I. Welcome and Introductions
At 9:31 a.m., Marcie Bragg, Board Chair, called the meeting to order. Marcie welcomed new board member Steve Inchak, chief officer for Coleman Professional Services Behavioral Health Stark. Marcie also welcomed guests Herman Hill and Ashley Wright of Stark Metropolitan Housing Authority (SMHA) and Natalie McCleskey of ICAN Housing.

II. Conflict of Interest Reminder
Marcie reminded Board members of the conflict of interest policy and asked Homeless Continuum of Care of Stark County (HCCSC) Board Members to abstain from voting, when necessary, to avoid any conflicts. Today’s agenda topics will discuss Emergency Solutions Grant (ESG) funding priorities and board members’ whose agency/organization that receives, or planning on applying for, will be asked to leave the meeting prior to discussion.

III. Stark Metropolitan Housing Authority (SMHA) Updates & Initiatives
SMHA’s Executive Director, Herman Hill and Director of Planning and Development, Ashley Wright, discussed updates and initiatives with the HCCSC Board to elaborate on Marty Chumney’s update to the HCCSC Board during December.

At 9:35am, Rollin Seward entered the meeting.

Herman Hill and Ashley Wrights spoke of the following development plans:

A. Capital Improvements
   1. Roselane – These units will have interior and exterior renovations including windows and updated parking lot. This is a 1.2 million dollar project that is ahead of schedule and is expected to be complete in June 2020. The tenants that stayed there previously have first priority to move back into the units.
   2. Pike Duplexes – This property is a 39 unit property in Alliance. There was water damage from drainage issues; SMHA is working to resolve all issues.
   3. Waynesburg – There are 25 units on this property that will receive some renovations and will keep these units as a part of the public housing sector.
4. 105 Units – These units will have electrical, plumbing and framing work completed. Additionally, some of these units will become handicap accessible. These units will receive roofing repairs, concrete/asphalt, furnaces, and new windows and doors.

SMHA is in constant state of maintenance and repairs with the many public housing units owned.

B. Capital Development
1. Michaels Group – SMHA working with this building and developing firm on completing the McKinley Park Apartments. This is an 81 unit high-rise building built in 1965. SMHA is submitting a Tax Credit grant to the Ohio Housing Financing Agency (OHFA) for Historical Tax Credit which is under the parks service review. SMHA will attempt to preserve the building, but this building may be stripped down to bare bones for handicap accessible units – this is not yet finalized.
2. Meadow View – SMHA purchased 12 units (two-bedroom & two-bathroom units) and the farm house attached with the sale of Meadow View. The units will be market rate and SMHA is still determining the best options for the farm house.
3. Engaging Financial Institutions – SMHA is engaging with financial institutions to add 36 units for Plain Township. This will be affordable and mixed housing units.
4. Scattered Sites – There are roughly 500-600 single homes that are in the beginning stages of discussions around unit repairs. With HUD approval, SMHA plans to transfer participants into new properties to complete these repairs.
5. Linwood – This property is set up as duplexes and have 112 units. This is the third largest site for SMHA. SMHA submitted a Tax Credit grant to work with Cleveland developers on repairs to the site.
6. Jackson - Sherrick – SMHA is selling 28 units to SARTA, which raises SMHA’s capital gain.

C. SMHA Non-Profit
1. SMHA has created a non-profit that will further the development efforts. The non-profit will assist with creating more competitive Tax Credit grants submitted by SMHA. HUD is not offering much funding to assist with SMHA’s development efforts, therefore SMHA is attempting to gain non-federal funding that is less restrictive.
2. SMHA is working with the Corporation for supportive Housing (CSH) and the Michaels Group in regards to the McKinley building. With the non-profit and partnerships, SMHA is able to submit multiple grants at one time. The McKinley building will not be considered permanent supportive housing as it relates to the Continuum.

