board Updates that had been distributed to the Board via email prior to the meeting, which outlined the Executive Committee's considerations during its discussion about this possibility.

Beverly J. and Maria arrived at the meeting.

During its discussion about this potential arrangement, the Board raised the following points:

- The arrangement would be unprecedented.
- The Executive Committee could pursue this option while also moving forward with forming a new 501(c)(3) and researching the possibility of joining Balance of State (BOS) CoC.
- This arrangement would not prevent HCCSC from having to raise funds and solicit community buy-in to support planning, central intake and assessment, and HMIS. In addition, the Board noted that HCCSC would still compete for federal funds with STEH.
- STEH is an impressive organization that, judging by its status, is meeting all federal regulations and standards and gaining security in its funding.
- STEH's expertise may also be useful in a consulting or technical assistance capacity.

The Board reached a general consensus that it wanted the Executive Committee to be very cautious in pursuing this option. Lynne stated that the Executive Committee would explore the points raised by the Board as it continues its discussions and meets with Kevin again.

With regard to the problems with the data reports being sent to Ohio Development Services Agency (ODSA) (as mentioned in the amended Board Updates), Natalie stated that she will have a conference call with ODSA staff before the next Board meeting to clarify their expectations and learn what they believe is problematic about or missing from our HCRP programs' reports. Natalie and Beth speculated that ODSA's concerns may be due to different understandings between ODSA and Stark County Regional Planning Commission (which administers HCRP locally) about the way the data is being presented in the report, and not about data being missing.

IV.   **Vote on Name and Purpose of New Backbone Organization and Solicitation of Three Board Members for Articles of Incorporation**

The Board reviewed "Attachment to 3/8/16 Board Updates" (see Appendix A), which had been distributed to them via email prior to the meeting, on which six possible names and a draft purpose statement for the possible new 501(c)(3) backbone organization were listed for their consideration.

In reviewing the suggested names, the Board cautioned against selecting a name that resembles the name of any other local organization or business in order to avoid confusion. They reached a consensus to amend the suggested name "The Stark County Housing Network" to "Stark Housing Network" to clarify that the organization is not a part of county government and to highlight its function as a system of providers.

Motion: Shirene moved to name the potential future backbone organization "Stark Housing Network," contingent upon research to ensure that there is no conflict locally or in the state with that name. Nedra seconded the motion and it passed unanimously.

The Board then reviewed the suggested Purpose/Mission statement, noting that this statement should be kept broad to allow future growth into new activities but should align with HCCSC's core mission. They agreed to change the word "staff" to "support" to prevent confusion about the amount of overhead the organization will provide.

Motion: Amanda moved to adopt the Purpose/Mission statement written in "Attachment to 3/8/16 Board Updates" with the one change as discussed. Beverly J. seconded the motion and it passed unanimously.

Lynne solicited three volunteers from the Board to serve on the founding Board for the backbone organization, as is required to file the articles of incorporation. Shirene and Lynne volunteered, and Amanda volunteered on an as-needed basis only.

V.   **Discussion and Approval of Agreement with OHFA on Interagency Data Use**

Kimberly left the meeting.

Ohio Housing Finance Agency (OHFA) and ODSA are assembling a collaboration of all Ohio CoCs that will contribute to a Human Services Data Warehouse, which would allow the State to view various HMIS data and identify statewide trends. Collaboration is voluntary. Beth shared that this effort began in 2011, but HCCSC decided not to participate due to concerns that the warehouse was requesting client-level data. Since then, it has become clear that the data they are requesting would be de-identified. The data would be submitted annually and Jennifer Keaton would serve on the Warehouse Steering Committee.

The Board reviewed the document titled "Data Use and Security Agreement for the Ohio Human Services Data Warehouse," which was distributed to them via email prior to the meeting (see Appendix B). After some discussion, the Board came to an agreement that participating in the Warehouse is favorable for HCCSC, as it

costs only time and equipment, the State will be examining this data to see trends and make decisions, and our HMIS is strengthening.

Motion: Beth moved to approve HCCSC's signing of "Data Use and Security Agreement for the Ohio Human Services Data Warehouse." Cathy seconded the motion and it passed unanimously.

