

**Recipient Approval & Evaluation Committee of the
Homeless Continuum of Care of Stark County (HCCSC)**

Meeting Minutes: June 18th, 2018

Ken Weber Community Campus at Goodwill

Attendees: Shannon McMahon Williams (chair), Amy Krebs, Bob Fay, Lynn Dragomire, Marcie Bragg, and Melissa Terrell

I. Welcome, Introductions

At 12:00pm, Shannon, committee chair, called the meeting to order.

II. Homeless Crisis Response Program (HCRP) – Supportive Housing Program (SHP)

Marcie addressed the committee members regarding an HCRP-SHP request for the Continuum of Care's (CoC) endorsement for Stark Metropolitan Housing Authority's (SMHA) EDEN-Hunter House project. The EDEN-Hunter House executive summary was received and endorsed during the 2017 Ohio Development Service Agency (ODSA) competition, however the project did not receive the funding requested for the 2017 competition. The HCRP-SHP executive summaries for the 2018 HCRP-SHP competition were due back to the Stark Housing Network Inc. (SHN) on June 1, 2018. The HCCSC Board approved HCRP-SHP executive summaries on June 12, 2018 for the SHN to submit an HCRP-SHP consolidated application to ODSA on June 25, 2018. EDEN-Hunter House submitted an executive summary on June 14th. The SHN provided the Executive Committee of the Homeless Continuum of Care of Stark County (HCCSC) with the EDEN-Hunter House executive summary. After vetting the executive summary through the Executive Committee, it was determined that the HCCSC should not endorse the request during the 2018 ODSA HCRP-SHP competition, however, the executive summary needed to be presented to the Recipient Approval and Evaluation for a final recommendation to the HCCSC Board.

Motion: Marcie requested a motion to recommend to the Homeless Continuum of Care Board to not issue a request for endorsement for the EDEN-Hunter House Ohio Development Service Agency Homeless Crisis Response Program-Supportive Housing Program. Bob motioned to approve. Shannon seconded the motion and it was passed by a unanimous vote of all members present.

III. 2018 Department of Housing and Urban Development CoC Program - Local Competition– Project Presentations

1. StarkMHAR – Jennifer Keaton

a. Homeless Management Information System (HMIS)

- i. The HMIS system is provided by Adsystem and allows for HMIS users to enter applicant/participant information in the HMIS system based on the SPDAT assessment and services rendered by providers. This system is the central point of all participant information and is vital to the CoC's submission of data to the Department of Housing and Urban Development (HUD).

b. Central Intake and Assessment (CIA)

- i. CIA is the central access point of receiving CoC funded housing opportunities in Stark County. Anyone seeking emergency shelter or housing must contact the "Homeless Hotline" to receive services. There are three full time positions held and calls are pre-screened in a triage technique. Those applicants that are eligible to receive services under CoC funded programs will be offered emergency shelter and will be added to the prioritization list for housing opportunities. CIA works closely with the SHN and meets with providers weekly to discuss applicants' housing opportunities.

2. Coleman Professional Services – Jackie McDougale and Steve Inchack

a. Changing Destinies "TAY"

- i. TAY has been in existence for around 7 months and offers 11 units of permanent supportive housing for the transitional aged youth population (18-26 years of age). The eleventh unit is occupied by a live-in resident staff member. Currently the project is at full capacity and there are

additional individuals that are eligible for the project. Since Coleman Professional Services provides the project, participants in the project have access to supportive services and additional services targeted at the TAY population, such as the Transition Independent Team (TIP) that assists with areas such as employment.

- b. Supportive Services
 - i. This project is a reallocation from CommQuest to Coleman to provide supportive services to participants that are enrolled in the YWCA projects at Gateway Estates and Gateway II. Coleman will provide staff members during “peek engagement hours” between 4pm and 9pm weekdays and weekends. These services are scheduled to begin on August 1, 2018. The YWCA and Coleman are currently working on a memorandum of understanding to outline the roles and responsibilities between the agencies.