IV. Approval of Point-in-Time Methodology (See Attachment 1)
Natalie McClskey of ICAN Housing (Point-In-Time (PIT) Lead), and HCCSC Coordinated Entry Committee co-chair, reviewed the 2020 PIT Count Methodology with HCCSC Board members. The HCCSC conducts an annual PIT Count; this data is provided to HUD through reporting for system outcomes and requires information on what methods communities are using through the Consolidated Application process. The HCCSC conducts a housing survey to obtain information through the PIT Count; Jennifer Keaton of StarkMHAR has created an electronic survey that will automatically enter into an Excel spreadsheet that reduces the need for PIT Count data entry. The night of the count will be Tuesday, January 28th, 2020; the PIT Main Committee chose this date to correlate when buses are in operation and agencies are open. There are several organizations that have donated items for “Blessing Bags” that will be given out to people who complete the survey. There are three approaches utilized during the count which are the Service-Based Count, Street Count and Youth Count. The Street Count teams will go out from 5am-7am on Wednesday, January 29th in Alliance, Canton, Massillon and surrounding areas that are more rural. The Serviced-Based Count will happen at area agencies that are partnering with ICAN to administer the surveys. The Youth Count has not been successful in counting youth over the past several years utilizing the Service-Based approach, and this year, the Youth Count will take a Street Count approach to locating this evasive population. The Youth Count Committee members have conducted several focus groups the Multi-County Juvenile Detention Center Residential Treatment Facility and conducted a focus group with Coleman’s Changing Destinies permanent supportive housing project that concluded how the Youth Count will be conducted for 2020.
Emergency shelters are counted through the Homeless management Information System (HMIS) which also covers those that are staying in a hotel/motel paid for by an organization. There may be opportunities to volunteer with the PIT Count, but all volunteers will have to complete in-person or online training; online training includes a quiz at the end for completion. The HCCSC focuses on HUD’s guidance for conducting counts and data to be collected. There are currently Walsh University students posting flyers in all three major cities and SARTA has posted flyers on 150 buses to assist in advertising the count.

**Motion:** Marcie requested a motion to approve the 2020 Point in Time Count Methodology. Shannon motioned to approve. Beverly seconded the motion and it was carried unanimously by all members present.

V. **Approval of December 2019 Meeting Minutes**

Julie Sparks requested a correction in the December meeting minutes. The recommended amendment is to change the month of May to the month of December in section I.

**Motion:** Julie motioned to approve the minutes as amended. Cathy seconded the motion and it was carried by all members present except for Steve Inchak, who abstained. Steve Inchak abstained due to being a new member of the Board.

VI. **Discussion of Housing Intervention Investment Committee**

The HCCSC Board has approved the HCCSC’s five-year Strategic Plan to increase Permanently Supportive Housing (PSH) units by 55 and Rapid Rehousing (RRH) units by 107. Marcie has received calls with ideas for how the HCCSC will move forward attaining the additional unit needs. An advisory committee should be established to strategize methods and solicit recommendations for committee members. The commitment of committee members from beginning to end will assist in determining process for unit increase. HCCSC Board members Julie Sparks, Cathy Jennings, Rollin Seward and Cheli Curran have agreed to sit on the committee.

**Discussion:** HCCSC Board members discussed bringing in Ryan Lambert of Testa Company to see what type of services he could offer. Additional thoughts on committee member recommendations were for the Chamber of Commerce to represent the business community. The HCCSC Board discussed holding a meeting with local landlords such as Spring Reality, and reach out to each agency for a landlord list to invite to the meeting.

VII. **Old Business**

HCCSC Board members discussed that Stark has a number of units that are off line with SMHA and inquired if the CoC is keeping track of these participants’ movement with units off and on line. The CoC currently only tracks participants through the agencies that utilize the Coordinated Entry process for referrals and enters data into the Homeless Management Information System (HMIS); the CoC does not track public housing units. HCCSC Board members inquired whether or not there is a plan to accurately track the number of units and how the CoC can partner with SMHA on Move-On strategies; there was discussion around whose responsibility it is to promote Affordable Housing in the community. The HCCSC Board had the following two recommendations: 1) Affordable Housing list that identifies what types of populations the landlord is willing to work with; 2) look into landlord incentives and how this could be funded. The HCCSC Board also discussed that the advisory committee for the Housing Inventory Committee needs to be an engaged committee and have a clear understanding of the CoC and how the CoC is operational in regards to Affordable Housing.