VI.   Report on Federal Benchmarks for Determining Whether Community Has Effectively Ended Homelessness among Veterans and What Needs to be Done in Stark County to Reach that Goal

Amanda reviewed the "HCCSC Work Plan 2016: Achieve Functional Zero for Homeless Veterans Monthly Report, March 2016," which the Board had received via email prior to the meeting. Amanda's report describes the federal benchmarks and criteria to end veteran homelessness, including the System Criteria, Performance Benchmarks, Performance Measurement Tool, and "Criteria & Benchmarks Review Tool." Amanda reviewed the work that Lisa Waikem is doing to support ending veteran homelessness in Stark County, including ongoing monitoring of the master list, facilitation of informal conversation with other veteran providers to keep track of specific veterans, and participation in Veterans Task Force meetings. She noted that there are 15 veterans on the list currently and all have been contacted.

Amanda then reviewed the "Criteria & Benchmarks Review Tool," outlining areas where HCCSC does not meet the prescribed standards as follows:

- Though ICAN has been confident that it can identify all homeless veterans, other veteran providers have not always been forthcoming with information about homeless veterans with whom they have been working and are not always ensuring that veterans are calling the Hotline immediately.
- Veterans are prioritized in the Central Intake and Assessment system, but HCCSC is not able currently to place them in shelter the same day they call.
- Communication with homeless veterans on the list needs to be at least every two weeks.
- No homelessness prevention work is specifically targeting veterans currently.

Amanda and Lisa have begun populating HUD's Performance Measurement Tool using data from the master list of veterans that ICAN is maintaining. This tool will generate a 90-day report to show our local progress. When it is complete, HCCSC may consider applying for official recognition from HUD that we have ended veteran homelessness. The Board commended Amanda for her report and ICAN's work.

VII.   Discussion of Board Updates

A. Conference Call with Representatives of the Balance of State (BOS) CoC

As discussed in the Board Updates, Lynne, Beth, and Jean participated in a productive conference call with representatives from ODSA and the Coalition on Homelessness and Housing in Ohio (COHHIO) regarding

HCCSC merging with BOSCoC. Lynne reviewed the Board Updates summary. The Board thoroughly discussed the potential merger, outlining points both for and against it, including:

- The Sisters of Charity Foundation cannot commit its staff long-term to managing HCCSC.
- Scheduling a meeting with the local political leaders to discuss committing public funding to support the management of HCCSC has proven to be a challenge. The Board requested that additional attempts be made to schedule that meeting, and Beverly L. and Bruce offered to speak with the mayors of Massillon and Canton respectively about attending.
- If local public funding cannot be secured and the Foundation cannot sustain the management duties, merging may be the only option.
- Stark County would retain some autonomy as its own region within BOS.
- By merging with BOSCoC, Stark County projects would arguably lose some discretion and control and subject themselves to competition for federal funding with projects from the other 80 Ohio counties in BOS. Providers were concerned about new and/or small projects being overlooked in the larger, more competitive pool.
- Adopting BOSCoC's HMIS would be time-consuming and cumbersome. It was suggested that providers look into using the portion of their grants eligible for HMIS costs to support HCCSC's HMIS.
- The extent to which BOS is in compliance with HUD regulations is unclear.
- Stark County would still be responsible for funding its regional functions. The Board requested a cost comparison between this option and the other future management options.

Kellie, Cathy, and Maria left the meeting.

- HCCSC has worked hard in the last several years to implement the HEARTH Act and has laid extensive groundwork for a functioning system; this may mean that the workload may become more manageable over the next few years.
- It would not be feasible to merge with BOSCoC in time for the 2016 CoC grant competition, as BOS has already begun some of its processes. HCCSC would have to consider the timing carefully.

The Board reached a consensus that the Executive Committee should continue researching this option.

VIII.   **Overview and Discussion of Possible Changes to Procedure for Soliciting, Reviewing, Scoring, and Ranking of CoC Applications**

Jean and Natalie have been reviewing HCCSC's procedures for soliciting, reviewing, scoring, and ranking CoC applications in order to answer to HUD's clear indication that local application processes should be open to new projects and clearly publicly announced. The Recipient Approval and Evaluation Committee will be discussing and approving the revised procedures and any changes to the scoring and application forms at its next meeting and will bring its recommendations to the Board at its April meeting.

