

**Homeless Continuum of Care of Stark County (HCCSC) Members Meeting
Ken Weber Community Campus at Goodwill
March 19th 2018 Meeting Minutes**

I. Welcome and Approval of Minutes from November 2017 Meeting

At 2:02pm Marcie Bragg, the current Chair of the HCCSC Board and Executive Director of the Stark Housing Network, Inc. (SHNI), called the meeting to order and thanked everyone for their attendance. Marcie welcomed the new HCCSC members; Jack Cameron from ICAN and Rita Thompson from The Stock Pile.

Marcie addressed the Members stating that she previously worked for Goodwill Industries of Greater Cleveland and East Central Ohio, Inc. as the Vice President of Mission Services. Marcie stated that there is a learning curve with her new role as the Executive Director for the SHNI but she is confident that she will be able to make a positive impact on the HCCSC. Marcie has been a long time resident of Stark County. Her work at Goodwill has inspired her to continue to serve in the social service field. Marcie explained that her position at Goodwill has shown her the need for stable housing and how unstable housing prevents social services from being effective in the lives of those who seek services. Marcie expressed that she has a background with regulations, grants and auditing and stated that she is happy to be a part of this organization and is committed to the continuous improvement of Stark County's homeless services.

The HCCSC Executive Committee has approved member changes to the HCCSC Board and Executive Committee. The HCCSC Board is welcoming the following individuals: Danelle Lightner from the Department of Jobs and Family Services succeeding Nedra Petro; and Shannon McMahan Williams from the Sisters of Charity Foundation of Canton succeeding Jean Van Ness. The Executive Committee is welcoming the following individuals into their roles on the committee: John Aller from StarkMHAR as the past chair of the HCCSC Board; JoAnn Breedlove from the Workforce Initiative as the secretary; Lynne Dragomire, a community volunteer, as the vice president.

Marcie solicited any changes or corrections to the November 20, 2017 Member meeting minutes. Shannon McMahan Williams recommended removing the term supportive on page 3 under the NOFA section.

Motion: Marcie requested a motion to approve the Homeless Continuum of Care Members Meeting Minutes from November 20, 2017 with the recommended change. Amanda Fletcher made a motion; Kim Kroh seconded it; and it was passed by a unanimous vote of all members present except for Teresa Ponchack, Cathy Mick-Jennings, Rita Thompson, Amy Dornack, and Cindy Espenschied whom abstained. Those members abstaining were not present or were not a member during the November Members meeting.

II. Conflict of Interest

Marcie reminded the HCCSC Members about the HCCSC Governance Charter's conflict of interest policy. The Executive Committee suggested a conflict of interest presentation at a HCCSC Board Meeting. Based on the recommendation of the Executive Committee, Karen Soehlen McQueen from Krugliak, Wilkins, Griffiths & Dougherty Co., L.P.A., presented on the topic of conflict of interest during the February 13, 2018 HCCSC Board Meeting. The presentation covered the HCCSC organizational structure of the Board, the policies within the HCCSC Governance Charter, and the laws associated with conflict of interest.

III. Homeless Management Information System (HMIS) Update

Jennifer Keaton with Homeless Navigation / Homeless Hotline informed the members about the HMIS data conversion with the Adsystem software update. Jennifer stated that with all software conversions there will be challenges to converting the data, but that these challenges are not unusual. Once providers have the opportunity to use the updated version of the HMIS system provided by Adsystem, the system will become easier and will seem more user friendly. On Friday, March 23rd, 2018, Adsystem will provide an HMIS training webinar for the updated version.

IV. Point in Time (PIT) Update

The Department of Housing and Urban Development (HUD) requires an annual Point-in-Time (PIT) count to be completed by Continuum's across the nation during the last week of January. The PIT count volunteers asked participants where they stayed (home, doubled-up with family/friends, on the street, in a place not meant for human habitation, or in an emergency shelter) on the night of January 28, 2018. ICAN acted as the lead organization for the 2018 PIT count. Local agencies, organizations, and community volunteers conducted the PIT count to determine the extent of homelessness in our community. The information gathered for the PIT count is considered in the request for HUD Continuum of Care funding. A main PIT committee and three PIT sub-committees were formed to address the subpopulations of homelessness and to gain the most accurate PIT count. The three sub-committees were: street; youth; and site-based. The street committee had 23 volunteers that were split into teams to cover the Alliance, Massillon, and Canton areas. ICAN made contact with the fire departments/police departments in the rural areas of Stark County for the status of homelessness, these rural areas responded that there is no homeless in these areas, and therefore, were not an area of focus for the PIT street teams. StarkMHAR, ICAN, and OhioCAN provided the street committee with items for "Blessing Bags" that contained non-perishable items, blankets, hats, scarfs, hygiene products, and information for services. One street team located four individuals outside, five individuals in an abandoned building; one individual in a parking garage. Another street team located a "camp" where individuals seemed to be staying; the team left "Blessing Bags" at the sight and took pictures for reference. The youth team focused efforts at sites that focused on youth such as the Boys and Girls Club in Massillon. The site-based team focused on community sites such as, the Sarta bus station. There were ninety-five volunteers and five training dates were offered to the volunteers prior to the PIT count. There will be an update on the 2018 PIT count once all overflow shelters have submitted information.

V. FY 2018 Local Homeless Continuum of Care Priorities, Application Scoring Form, and Timeline

Shannon discussed the 2018 local CoC funding competition. A small group from the Recipient Approval and Evaluation Committee (RAEC) including Shannon, Marcie and Melissa met to review and revise the local CoC application and scoring form. The information used to revise the local application and scoring form included notes and suggestions from the previous local competitions, the review of surrounding CoC's application process(s), and reviewing HUD's optional ranking tool. The 2018 local competition process will require all project applicants to provide a project presentation. Shannon discussed the main changes to the 2018 local CoC application and scoring form.

Local CoC Application changes:

- The funding priorities were updated to reflect 2018 priorities set by the Systems Performance committee and approved by the HCCSC board
- All applicants will complete the Project Descriptions
- All applicants will complete a Budget Detail

Scoring Criteria and Scoring Form changes:

- Changes to the scoring form reflect changes in the local CoC application
- Clarification in the first scoring criteria reflects that project types will be compared to the same project type
- All applicants will complete the Statement of Work
- Changes in the wording of the CoC Participation and Contribution section to generate more objectivity for the scoring process

Marcie reviewed the 2018 Local Application Timeline with the members and pointed out key dates for the 2018 local application competition. This timeline will be posted to the starkcountyhomeless.org website after HCCSC Board approval on April 10th.

VI. Application Workshop

The 2018 local application workshop will be held on May 2nd at the Stark County Library main branch beginning at 9:30am. There will be a public notice of the local application workshop in the Repository, Alliance Review, and Massillon Independent on April 13, 2018.

VII. Questions/Old Business/New Business

New member, Rita Thompson, provided the members with an overview of The Stock Pile's Welcome Home Program. The Stock Pile has been serving Stark County for 19 years and has initiated a free program that provides household items/furniture to those applicants that are coming out of homelessness. The program is accepting 4 applicants a month; the program is currently receiving around 20 applications a month. The program application can be found on TheStockPile.org/welcomehome website. The application must be completed by a case manager (or equivalent) for acceptance. The program will deliver the items up to a 15 mile radius. The program is also seeking donations and willing pick-up the donated items.

The next members meeting will be held on July 16, 2018 at the Ken Weber Community Campus at Goodwill at 2pm.

VIII. Adjournment

With no further business to be discussed, at 2:59pm the meeting adjourned.