

HOMELESS CONTINUUM OF CARE OF STARK COUNTY

Board Meeting

April 9, 2019

9:30 a.m. at The Ken Weber Community Campus at Goodwill

Members Present

Marty Chumney
Lynne Dragomier
Beverly Lewis
Kim Kroh
Captain Gabbard
Shirene Starn Tapyrik
Julie Sparks
Rollin Seward

SHN

Marcie Bragg
Melissa Terrell

Members Not Present

John Aller
Shannon McMahan Williams
Maria Heege
Cheli Curran
Cathy Jennings
JoAnn Breedlove
Lisa Warden
Danelle Lightner

Guest

Jennifer Keaton
David Beese
Natalie McCleskey

I. Welcome and Approval of March Meeting Minutes

At 9:34 a.m., Marcie Bragg, Board Chair, called the meeting to order and welcomed everyone.

Marcie welcomed guest, Natalie McCleskey, ICAN Housing and Jennifer Keaton, StarkMHAR, to the Homeless Continuum of Care of Stark County (HCCSC) Board meeting. Marcie addressed the HCCSC Board members regarding the full agenda and the conference call scheduled with Katie Kitchin from Corporation for Supportive Housing (CSH) at 10am to discuss the CoC's Strategic Plan and System Modeling. Additionally, at 10:30am, David Beese, 415 Group and HMIS Committee chair, will join the Board meeting to discuss the HMIS and address any questions that the Board members may have in regard to the HMIS system. Marcie reminded HCCSC Board members of the CoC Application Workshop being held on Tuesday, April 30th, 2019 at 9:30am at the Ken Weber Community campus at Goodwill.

Discussion: There was discussion regarding the March HCCSC meeting minutes. HCCSC Board Member Shirene Starn-Tapyrik requested that her name be reflected in the minutes where she commented on agenda items. Shirene also requested for Amy Bullard's, Ohio Development Services Agency (ODSA), comments to be reflected in the minutes. Lastly, Shirene wanted the discussion around the Stark Housing Network, Inc. (SHNI) to be added to the minutes; Marcie agreed to invite the SHNI Board chair, Commissioner Janet Creighton, to a future HCCSC Board meeting to discuss the structure of the SHNI.

Motion: Marcie requested a motion to approve the Homeless Continuum of Care of Stark County Board meeting minutes for the month of March via email vote with the recommended amendments. Beverly motioned to approved. Julie seconded the motion, and the motion was carried by a unanimous vote of all members present except Rollin Seward, whom abstained. The HCCSC Board member that abstained was not present during the March meeting.

HCCSC Board member, Shirene Starn-Tapyrik, requested the HCCSC Board move into an executive session and indicated moving into executive session without the presence of the HCCSC Board chair, Marcie Bragg, Melissa Terrell, Stark Housing Network, and the meeting guests. Marcie requested that out of respect for the guest's time that the HCCSC Board hold off moving to executive session until the end of the meeting.

II. Conflict of Interest Policy and Form

Marcie reminded the Homeless Continuum of Care of Stark County (HCCSC) Board members of the conflict of interest policy and requested that HCCSC Board members review and sign an annual conflict of interest disclosure form. Marcie requested that board 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 Emergency Solutions Grant (ESG) applicants and Marcie asked agencies that apply for ESG funding to remove themselves from the meeting prior to the agenda discussion.

III. 2019 Point In Time (PIT)

Natalie McCleskey addressed the HCCSC Board with the 2019 PIT count information. Natalie stated that the extremely cold weather played a huge role in the count this year, and many folks were not out during the count, which resulted in a decreased number of completed surveys. There were several locations that opened their doors to the community for anyone that would need to seek shelter during these extremely cold nights. There are several PIT committees formed to focus on the sub-populations such as the youth and those living on the street. Heather Slaughter, of ICAN Housing, led the Youth Count sub-committee and created partnerships with the YMCA's in Alliance, Canton, and Massillon for youth participants to have free gym during the count; the Youth Count sub-committee plans to meet year round to focus on attracting youth to complete PIT surveys. Aaron Wagster, ICAN Housing, led the Street Count sub-committee and created partnerships with the Canton Police Department; the Street Count sub-committee plans to meet year round to focus on engaging this population. Natalie complimented SARTA for their partnership with printing flyers and advertising the PIT count on the buses. Natalie requested that the HCCSC Board members think about their connections in the community so that next year's count can be a great success with many volunteers. The committee members for the main PIT committee were minimal, the committee members suggested that agencies participation with the PIT count be a requirement for Continuum of Care funded agencies. The Canton Repository wrote a story about the 2019 PIT count and Natalie will ask The Repository to do a follow up article in the newspaper.