VIII. **New Business**

A. HCCSC Board members discussed the City Census Committee; HCCSC Board members Julies Sparks and Rollin Seward are a part of the committee. Julie emphasized the need to get all of the City of Canton people on the census. This information will be shared with HCCSC Board members; the date of the count is April 1st, 2020.

B. The Homeless Prevention / Emergency Assistance (HP/EA) Committee had discussion around new focuses of the committee’s work and is requesting that the HCCSC Board provide the committee with some topics for discussion and efforts that the committee should be focused on. There has been previous discussion that this committee would take part in the faith-based organization engagement conversations; HCCCS Board
members have had some discussion around engaging the faith-based community and how the HCCSC can assist the faith-based community with more focused services for HP/EA.

HCCSC Board Members Cheli Curran, Julie Sparks, John Aller and Cathy Jennings left the meeting at 10:35am.

IX. Approval of FY2020 Emergency Solutions Grant (ESG) Funding Priorities
The System Performance Committee (SPC) is responsible for assessing system-wide gaps and needs in the County related to ending / preventing homelessness and developing funding priority recommendations for HCCSC Board approval. The SPC has reviewed system data and discussed the eligible ESG grant activities in forming the recommendation for the FY2020 ESG funding priorities. There are five eligible funding activities that can be prioritized for funding which include: 1) HMIS; 2) Homeless Prevention; 3) Street Outreach; 4) Emergency Shelter; and 5) Rapid Rehousing (RRH). Historically, the SPC has recommended HMIS, Emergency Shelter, and Homeless Prevention; these recommendations were based system data, the ability for projects to capture funding for RRH in other funding competitions, and not seeing a significant need for Street Outreach. The SPC did take into consideration the HCCCS’s Strategic Plan and the possibility of Street Outreach funding, outside of PATH dollars, to be available to applicants. Additionally, the SPC also took into consideration the project’s ability to expend the full award during the grant cycle.

The System Performance Committee is recommending to the Homeless Continuum of Care Board for approval and to forward to the City of Canton the following Emergency Solutions Grant Priorities, in no particular order: 1) Homeless Prevention; 2) Emergency Shelter; 3) and Street Outreach.

**Motion:** Marcie requested a motion to approve the System Performance Committee Emergency Solution Grant priority recommendations to forward to the City of Canton. Lynne motioned to approve. Beverly seconded the motion and it was carried by all members present.

VII. Adjournment
With no further business to be discussed, at 10:50am, the meeting adjourned.
2020 Annual Point-In-Time (PIT) Count

Methodology

Summary

Background: Local agencies and organizations conduct a count to determine the extent of homelessness in our community. This information is used to submit the Continuum of Care grant application to the U.S. Department of Housing and Urban Development (HUD). Stark County receives approximately three million dollars each year from the Continuum of Care Grant Program to serve people who are homeless.

Unsheltered Count

Approach: To get the best count, Stark County will conduct a Housing Survey. The Housing Survey will include all HUD required PIT data points. The survey will be in paper format and electronic format.

Everyone will be asked where they stayed on January 28, 2020.

Strategies:

- **Service-Based Count:** Local agencies who serve the homeless will conduct the Housing Survey at their worksites for up to seven (7) days following the Night of the Count, from Wednesday, January 29, 2020 through Tuesday, February 4, 2020. Volunteers will also be assigned to assist at some sites such as libraries, hot meal sites, food pantries and bus stations during this same time frame to survey individuals/families who are experiencing homelessness.