Discussion: Coleman provides good care in supportive living environments and the residential staff are well trained. One area that Coleman could improve is the relationships with the community regarding the TAY population.

3. Stark Metropolitan Housing Authority – Lisa Waikem

- a. Gateway House II
 - i. This project is a facility-based project and provides 25 units (19 efficiencies, 4 one-bedroom, and 2 two-bedroom units). The property is owned by YWCA and will work with Lisa to complete applications for housing. Housing Quality Inspections are performed by SHMA inspectors and are completed at least annually. Those applicants with income will only pay up to 30% of their income and are given a utility allowance. Those applicants that are not employed are not required to pay for the unit. Assessments are performed annually to recertify the participants’ eligibility.
- b. Hunter House
 - i. This project is a 48 unit facility, 7 of those units are CoC funded. This building is owned by SMHA and is managed by EDEN. For applicants to be eligible for this project, the applicant must have a diagnostic assessment completed and determined to have a dual diagnosis of mental health and substance abuse.
- c. Shelter Plus Care TRA and Shelter Plus Care TRA MHRSB
 - i. These two projects are very similar with the only difference being the number of participants enrolled into each project. The Shelter Plus Care TRA project has 56 individuals and 6 families. The Shelter Plus Care TRA MHRSB project has 6 participants. Both of these projects are voucher based and participants are able to find housing in all of Stark County. SMHA looks at the properties to see if landlords owe back taxes prior to signing a lease with the landlord. The properties are inspected prior to move-in and once at least annually (typically every 10 months). Participants are re-certified annually to determine eligibility. This project provides utility allowance and has a requirement of a minimum one year lease. SMHA will connect to community services, such as the Department of Jobs and Family Services for benefits.

Discussion: After reviewing a public audit completed for SHMA during CY2017, there was discussion around SHMA’s total revenue that decreased by 5.25 million related to 5.9 million in Loss on Disposal of Assets.

This completed the project presentations for today. Project presentations will continue tomorrow, June 19, 2018.

III. Adjournment

With no further business to be discussed, at 3.45pm the meeting adjourned.

Recipient Approval & Evaluation Committee of the Homeless Continuum of Care of Stark County (HCCSC)

Meeting Minutes: June 19th, 2018
Ken Weber Community Campus at Goodwill

Attendees: Shannon McMahon Williams (chair), Amy Krebs, Bob Fay, Marcie Bragg, and Melissa Terrell

I. Welcome, Introductions

At 9:05am, Shannon, committee chair, called the meeting to order.

II. 2018 Department of Housing and Urban Development CoC Program - Local Competition– Project Presentations

1. Alliance for Children and Families – Shirene Starn-Tapyrik

- a. A-First
 - i. 12 family units located in Alliance
- b. B-First
 - i. 12 family units located in Canton
- c. SOHO 2015
 - a. Serves 14 singles and families
 - b. ACF holds the master lease for this project
- d. SOHO
 - a. Serves 14 singles
 - b. ACF holds the master lease for this project

ACF provides on-site clinical space for use by participating physicians to provide health and wellness services in order to reduce barriers such as transportation and childcare. ACF is working on creative employment methods and participant engagement with employment search. Canton City Schools are on-site three times a week to tutor children and work with participants to further their education. Pastoral services are also offered on-site. ACF has built community relationships in Alliance and works with an array of landlords to effectively house participants. ACF has a history of employing tenants and offer tenants a position on ACF’s Board of Directors.

Discussion: ACF reported that the B-First project’s funding was not fully drawn down for CY 2017 due to non-occupancy (B-First began accepting participants into the project in February 2018). The SOHO 2015 project did not draw down the full funding for CY 2017.