In addition, the Board is responsible for approving applications and scoring forms for local Emergency Solutions Grant (ESG) funding. Stark County Regional Planning Commission, which administers those funds, may need to

publish the RFP before the Board's April meeting. Natalie requested that the Board vote to approve an email vote on those ESG forms before its next meeting if necessary.

Motion: Beverly L. moved to approve an email vote if necessary on the applications and scoring forms for ESG funding. Beverly J. seconded the motion and it passed unanimously.

IX.   Old Business

A.   Update from Stark Social Workers Network

Beverly J. shared that the Network has served 60 people on the central prioritization list: 10 have been documented as chronically homeless and six have needed disability documentation. She shared that communication with the clients is time-consuming, and often her staff finds that the clients have several needs related to stabilizing housing. She is considering developing new ways to meet those needs.

B.   Discussion about Serving Those Who Are Not Chronically Homeless

A few members of the Board requested additional guidance on how to use the prioritization list in the event that there are few chronically homeless households in the community, as the Network's efforts seem to indicate. They inquired about being able to serve those who are not chronically homeless if all chronically homeless have been contacted for housing.

Nedra left the meeting.

C.   Approval of Changes to 2016 Work Plan

The Board reviewed the changes, which were highlighted (see Appendix C).

Motion: Beth moved to approve "Amended HCCSC 2016 Work Plan." Amanda seconded the motion and it passed unanimously.

X.   New Business

A.   Fair Housing Concerns

Shirene shared that, in the wake of the recent alleged Fair Housing violations, she asked a State Fair Housing representative to informally review HCCSC's Central Intake procedures and the SPDAT. The representative responded that his review of the information presented did not unearth any violations.

XI.   Adjournment

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

Attachment to 3/8/16 Board Updates

Possible Names for the Backbone Organization

- Hearth and Home Stark County
- Housing Solutions (for Stark County)
- Housing Opportunities (for Stark County)
- Housing Options for (for Stark County)
- The Way Home
- The Stark County Housing Network

Possible Statement of Purpose/Mission

The purpose of _____ is to provide staff and other necessary resources to manage the system of care for the homeless in Stark County, Ohio, and facilitate efforts to develop and implement plans to provide decent, safe, and affordable housing for all Stark County residents.

DATA USE AND SECURITY AGREEMENT FOR THE OHIO HUMAN SERVICES DATA WAREHOUSE
By and Between the Ohio Housing Finance Agency and [insert CoC]

This Data Use and Security Agreement ("Agreement") is made and entered into by and between the Ohio Housing Finance Agency, (hereinafter referred to as "OHFA"), and_____ (hereinafter referred to as "CoC"). The Ohio Human Services Data Warehouse hereinafter is referred to as "OHSDW."

STATEMENT OF THE AGREEMENT

NOW, THEREFORE, in consideration of the foregoing and the mutual promises and covenants hereinafter set forth, the parties hereby agree as follows:

Article I.   Purpose

Section 1.01   This agreement addresses the terms and conditions under which the OHFA and CoC agree to exchange and use the data to carry out the OHSDW. The OHSDW will strengthen collaborative efforts to develop a statewide comprehensive strategy to alleviate the interrelated issues of poverty through the analysis of cross-system data related to homelessness and at-risk populations.

Article II.   OHSDW Steering Committee

Section 2.01   The OHSDW Steering Committee composed of eleven (11) members including one representative from each of the participating CoCs, from the OHFA, and from the Coalition on Homelessness and Housing in Ohio (COHHIO). COHHIO will be an ex-officio member of the OHSDW Steering Committee and will not have voting privileges. These constituents will act on behalf and with the authority of their respective agencies or CoCs to make decisions for the use and functions of the OHSDW and all data and other information entrusted to the collaborative group.

Article III.   Roles and Responsibilities

Section 3.01   OHFA is the OHSDW project lead agency and a member of the OHSDW Steering Committee. As the lead agency, OHFA agrees to host and manage the OHSDW including tasks such as, but not limited to, data management, data storage, and reporting.

(a) OHFA agrees to use the records and information from participating agencies solely for the purpose of carrying out the OHFA obligation to fulfill the purpose and goals of the OHSDW guided by the OHSDW Steering Committee to provide comprehensive data on homeless households—and promoting greater responsiveness, accountability, and impact of homeless services.