- **Street Count:** Teams of volunteers, led by ICAN Housing’s PATH outreach staff and other experienced PIT volunteers will go out onto the streets on Wednesday, January 29, 2020 from 5:00 am – 7:00 am to cover known locations (where homeless people are known to congregate or sleep overnight). The Volunteer Teams will count and survey homeless people on the street. Known locations in Stark County are typically found in the cities of Canton, Massillon, and Alliance, which are jurisdictions referenced in local Consolidated Plans. At least four teams will also address areas of the county, outside of these cities which will include, at a minimum, Canal Fulton, East Canton and Lake / Hartville areas. Information regarding known locations was shared by the Homeless Navigation (Hotline) Coordinated Entry System, local homeless providers, and local street outreach staff. Police Departments, City/Village/Township Offices, zoning inspectors, and Emergency Medical Services (EMS), in both the cities and other, more rural, areas of the county are also being contacted to determine level of needed outreach.
in all areas of the county. Persons experiencing homelessness will be offered assistance with connecting to needed service providers and will be provided with “Blessing Bags” (donated by StarkMHAR, OhioCAN and Lifecare) with items such as hygiene products, blankets, hats, gloves, water, granola bars, etc.

- **Youth Count:** The Youth Count will incorporate a Street Count approach for 2020. After seeking input from youth during various focus groups held across the County during the last quarter of 2019, and upon review of results from the Youth Count over the past three years, it was determined that the strategy had to be changed from a “come to us” approach to a “we’ll come to you” approach. Locations in Canton, Massillon and Alliance have been identified as sites where youth (under 25 year olds, including unaccompanied minors) may frequent and include places such as parks, intersections and near schools. These locations will be where small teams of volunteers will go out during the three days following the Night of the Count. Teams will go out on Wednesday, January 29, 2020 from 2 – 4pm and also on Thursday, January 30 and Friday, January 31 from 5- 7am and 2 – 4pm. Incentives, such as refreshments and Blessing Bags, will be given to youth as surveys are completed.

**Survey:** Questions on the survey determine if the individual is homeless (including chronically homeless) or at risk of becoming homeless; ask for identifiers to prevent duplicate counts; and request information to indicate veteran status, family composition, and disabling conditions. There will also be an electronic survey available for volunteers to complete with those being surveyed. Individuals can also fill out the survey by contacting the Homeless Navigation (Hotline) at 330-452-4363.

**Volunteer Training:** Volunteer training will again be mandatory for the 2020 PIT count. Four live trainings will be offered during the month of January 2020 of which one will be held in Massillon and one in Alliance. Volunteers will select one training to attend. Training will be offered at a variety of settings and at various times to provide more options to volunteers. An online training will also be offered as an alternative to the live training. Training will equip volunteers with knowledge, experience and confidence regarding conducting the Housing Surveys, how to approach people and safety measures (particularly for the Street Count). A quiz must be completed to certify training has been completed and a Volunteer Agreement must be signed to ensure volunteers are aware of confidentiality expectations and to eliminate any claims of liability in the event of an emergency situation.

**Sheltered Count**

**Approach:** Stark County’s Homeless Management Information System (HMIS) will provide data for the sheltered count. Additionally, social service, faith-based and other organizations within Stark County will be contacted to obtain information about any individuals or families housed by these entities in local hotels or motels on January 28, 2020. Finally, efforts will further include a one-night additional overflow shelter for the night of the count at Refuge of Hope for any men or women in need of shelter.

**De-Duplication Techniques:**

HMIS software is programmed to eliminate duplication by comparison of multiple data points (first name, middle initial, last name, social security number, project entry date, date of birth,
etc.), HMIS staff also conduct manual checks of result sets to ensure accuracy. Information obtained from organizations not participating in HMIS is examined using the same criteria, ensuring that each individual only appears once in the final PIT count.

The methodology was developed with input from the Homeless Continuum of Care (CoC) of Stark County PIT Count Main Committee, PIT Street Count and Youth Count Subcommittees, the Homeless Services Collaborative and via outreach to law enforcement and youth focus groups and in compliance with:

- **U.S. Department of Housing and Urban Development (HUD):** Notice CPD-17-08: 2018 HIC and PIT Data Collection for CoC and ESG Programs

- **HUD’s PIT Count Methodology Guide 2014 (latest version).**