2. ICAN Housing Solutions – Julie Sparks, Amanda Fletcher, Natalie McCleskey, Joy Brubach

ICAN currently has a great deal of participation with the CoC and receives HUD and Ohio Department Services Agency (ODSA) funding. Additionally, ICAN has affordable housing units that are funded by other sources. ICAN is working with the YWCA to revamp the rapid re-housing (RRH) projects with a focus on employment engagement and outcome performance measures; the Sisters of Charity Foundation of Canton is an active participant in these discussions and will possibly be awarding funding for an “employment navigation” position that would serve all RRH participants in both ICAN and the YWCA agencies. Currently, ICAN has around a \$2.8 million dollar budget and has a total of 144 units and 216 beds to serve the homeless populations.

- a. Cherry Grove
 - i. Joy operates the Cherry Grove permanent supportive housing project that offers 10 shared units targeted at those suffering from mental health and/or substance use issues. In CY2017 there were 30 individuals served (the CY2017 CoC local application anticipated serving only 24 participants). Cheery Grove has 24/7 housing supports and maintains a memorandum of understanding (MOU) with Coleman Professional Services and STarkMHAR.
- b. West Park Apartments
 - i. This project currently serves 14 singles and 2 families with children. This project is targeted at those suffering mental health and/or substance use issues. In CY2017 this project served 22 (the CY2017 CoC local application anticipated to serve 19 participants). There are housing supports provided by ICAN staff. ICAN offers employment specialist, motivational interviewing, and harm reduction education offered by a peer support specialist. West Park performance is currently is at 91% housing stabilization and has an average length of stay around 4.4 years.
- c. Shelter Plus Care (SPC)

pay a minimum rent of \$50 per month for those with zero income; utilities are included in the rent. This project could improve from increasing/gaining employment outcomes.

Discussion: After reviewing the YWCA's 2016 990, there was discussion around a Forgiveness of Debt. After further discussion by committee members, it was determined that this forgiveness of debt was associated with a tax-relief grant.

4. Domestic Violence Project Inc. – Chelli Curran, Elizabeth Bretz
 - i. Rapid Re-Housing Project
 - a. This project is a new project applying for the domestic violence bonus that is being offered by HUD during the CY2018 CoC Program competition. This project anticipates to serve 49 people; 15 adults and 35 children. This RRH project will provide vouchers for rental assistance for up to 12 months and will offer a utility allowance. The applicants for this project will be pulled from those applicants on the CoC Priority Listing that has a history of domestic violence. This project's operations and assistance is aimed at the need of the population being served. Individual service plans and safety planning will be provided to all participants. Participants will also benefit from supportive services to aid in housing stability by identifying solutions to barriers. Children advocates and legal service are included in the services offered by this project.

Discussion: The agency is willing to consider aligning with the YWCA and ICAN RRH projects if there is a final determination to reduce the timeframe associated with rental assistance by these agencies for serving the RRH populations. The agency would like to make a change to the total budget to add administration cost (up to 7% of the total CoC funding request) to hire a RRH coordinator.

III. Review and Approval of March and May 2018 Meeting Minutes

Motion: Shannon requested a motion to approve the March 2018 Recipient Approval and Evaluation Committee meeting minutes as presented. Marcie made a motion to approve. Bob seconded the motion and it was passed by a unanimous vote of all members present.

Motion: A motion was requested to approve the May 2018 Recipient Approval and Evaluation Committee meeting minutes with the correction to add the 2017 CoC Project Monitoring Appendix. Marcie made a motion to approve. Shannon seconded the motion and it was passed by a unanimous vote of all members present except Bob and Amy, whom abstained. Bob and Amy were not present at the May meeting.

IV. Old Business

V. New Business

The committee discussed the 2019 CoC local application competition. Suggestions were made by committee members to conduct on-site project presentations, schedule meetings for no longer than half-days, and allow agencies half the time allowed for presenting projects.

VI. Adjournment

With no further business to discuss, at 2:34pm the meeting adjourned.