

**HOMELESS CONTINUUM OF CARE OF STARK COUNTY  
BOARD MEETING  
Tuesday, February 12, 2019  
9:30am at the Community Campus at Goodwill  
Meeting Minutes**

**Members Present**

Danelle Lightner  
Beverly Lewis  
Kim Kroh  
Shannon McMahan Williams  
Maria Heege  
Rollin Seward  
John Aller  
Shirene Starn Tapyrik  
Julie Sparks  
JoAnn Breedlove  
Marty Chumney  
Cathy Jennings  
Lisa Warden  
Cheli Curran

**SHN**

Marcie Bragg  
Melissa Terrell

**Excused**

Lynne Dragomier  
Captain Gabbard

**Guest**

Jennifer Keaton  
Genie Coolage

**I. Welcome/Approval of Minutes**

At 9:35 a.m., Marcie Bragg, Board Chair, called the meeting to order and welcomed everyone.

- a. Marcie welcomed and thanked the guests for joining the HCCSC Board meeting today to discuss supportive services from a housing provider and behavioral health provider standpoint.
- b. There will be discussion around StarkMHAR & CoC Housing Promotion meetings that providers are utilizing as a tool for gaining more information around the participants' housing situation.
- c. Marcie reminded the Homeless Continuum of Care of Stark County (HCCSC) Board members of the conflict of interest policy and requested that committee members remove themselves from the meeting prior to any agenda items that could pose a conflict. Today's agenda will address the approval of the local allocation for Homeless Crisis Response Program (HCRP) funding and Marcie asked agencies that apply for ODSA funding to remove themselves from the meeting prior to the agenda discussion.
- d. The HCCSC Board meeting will end early at 11am. There will be agencies coming in at 11am today to discuss the government shutdown and the possible impact to the community; the discussion will include what steps have agencies taken in the past when faced with a government shutdown.

**Motion:** Marcie requested a motion to approve the Homeless Continuum of Care of Stark County Board meeting minutes for the month of December. Kim motioned to approved. Shirene seconded the motion, and the motion was carried by a unanimous vote of all members present except Danelle, Maria, Cathy, and Lisa whom abstained. The HCCSC Board members that abstained were not present during the December meeting.

**II. Discussion of Housing Promotion Meetings - StarkMHAR and CoC**

Continuum of Care (CoC) committees and workgroups have been discussing the StarkMHAR versus CoC Housing Promotion (HP) meetings currently being utilized by providers. There has been some confusion within the system regarding when case managers should schedule HP meetings and what HP should be utilized (StarkMHAR vs. CoC). There has been an initial conversation between the CoC and StarkMHAR staff to determine if the agencies should have one process outlined that all applicants or program participants would have access to utilize.

- a. StarkMHAR holds Housing Promotion (HP) meetings for participants in housing projects that are close to, or in the process of, being evicted from their current housing and are connected with StarkMHAR funded services. Agencies that receive StarkMHAR funding are required to hold a HP meeting for participants prior to eviction. During these meetings, the agency and participant have the ability to come to an agreement to avoid eviction,

although some ejections will not be able to be resolved. These meetings have been utilized by StarkMHAR for the past three years and assist in determining barriers to maintaining housing and identify next steps for the participant. The meetings typically happen on every other Wednesday. There is a referral form and specific criteria that is required to be met prior to the scheduling a meeting.

- b. The CoC has added HP meetings as a tool to assist applicants with gaining entry into housing. Typically the CoC HP meetings are held when an applicant turns down housing opportunities offered by agencies or if the CoC requires additional information in order to understand an applicant's housing need and level of service need. These meetings are not a requirement of the CoC and agencies do not have to utilize this resource. Anyone in the HMIS system is eligible to utilize this tool and assist in providing fair and consistence resources for any participant within the HMIS. The CoC HP meetings happen more frequently; providers are able to request these meetings to be held at the participants' convenience, and additionally, the meeting volunteers (Homeless Navigation, supportive service providers, housing providers, etc.) meet the participants where they are located. There isn't a formal request or criteria for providers requesting an HP meeting for a participant, the meeting volunteers may solicit additional information during the meeting. The unit turnover rate has decreased as the HP meeting requests have increased.