(b) OHFA will establish operational programs to prohibit inquiries from any terminal or other access site that is not properly authorized. OHFA has the right to audit and confirm and test that adequate procedure and controls are in place to protect data shared under this Agreement. OHFA will establish and maintain security, audit, and control mechanisms, including audit trails, to identify improper use of records and information provided under

this Agreement and to initiate appropriate action for violation of this Agreement, including criminal prosecution or employee sanction.

(c) OHFA agrees to implement the following security requirements for the retrieval, access, storage, use, display, disclosure, or dissemination of any record or information obtained under this agreement:

 (i) *Institute operational programs to detect unauthorized access, use or dissemination or unauthorized attempts to access, use, or disseminate any specified data elements provided to the OHFA by this Agreement. OHFA employs firewall appliances providing web security, including near-real-time intrusion protection and antivirus capabilities. Onsite access to servers and databases is restricted to authorized OHFA employees through dedicated accounts and passwords.*

 (ii) *Provide for the physical security of terminals with access to data shared under this Agreement, with procedures and devices designed to protect against theft of records and information or unlawful access, use, or dissemination of records and information provided to the OHFA under this Agreement.*

 (iii) *The OHFA will maintain the OHSDW a physically secure environment located on secure servers at OHFA.*

 (iv) *OHFA agrees to collect and maintain an appropriate confidentiality agreement from each employee, contractor or agent with access to OHSDW.*

 (v) *Nothing in this paragraph authorizes sharing data provided under this Agreement with any other entity for any purpose.*

 (vi) *All files and databases are backed up on a nightly basis. Backup files are written to tapes which are transported to a secure, offsite facility on a weekly basis. The Agency has specific controls in place to prevent data loss. For example, backup tapes are encrypted and can only be handled by authorized IT personnel.*

 (vii) *The Agency's business continuity plan also includes provisions on data recovery should a disaster occur affecting the technology infrastructure. For example, alternative sites have been identified to restart business functions in the event of a disaster.*

Section 3.02   CoC is a member of the OHSDW. As a participating member of the Steering Committee, CoC agrees to the following:

(a) CoC agrees to provide the data elements listed in the Data Elements List to the best of their ability to OHFA for inclusion in the OHSDW.

(b) COC agrees to provide OHFA with the right to access specified data elements stored in the statewide OHSDW identified in the OHSDW Data Elements List and allowable for release under applicable state and federal law.   The specified data elements are limited to information pertaining to homelessness selected for inclusion in the OHSDW.   It is understood that each participating CoC is in compliance with the confidentiality and security requirements of the HUD HMIS Data and Technical Standards and any other local, state and federal privacy and security requirements. This includes agency privacy policies, wall postings or other privacy-related notices to clients, consent or release of information forms

and/or procedures for implied or informed express consent, HMIS user agreements, and all other privacy and security-related requirements.

(c) All client data provided to OHFA for the OHSDW will be in accordance with local client consent and/or other applicable information release procedures. Local CoCs will be responsible for their own compliance and will hold the project lead agency harmless for deviations from this requirement.

Article IV. Data Exchange

Section 4.01   Pursuant to the terms and conditions of this Agreement, OHFA seeks access to information from participating agencies having specified data elements identified in the OHSDW Data Elements List designated as allowable for release under applicable state and federal law.

(a) The OHSDW Data Elements List must be agreed upon by the OHSDW Steering Committee.

(b) The OHSDW Steering Committee may add, modify or replace data elements to the original list (See OHSDW Data Elements List) of the collected data elements as long as they are capturing data similar in nature as to what was originally intended to be gathered but such elements were not originally thought of and/or available for collection at the time the Agreement was executed, and the inclusion of such new data elements will not significantly change the original intent of the data collection.

(i) *Additions, modifications, or removal of any data elements that is significantly different than those original intended must be approved by the OHSDW Steering Committee.*

Section 4.02   Protected Identifying Information (PII) is information about a project participant that can be used to distinguish or trace the participant's identity, either alone or when combined with other personal or identifying information using methods reasonably likely to be used, which is linkable to the project participant.

(a) PII is defined in OMB M-07-16 as ". . . information which can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, etc. alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc."

(b) PPI when lost, compromised or disclosed without authorization could substantially harm an individual. Examples of sensitive PII include social security or driver's license numbers, medical records, and financial account numbers such as credit or debit card numbers.