Jennifer Keaton, Homeless Management Information System (HMIS) Administrator, provided the HCCSC Board with the FY2019 PIT Count data. Overall the HCCSC had a decrease of 5 people in the PIT count; in 2018 the overall count was 278 compared to 273 in 2019. The street count also decreased from 40 in 2018 to 17 for the 2019 PIT count; this huge decrease may have been a direct result of the extreme weather. There were additional people found during the street count that did not want to participate in the survey; those folks were given a "blessing bag" with some essentials and information in the event that they wanted to engage in services. Jennifer is still working with agencies to determine the housing inventory counts and will provide this information upon completion.

Guests Natalie McCleskey and Jennifer Keaton left the meeting at 9:55am.

IV. CoC Strategic Plan (See Attachment 1)

a. System Modeling

- i. Marcie distributed an email that Katie Kitchin sent regarding Modeling the Ideal vs. Current System. In March, Katie Kitchin's associate, Terry Powers, was able to join a conference call and speak to the System performance Committee members regarding system modeling. Katie and Terry had different perspectives of system modeling and both identified different deliverables. Terry Powers proposed a plan that would provide gaps in current housing units for Permanent Supportive Housing (PSH) and Rapid Rehousing (RRH) projects; Katie Kitchin is proposing System Modeling that would follow the flow of individuals through the homeless system with the ability to identify areas of improvement/focus for the HCCSC. There is a new abbreviated modeling tool that collects and analyzes data to determine areas that a system should focus on for improvements; this tool will be complete by April 23rd, 2019 and will have the ability to generate priorities and programmatic shifts for sub-populations. Katie's proposal offers a facilitated discussion with community stakeholders, but did not include the youth or veteran population; Katie will provide a new proposal that will include these two sub-populations. Katie Kitchin facilitated an emergency shelter discussion on March 20th and was provided Stark County's data from the Point-In-Time Count. Katie stated that data has improved since she was here previously in 2017 and that Stark County is making progress on ending homelessness.

Discussion: The HCCSC Board discussed Katie's proposal thoroughly. Board members stated that Katie has a grasp of the homeless system and will provide good insight into processes. The Board suggested that CSH's strategic plan deliverable clearly identify what is needed for the community and recommended that a final document or strategic plan be included in the proposal.

V. Homeless Management Information System (HMIS) Update

- a. David Beese, 415 Group, and chair of the HMIS committee, introduced himself to the HCCSC Board members. David leads the IT division for the 415 Group. Additionally, David has his masters in IT and has worked with Project Rebuild and a Zoning Board. David joined as chair of the HMIS committee one year ago. David stated that the HMIS committee meets monthly and during this time updates are discussed along with any data errors indicated from HMIS generated reports. Currently the HCCSC utilizes Adsystem as the HMIS vendor.
- b. The HMIS committee is responsible for annually reviewing and updating HMIS policies and procedures. The committee members include representatives from agencies who utilize the HMIS system, the Stark Housing Network, Inc., and the HMIS Lead Agency. However, the membership is open to providers and other HMIS Users. Additionally, the HMIS Memorandum of Understanding between the Continuum of Care and HMIS Lead requires that the HMIS budget will be reviewed with the HCCSC Board on an annual basis. The HCCSC Board reviewed the Homeless Navigation and HMIS 5-year budget. The Homeless Navigations job structure/roles were provided to the HCCSC Board and there was discussion regarding the two vacant positions that are anticipated to be filled within the next several weeks. The three year renewal for Adsystem is approaching and Adsystem agreed to continue under the terms. Additionally, Adsystem has expressed interest in piloting projects in the HCCSC's HMIS.
- c. During the March 12th HCCSC Board meeting, Shirene Starn-Tapyrik presented concerns regarding the HMIS data integrity and stated that information was scrambled when extracting data through the HMIS generated performance reports. The concerns expressed with the HMIS data prompted a meeting between Homeless Navigation, the Stark Housing Network, Inc., Alliance for Children and Families (ACF), a representative from the HCCSC Board, and the Ohio Development Services Agency (ODSA). During this meeting Jennifer Keaton provided a live feed of the HMIS reports and it was identified that households exited on the last Wednesday of the month were not being calculated as being in the program for the full month; this calculation caused a trickling effect throughout the remaining data elements for the HMIS generated Annual Performance Report (APR). It was discussed that the calculation may be the vendor's calculation or a HUD calculation. Jennifer agreed to submit an Ask A Question (AAQ) to HUD and contact the vendor to see if this calculation is correct. The AAQ response from HUD confirmed that the HCCSC HMIS was counting the households correctly. Executive Committee and HCCSC Board member, Rollin Seward, provided his perspective of the meeting and his takeaway from the information presented. Rollin stated that the ODSA representative, Scott Gary, provided a historical perspective of Stark County's data and how the data has improved over the past several years. From Rollin's perspective, ODSA joined the meeting to ensure the integrity of the data due to past concerns with Stark County's data. It was also stated that ODSA is not as familiar with our system as they are more familiar with some of the other CoC's systems. The next step from the meeting is to create additional trainings for HMIS users and to clearly identify the HMIS exit destinations for uniformity amongst HMIS users. An HMIS survey has been distributed to all HMIS users to gage what's working and areas for improvement. There will be an all HMIS Users meeting held on May 8th, 2019 at the Ken Weber Community Campus at Goodwill.