**Discussion:**

- a. The CoC HP meetings are to ensure that applicants/participants are aware and/or have a better understanding of their housing opportunities and how many project turn-downs they have before becoming "inactive" on the priority list. Some of the CoC HP meetings are a result of a transfer request and vice versa. There are instances when the meetings are duplicated and a CoC HP meeting could result in a StarkMHAR HP meeting and vice versa. StarkMHAR is required to offer these supports and provide wraparound services to safeguard a participants housing. The CoC HP meetings fill gaps within the system by offering equal access to this tool for those participants that are not connected with StarkMHAR funded services (this would depend on the housing project that the participant is current enrolled in).
- b. Next Steps:
  - i. Potential need to coordinate the meetings and services
  - ii. Structure the CoC HP meetings more like StarkMHARs meetings to ensure that all parties are prepared for discussion
  - iii. Connect participants to the appropriate supportive services
  - iv. Connect with landlords / agencies to explain how and when to utilize the tool
  - v. Determine what entities may be missing from this process (ex. alcohol and drug treatment representatives)

Cheli Curran entered the meeting at the time of 10:10am

**III. Discussion of Supportive Services**

During August 2018, supportive service providers for the Stark Metropolitan Housing Authority Gateway II and Gateway Estates projects were transferred from CommQuest to Coleman Professional Services. With the transition, Marcie wanted to bring together the supportive service providers to discuss the scope of services in order to ensure that all parties know and understand what services Coleman will be providing to participants, what the expectations are, and the role of the supportive services staff in the different housing types. In addition to Coleman versus CommQuest supportive services, housing providers were offered an opportunity to discuss how supportive services operate within their agency.

- a. Colman
  - 1. Coleman uses a client/person centered approach and attempts to address the participant's needs holistically. In addition to on-site case managers, there are two types of residential staff provided by Coleman: 1) Mental Health Technician; 2) Peer Support Staff.
  - 2. Jackie McDougal and Jessica Brewer, Colman Professional Services Residential Directors, explained the type of housing projects they are assigned to and the type of services that are offered.

- b. ICAN Housing
  - i. Many of the projects are scattered-site units; there are 88 households that are a mixture of families with children and single households housed at these sites. ICAN offers 24/7 on-call support staff; there is a team of four people to address all of ICAN's participants. There is a lack of knowledge as to what the specific responsibilities are for a behavioral health provider and a housing support provider; additional education would benefit the delivery of services. ICAN also focuses on natural supports by utilizing time with participants to understand the participant's needs. ICAN offers incentives to participants who maintain housing such as free household items.
- c. YWCA
  - i. The housing projects recently switched supportive service providers from CommQuest to Coleman. The level of services from Coleman were assumed to be similar to the services of CommQuest; expectations may have been perceived differently by behavioral health providers and housing providers. During the switch, the YWCA and Coleman have had great communication and were able to adjust in order to meet the needs of the participants.
- d. SMHA
  - i. The agency holds the HUD grant agreement for supportive services administered at Gateway II, Gateway Estates and Hunter House; in August 2018, the projects switched supportive service providers from CommQuest to Coleman. Additionally, Colman provides supportive services to the other CoC funded projects for SMHA such as the TRA project; SMHA is reliant on Coleman to provide supportive services to participants due to there being only one person that works with SMHA's special programs.

**IV. Approval of Local Allocation for Homeless Crisis Response Program**

Marcie reminded members of the Conflict of Interest and asked those members that could pose a conflict to remove themselves from the meeting at this time.

Marcie distributed an HCRP summary.

**V. Old Business**

**VI. New Business**

**VII. Adjournment**

With no further business to be discussed, at 10:59am, the meeting adjourned.