(c) The OHSDW will not store any PII. To avoid double counting clients whose information is contained in multiple source databases, each client should be assigned an Interim Unique Identifier (IUID) based on a combination of portions of key client-level data fields that theoretically do not change. This IUID would be independent of any unique identifier within each source database. A standardized algorithm will be applied to the client information at the local source database to encrypt the IUID before data is submitted to the warehouse.

(i) *The IUID will be developed and used to protect client privacy. CoCs and OHFA agree not to disclose the IUID, its formula, or any elements of its formula to any unauthorized person.*

(ii) *Authorization is limited to those with a specific need to know the IUID. This includes, but is not necessarily limited to, local CoC representatives, consultants or others working on OHSDW, local HMIS staff members responsible for creating the IUID element and project lead agency staff (including consultants).*

(iii) *Access to the IUID specification will be controlled by OHFA. The specification will be clearly labeled "Private and Confidential. Do Not Disclose to Unauthorized Persons." The electronic version of specification will be protected by password control. All paper copies of the specification must be kept under lock and key or in another secure location.*

(iv) *Published reports will never include the OHSDW IUID under any circumstances.*

Section 4.03   Data exchange process

(a) The data recipient (OHFA) and CoC agree that data exchanges will occur through secure FTP site established by the data recipient. For example, FTPS or HTTPS with username/password and a third party certificate authority will fulfill such encryption, sender and recipient authentication. Access to confidential systems will be logged, with logs kept for a minimum of 30 days.

(b) Fields containing PII will be removed prior to storing in the OHSDW or may be stored in encrypted form using a 128-bit encryption algorithm. The unique key developed to identify individuals may comprise parts of one or more PII fields but the final key is encrypted using 128-bit encryption.

(c) Transmission of confidential data over a public network must be done by a prescribed method that will include encrypted (128-bit key minimum) transmission, sender authentication to verify the identity of the sender, and recipient authentication to verify the identity of the recipient. These concerns are addressable by appropriate use of current security technologies.

(d) The OHSDW will be housed at OHFA in a secure server room on a dedicated, standalone server or on a virtual server in a separate partition.

Article V.   Reporting

Section 5.01   All OHSDW reports must be agreed upon prior to the development of any and all publications by the OHSDW Steering Committee.

Section 5.02   All OHSDW reports must be approved by voting members of the OHSDW Steering Committee prior to publication.

Article VI.   Third party access

Section 6.01   Data requests from OHSDW Steering Committee members must be in writing and transmitted immediately to the OHSDW Steering Committee for consideration by the full Steering Committee.

Section 6.02   All third-party requests or demands for OHSDW data or reports, whether made to an individual, organization, CoC, or OHFA, must be in writing and transmitted immediately to the OHSDW Steering Committee. The OHSDW Steering Committee is responsible for consideration and decisions related to the request or demand. No third-party requests or demands for data or reports may be granted without prior approval from the OHSDW Steering Committee. The project lead agency will immediately notify the OHSDW Steering Committee of any third-party requests or demands for OHSDW data that it receives.

Section 6.03   Notwithstanding the above, the project lead agency may make such OHSDW data disclosures that may be required by law and will not be held responsible or liable for such data disclosures. However, prior to such a release, the project lead agency will first diligently pursue a resolution to the request or demand that eliminates, or reduces to the maximum extent possible, the need for any data disclosure.

Section 6.04   The OHSDW Steering Committee may from time to time determine that the use and disclosure of data for research or academic purposes is beneficial. Such uses and disclosures require a prior written research agreement that meets the standards for such agreements included in the HUD HMIS Data and Technical Standards, including all confidentiality and security protections included therein. All research must include Institutional Review Board (IRB) approval prior to any release of data. All research agreements must be in writing and approved by the OHSDW Steering Committee.

Article VII.   Confidentiality

Section 7.01   The participating agencies understand that information disclosed for the purpose described above shall not be used for any purpose without the expressed consent of the originating agency's director or designee.

Section 7.02   Information and access thereto will be restricted to persons who are authorized and require the information to fulfill the goals of the OHSDW.

Section 7.03   All persons will be instructed as to the confidential nature of the information, penalties both civilly and criminally associated with noncompliance with the confidentiality requirements pertaining to this information, and safeguards required to protect the information.