Discussion: David spoke to the HCCSC Board regarding the multiple systems that Homeless Navigation currently has to pull information from in order to gather all the information pertaining to participants. At this time, there are discussions with the HMIS vendor, Adsystem, regarding putting all the systems into the HMIS, under one system. Adsystem has been willing to adapt to the HCCSC's need and will attempt to do some preliminary work at no cost. Board member Shirene Starn-Tapyrik questioned whether or not the HCCSC should switch vendors and David Beese did not recommend that the HCCSC switch vendors at this time.

VI. FY2019 CoC Application Workshop

The FY2019 CoC Application Workshop will be held on Tuesday, April 30th, 2019. The workshop will be held at the Ken Weber Community Campus at Goodwill and will begin at 9:30am. During this workshop the changes to the local application and scoring form will be presented. Additionally, the Stark Housing Network, Inc. plans to discuss how data is pulled from the Annual Performance Reports (APR) in the SAGE HMIS Reporting Repository.

VII. Approval of FY2019 Emergency Solutions Grant (ESG) Allocation

Marcie provided a summary of the FY2019 Emergency Solutions Grant Project Ranking. The summary provided an overview of the Recipient Approval and Evaluation Committee’s recommendation for the HCCSC Board to forward to the City of Canton for final approval. The City of Canton received a total of seven applications; of these seven applications, three projects did not meet the threshold criteria to move forward in the scoring competition. The applications that did not meet threshold requirements did not comply with The Department of Housing and Urban Development (HUD) homeless definition. Renee Biguums of the City of Canton and the Stark Housing Network, Inc. will work together to provide education to the agencies that did not meet threshold requirements.

The City of Canton expects to receive approximately \$213,000 for the FY2019 Emergency Solutions Grant award and the recommendations are based on this amount. The Recipient Approval and Evaluation Committee is recommending to the Homeless Continuum of Care Board the following project application requests for the 2019 Emergency Solutions Grant award:

- 1) Domestic Violence Project Inc. will receive the full award of \$72,629 scoring 76 out of 95 points
- 2) Refuge of Hope will receive the full award of \$25,000 scoring 67 out of 95 points
- 3) CommQuest Services will receive the full award of \$90,000 scoring 60 out of 95 points
- 4) StarkMHAR will receive a full or partial award of the total amount requested based on the City of Canton’s FY2019 allocation (\$21,300) scoring 50 out of 85 points

The RAEC is making this recommendation with the following provisions: (1) The City of Canton will receive approximately 7.5% of the total grant award for administration costs (2) If the ESG award is less than the total amount requested by all agencies, the difference will be deducted from the lowest scoring project.

Motion: Marcie requested a motion to approve the FY2019 Emergency Solutions Grant award recommendations and provisions. Shirene moved to approve the recommendations and provisions. Lynne seconded the motion, and the motion was carried by all members present except for Rollin Seward, whom abstained. Rollin Seward abstained from the vote because he is the Community Development Director, City of Canton.

The HCCSC Board discussed the motion to go into Executive Session that was requested by board member, Shirene Starn-Tapyrik, at the beginning of the meeting. The HCCSC Board agreed that it would be best to determine the appropriate procedure for requesting an executive session before moving forward with the request.

VIII. Old Business

N/A

IX. New Business

Adjournment

With no further business to be discussed, at 11:14am the meeting adjourned.



Marcie Bragg <mbragg@starkhousingnetwork.org>

Modeling the Ideal Vs Current System

1 message

Katie Kitchin <katie.kitchin@csh.org>

Mon, Mar 18, 2019 at 1:22 PM

To: Marcie Bragg <mbragg@starkhousingnetwork.org>

Deliverable 1: System Modeling for Chronic and Non-Chronic Homeless Adults and Families

Timeline: March 1, 2019 through June 1, 2019

Objectives: Reach consensus, through a facilitated, data-driven and locally-led process on the current and optimal set of programs and services necessary to advance efforts to end homelessness in Stark County.

CSH will facilitate a mapping process with local stakeholders that will focus on mapping out an ideal homeless continuum for populations including chronically homeless individuals, non-chronic single adults, and homeless families. (Veterans and youth are outside the scope of this proposal.) Teams will work on specific subpopulations such as chronically homeless, unsheltered, unaccompanied adults, and families. This map will then be compared to CSH's System Map, a data tool of what the current system looks like utilizing HMIS data, including PIT, HIC, and APRs, that maps the flow of individuals through the system, length of stay, and outcomes. We will then work with the teams to consider what adjustments would need to occur to move significantly closer to the idealized system view. A recommendations list will be generated by the group and CSH will facilitate a prioritization list to build consensus on the tasks most urgently needed within the CoC.

Katie Kitchin

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CSH

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