

Homeless Continuum of Care of Stark County

Board of Directors Meeting

January 13, 2015

9:30 am at the Sisters of Charity Foundation

MEMBERS PRESENT

John Aller

Vicki Conley

Tim Corbi

Lynne Dragomier

Amanda Fletcher

Maria Heege

Natalie McCleskey

Beth Pearson

Kelly Perry

Nedra Petro

Shirene Starn-Tapyrik

Christina Tracy

Jean Van Ness

EXCUSED

Cathy Jennings

Beverly Jordan

Dave Kaminski

Lisa Miller

Jeff Shultz

SOCF STAFF

Shannon Williams

I. Welcome/Introductions

At 9:35 am, Jean called the meeting to order and welcomed all in attendance, including four new members: Tim Corbi, Amanda Fletcher, Nedra Petro, and Christina Tracy.

II. Conflict of Interest Policy and Forms

Jean distributed the Conflict of Interest Policy and Form, including attendance and conduct policies, to all members present. The HCCSC Charter requires an annual review of the Policy. Jean asked all Board members to read the document and give a completed and signed copy to Natalie at the end of the meeting.

III. Approval of December 2014 Minutes

Motion: Jean requested a motion to approve the December Board meeting minutes. Lynne moved to approve the minutes. Shirene seconded the motion, and it was approved unanimously.

IV. Approval of Amendments to Central Intake and Assessment Procedures

Since previous drafts were approved in late summer 2014, the Central Intake and Assessment Committee has made substantial revisions to its policies and procedures governing central intake and assessment and eligibility and prioritization for services offered by HCCSC. These changes include:

- Establishing new and more detailed information about eligibility and service prioritization customized for HCCSC's system; and

- Establishing Quality Assurance Work Groups consisting of providers that are responsible for monitoring the effectiveness of these policies and procedures for the different categories of services offered by HCCSC.

Shirene, committee chair, shared copies of a presentation on prioritization she had recently heard and reassured fellow Board members that HCCSC is taking the same steps that many successful communities have taken to end homelessness, including adopting SPDAT and maintaining an active CoC.

John Aller arrived at the meeting at this point.

Motion: Jean requested a motion to approve the following revised policies and procedures that had been distributed to the Board before the meeting: (1) *Central Intake and Standardize Assessment Guide* and (2) *Policies Governing Eligibility and Prioritization for CoC Assistance and Standards for Administering Assistance*. Shirene moved their approval. Maria seconded the motion.

Discussion: The Board briefly discussed the standards for transitional housing programs, noting that such programs may serve young adults at risk of homelessness – unlike HCCSC’s other housing and shelter programs, which may only serve those who are literally homeless.

Vote: Jean requested the final vote, and the motion to approve the new policies and procedures passed unanimously.

Motion: Jean then invited a second motion to allow the Central Intake and Assessment Committee to authorize minor changes to the policies and procedures as experience with the new rules suggests that adjustments are warranted with the understanding that any changes must be ratified by the Board as soon as possible thereafter. Beth made and Vicki seconded the motion, which was approved unanimously.

V. Approval of Disability Verification Form

Shirene explained that, some time ago, a group of local providers and representatives from Stark Metropolitan Housing Authority had finalized a standard Disability Verification Form that meets HUD regulations. Because the form had never been approved by the HCCSC Board or by the Board of HCCSC’s predecessor, the Stark County Homeless Council, it was being presented for Board approval now for use throughout the HCCSC.

Motion: Shirene moved to approve the Disability Verification Form, and Vicki seconded the motion.

Discussion: The Board discussed the clarity of the form and suggested the following amendments:

- Include a statement on the form noting that it must be completed and signed by someone licensed to make the disability diagnosis. In Stark County, this might include providers who are not part of the CoC but are providing a referral for CoC-funded housing or other CoC services.
- Remove from the form references to Section 202/8, Section 202/PAC, Section 202 PRAC, and Section 811 PRAC.

Amended Motion: Shirene moved to approve the Disability Verification Form with the amendments discussed by the Board. Maria seconded the motion and it was approved unanimously.

VI. Draft of Work Plan for 2015

Jean invited feedback on the draft of the 2015 Work Plan distributed to Board members before the meeting. She explained that many of the plans for 2015 stem from areas flagged by HUD as common weaknesses on the 2013 CoC Application Debriefing. Throughout the course of ensuing discussion, the Board exchanged thoughts about:

- Soliciting feedback from HMIS Committee members regarding their responsibilities
- The functions of Quality Assurance Work Groups ,including their responsibilities for (1) evaluating how the new central intake and assessment system is working for their programs and (2) developing plans to address shortcomings in the system and in their programs
- Reevaluating the deadline for the public forum to be held to discuss the future of the HCCSC
- Adding to the work plan the tasks of organizing and finding funding for a Fair Housing training in Stark County
- Reconfirming each committee member’s interest in serving on their respective committees on an annual basis.

Jean asked all Board members to examine their own responsibilities in the plan and provide any feedback to her before Friday, January 16. She will consolidate the feedback received and distribute an updated draft of the work plan via email by Friday, January 23. In addition, she reminded the Board that the Work Plan can continually be reevaluated and updated throughout the year to address any unforeseen issues.

Motion: Jean requested a motion. Beth moved to approve the conduct of an email vote on the final version of the work plan, which will be distributed via email by Jean by January 23. The motion was seconded by Amanda and approved unanimously.

VII. Board Updates

The Board discussed the following topics and details:

- The Veterans’ Campaign. Jean reported that almost \$30,000 has been collected so far, including \$20,000 to cover administrative expenses so other donor gifts can be used exclusively for rent and utility assistance. In related news, 15 new VASH vouchers have been secured, and the Veterans’ Administration is in the process of assigning them to individuals. A few Board members discussed the intent of the Volunteers of America to develop a housing project for veterans in Stark County, and others indicated their interest in knowing more about this project.
- The most recent statistics from central intake, which are published on the CoC website and printed in the Board Updates. Though some Board members expressed concern that the number of individuals on the wait list for PSH (108) is high, others noted that the number may be misleading, as some individuals no longer need housing or cannot be located when a unit becomes available.

With these concerns in mind, the Board discussed what it would take to create additional new PSH units beyond CSH's recommendation in waitlist case the number is an accurate reflection of how many individuals need PSH.

- Emergency shelter space. The Red Cross has indicated that it would open shelter only in a disaster situation, but that it is open as a warming station during these cold months. Natalie will find out the hours that the Red Cross is open to the homeless during the day.
- The closing of Faith House last week due to code violations. Several Board members expressed interest in reaching out to Faith House staff to discuss next steps.

VIII. Old Business

The Board had no old business to discuss.

IX. New Business

The Executive Committee approved the nomination of Shannon Williams, Program Associate at the Sisters of Charity Foundation, to the HMIS and System Performance Committees.

Motion: Jean requested a motion. Vicki moved to approve Shannon's appointment to both the HMIS and System Performance Committees. John seconded the motion and it was approved unanimously.

X. Executive Session

The Board met for an Executive Session.

XI. Adjournment

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