Section 7.04   Parties agree to use appropriate administrative, technical, and physical safeguards to protect the data. Authorizations should be based on the principles of need to know, least privilege and separation of duties. Secured storage should be used to protect the data and encryption should be used when transmitting the data.

Article VIII.   Legal Authority

Section 8.01   The Federal authority and enabling legislation that sanctions data sharing between the participating state agencies as well as community-based organizations, as authorized, includes but is not limited to:

(a) Personal Responsibility and Work opportunity Reconciliation Act of 1996 (Public Law 104-193); Health Insurance Portability and Accountability Act of 1996 (HIPPA); HIPAA regulations: CFR 160 and 164; Title XIX of the Social Security Act: Medicaid; Individuals with Disabilities Education Act Amendments of 1997 (IDEA)-Act 34 CFR part 300; Education

Department General Administrative Regulations (EDGAR)-Part80, Act 34 CFR 74-86, 97-99, March 2001; Family Education Rights and Privacy Act (FERPA Final Rule July 6, 2000)

Article IX.   Term

Section 9.01   The initial term of this agreement is 1 (one) year starting on XXX XX, 2014.

Section 9.02   This Agreement may be terminated by any participating party at any time, for any reason upon 30 days written notice. Upon notice of termination by any participating agency, OHSDW will cease to include the participating agency's datasets as defined in Appendix A in the next pull of the OHSDW, however, if allegations or actual breeches of this agreement should occur, the OHSDW Steering Committee may immediately suspend access to the OHSDW until the allegations or breeches are resolved in order to protect the integrity of the system.

Article X.   Limitation of Liability and Indemnification

Section 10.01   No party to this agreement shall assume any additional liability of any kind due to its execution of this agreement. It is the intent of the parties that each party shall remain liable, to the extent provided by law, regarding its own acts and omissions; that no party shall assume additional liability on its own behalf or liability for the acts of any other person or entity. The Parties specifically agree that this agreement is for the benefit of the Parties only and that this agreement creates no rights in any third party. In no event shall either party be responsible to the other for special, indirect or consequential damages of any kind.

Article XI.   Disclaimer of Warranties

Section 11.01   The Parties makes no warranties, express or implied, including the warranties of merchantability and fitness for a particular purpose, to the other Party or any other person or entity as to the services of the HMIS or to any other matter.

IN WITNESS THEREOF, the duly authorized representatives of the CoC and the OHFA have affirmed their signatures hereto on the date (s) written below:

CoC: OHFA:

Ohio Housing Finance Agency

By: _____   By: _____
                                                          Douglas A. Garver
Title: _____   Executive Director

Date: _____   Date: _____

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	*Funding for the ED position was secured from Sisters of Charity Foundation on 2/4. Arrangements with Goodwill to post job opening were finalized on 2/29.*	
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	*Suggestions for name and statement of purpose will be submitted to HCCSC Board for vote on 3/8. Volunteers for founding Board members will be recruited at same meeting.* *In the meantime, another possibility has appeared that may preclude the need to establish a backbone organization of our own. Please see 3/8/16 Board Updates for further information.*	
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	• *Following 1/27/16 meeting with Canton's mayor and deputy mayor, Jean was unable to regain their attention to schedule the meeting they agreed to facilitate with the mayors of Massillon and Alliance and representatives of the county commissioners. She will begin scheduling individual appointments with these individuals in March.* • *On 2/17, Lisa and members of her staff along with Jean, Natalie, and Jennifer Keaton participated in a conference call with our regional HUD representative Anthony Forte to*	

			explore the possibility of using CDBG funds to offset at least some ongoing CoC operating expenses. See 3/8/6 Board Updates for information about this call.	
			• *Following up on Shirene's suggestion to explore the availability of Community Reinvestment Act funds to defray CoC operating costs, Jean attempted to contact Bill Shivers of Huntington Bank twice (by phone and e-mail) but has received no response. John Aller has agreed to contact Joe Luckring of PNC Bank.*	
Develop New Strategic Plan	Executive Director/HCCSC Board/ HCCSC members	ASAP after ED hired	*Nothing to report.*	
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	• *A 4.5 hour workshop has been scheduled for 3/16 at the OhioMeansJobs facility on 25th Street. Speakers will include CSH's Katie Kitchin talking about web-based resources; Raven Oglesby of COHHIO talking about the impact of employment income on SSI/SSDI recipients or prospective recipients; Mike Rogers of Case Western Reserve University, talking about supported employment; and representatives of Goodwill and OMJ who will discuss their programs to improve employment outcomes for the chronically unemployed and underemployed. The workshop will conclude with a "fishbowl" session to begin to develop strategies for inclusion in a community-wide plan to improve employment outcomes.* • *Goodwill and YWCA are working together to recruit households to participate in the first*	

			cohort of homeless people to be served in the Goodwill's Dream to Achieve Program, which will provide long-term support to families with dependent children who establish goals for securing jobs that will provide livable wage.
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 McCleskey/Jean Van Ness	Ongoing	• *CSH-provided training took place on 2/3.* • *Since that training, Alliance for Children and Families, ICAN, and YWCA have all indicated that they want to explore further the feasibility of becoming certified to bill for Medicaid -funding services. Jean has spoken to Katie Kitchin about next steps, and Katie has promised to get back to Jean on 3/14 with a plan for proceeding.* • *Jean has asked Natalie to follow up with projects identified as having low Medicaid enrollment and find out precisely what services they need to increase enrollment.*
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 McCleskey/Jean Van Ness/CSH/HSC	Ongoing	*Nothing to report.*
Develop New Estimate of Need for PSH for Chronically Homeless: Use new information being developed by Stark Social Workers Network 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	• *On February 23, Jean met with Jennifer Keaton and Theresa Ponchak to discuss progress being made by Stark Social Workers Network and others to certify the status of clients on the central*

			prioritization list who have self-identified as chronically homeless (CH). Jennifer and Theresa have reported that significant progress is being made in working through that list and that the results of the work suggest that we have far fewer CH clients than the list indicated.	
End Homelessness for Veterans: • Analyze October 2015 specifications and benchmarks issued by USICH and determine how close Stark County is to effectively ending homelessness among veterans • Identify and implement steps necessary to meet USICH specifications/benchmarks • Report monthly to Board on progress and on help needed to achieve goal of effectively ending homelessness among veterans	Amanda Fletcher, Lisa Waikem, Crystal Sandor, Stark County Veterans' Task Force	Ongoing	*See separate report prepared by Amanda Fletcher.*	
Regularly Convene Housing Providers to Share Plans and Promote Cooperation in Addressing Needs for Low-Income and Supportive Housing	Mike Cody/Jean Van Ness/SCMHAR Representative	Ongoing	*Nothing to report.*	
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 Cody/Jean Van Ness/Natalie McCleskey /Hotline and HMIS Staff	End of May	• *Mike and Jean met to discuss development of an MOU and ways that the Central Intake & Assessment System could cooperate more closely with SMHA to verify the homeless status of households receiving preferences for public housing based on their homeless status. Jean forwarded to Jennifer Keaton and Theresa Ponchak names of SMHA staff to contact for discussions about better coordination of efforts.* • *On February 24, Mike, Natalie, and Jean met with SMHA's new Director of Planning and Development, Darrell Davis, to brief him on the HCCSC and discuss ways that SMHA and HCCSC might work together in the future to better*	

			serve the homeless, especially those hard-to-house individuals who have been involved with the criminal justice system.	
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 McCleskey/Shannon McMahon Williams/Jean Van Ness/Lynne Dragomier/System Performance Committee/	Annual Report by end of July.	• *As MHRSB transitions to StarkMHAR, it is overhauling its website, and HCCSC's website will be revamped along with it. Natalie and Shannon have met with StarkMHAR staff to discuss the transition and are collaborating with that staff to reorganize HCCSC's website and write new content by 4/1 in order to meet StarkMHAR's targeted go-live date on 5/3. The new website will be much more user-friendly and easy to edit.*	
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		*Nothing to report.*	
Develop Plans for Housing For Ex-Offenders • Determine whether we have the necessary partners, the capacity, and the champion to drive this project • If yes, begin meeting monthly under guidance of CSH to formulate plans	Mike Cody/ Jean Van Ness/ Members of Re-entry Coalition		*Group has met twice, including once on 2/2 with representatives of CSH. Currently, trying to schedule 3rd meeting in which CSH's Leah Werner will be participating by phone. Julie Sparks has agreed to attend upcoming meetings in order to determine whether ICAN has a potential role to play as a development partner for this project.*	
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	(1) -(3) Natalie McCleskey (4) Natalie McCleskey and Kelly Perry (5) Jennifer Keaton		*Cathy has discussed with Early Childhood Resources Center staff the possibility of developing trainings to help early child care providers deal with homeless families and to*	

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.	(6) Kelly Perry (7) Cathy Jennings		*address the needs of homeless parents of young children. Through partnerships with the ECRC, Child and Adolescent Center, and Pathway Caring for Children, she is hoping to be able to offer at least one training for child care staff and parents before the end of the year.* *See additional information provided by Cathy in 3/8/16 Board updates.*
Identify Possible Roles for HCCSC in Addressing Needs of Victims of Human Trafficking • Ensure providers are aware of opportunities for training in ways to identify and help victims of human trafficking • Ensure that at least one CoC representative is involved in relevant community discussion about human trafficking and is reporting information to the Board about the number and needs of victims • If needs for special housing and supportive services for trafficking victims becomes apparent, explore how to address these needs.	John Aller (notify of trainings available through SCMHAR and others); Bruce Lawver and Kim Kroh (stay current on and bring to Board information about human trafficking in Stark County and housing/service needs of victims)	Ongoing	*Kim Kroh identified various groups that are addressing human trafficking in Stark County and the dates and times those groups are meeting.* *See information about these groups in 3/8/16 Board Updates.*
Develop Strategies for to Use Available Homelessness Prevention Funds More Effectively	Shannon McMahon Williams and Ad Hoc Committee including representatives of the Homeless Hotline, United Way's Emergency Assistance Collaborative, and other community partners involved in emergency assistance work.		*After a hiatus of several months, the Homelessness Prevention and Emergency Assistance (HP/EA) Leadership Team met in February to review an Action Plan for 2016, discuss data points that it could regularly review, and set a meeting schedule. At the meeting, the group approved its 2016 Action Plan and decided to meet beginning in April immediately following the joint Quality Assurance Workgroup meetings*

			on the first Fridays of each month. The Action Plan establishes the group's goal to "prevent those at risk and at imminent risk of homelessness from becoming literally homeless," and, among other things, tasks the group with holding a large community planning meeting inviting its members and other community partners who administer related assistance in order to promote coordination of HP/EA efforts and forge partnerships in pursuit of developing a comprehensive homelessness prevention strategy for Stark County. They will consult with CSH throughout the year on their various objectives and hope to engage CSH consultants as facilitators for the large planning meeting.
==Develop System-wide Plan to Affirmatively Further Fair Housing==	Beverly Lewis, Jean Van Ness		*No progress to report.*
EXECUTIVE COMMITTEE			
1. Develop HCCSC work plan for 2016		By 2/9/16	*Amended version of plan to be presented at 3-8-16 Board meeting.*
2. Develop monthly and quarterly reporting forms so Board can easily see current demand for homeless services and HCCSC's success in meeting demand			*Monthly reporting form approved by Board in January. First report covering January and February should be available for review at 3-8-16 Board meeting.*
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	*Still refining work to be done by System Performance Committee.*
3. Distribute conflict of interest forms to and collect completed forms from all Board members.	Natalie McCleskey	2/9/16	*Done.*

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	*Committee met on February 16 and spent most of its time reviewing this and other assignments to ensure that it understood the nature of the assignments. Some additional clarification may be necessary. Natalie and Jean will work on this with Maria Heege, the Committee chair.*
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	*At the Committee's 3/1 meeting, Jennifer Keaton reported that all major data issues reported to the Board at its February meeting have been resolved or in the process of being resolved. This will be discussed further at the Board's 3/8 meeting under Old Business.*
2. Continue to review and revise HMIS policies as necessary		Ongoing	*The Committee has revised the HMIS Privacy Policy and will be submitting parts of its for review by SCMHAR's attorney. At its April meeting, the Committee will be review HMIS' Data Quality Plan.*
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	*First 2016 meeting of the Committee scheduled for 3/30.*

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	*Committee met on 2/1 and began reviewing data compiled by Natalie and considering other data to be reviewed on regular basis.*
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	*Natalie and Jean have discussed and Natalie has begun to draft changes to the CoC application process. Natalie will provide an overview of major changes at the 3/8/16 Board meeting.*
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		End of July	
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.		End of September	