

Meeting Minutes

Rebuilding Lives Funder Collaborative Meeting

Thursday, May 20, 2010

11:30 am – 2:00 pm

Community Shelter Board

Attendees:

Rebuilding Lives Funder Collaborative (RLFC) Members Attending: Antonia Carroll, Michelle Heritage Ward, David Migliore, Susan Lewis Kaylor (for David Royer), Douglas Lay, Emily Savors, Erika Clark Jones, Jeff Pattison (for Jed Morison), Matt Kosanovich (for Janet Jackson), John Glacken, Kathy Werkmeister, Kim Stands, Rollin Seward (for Jim Schimmer), Sally Luken, Suzanne Coleman-Tolbert, Terri Donlin Huesman

RLFC Members Absent: Charleta Tavares, Dennis Guest, Eric Fenner, Jeffrey Lyttle, Hal Keller, Phil Cass, Teresa Long, Steve Gladman

Guests: Dave Kayuha (National Church Residences), Susan Weaver (Community Housing Network), Sue Villilo (Lutheran Social Services-Faith Mission), Don Strasser (Columbus Coalition for the Homeless), Mary Vail (Goodwill Columbus), Carl Landry (Southeast Inc.-Friends of the Homeless), Ron Kadylak (ADAMH Board), Amanda Owen, Michelle Ruman (YMCA of Central Ohio),

Community Shelter Board (CSB) Staff: Tiffany Nobles, Dave Davis, Lianna Barbu

Welcome, Introductions & Agenda Review - Michelle Heritage Ward welcomed the group and all gave name and affiliation introductions. The group reviewed the agenda and Michelle noted that the YMCA Sunshine Terrace Replacement update would be deferred to the August meeting.

Meeting Minutes from 2.18.10 - David Migliore moved and John Glacken seconded to accept the meeting minutes from 2/18/10 RLFC meeting without any corrections. Motion unanimously approved.

Member List and Contact Information - It was noted that an updated membership roster and contact information list was included in the meeting materials. If anyone has any changes to his/her contact information, he/she should contact Tiffany Nobles at CSB.

FY10 Program Evaluation Summary - Lianna Barbu reviewed the FY10 Program Evaluation Summary Performance Ratings. The full FY10 Program Evaluation can be found on CSB's website. Highlights of the summary were as follows:

- CSB funded Programs

- *Homeless Prevention* programs (7 programs) – 2 programs were rated high performers and the remaining 5 programs were not rated because they are too new.
- *Family Emergency Shelters* (3 programs) – 1 program was rated a high performer and the other 2 were rated medium.
- *Single Adult Shelters* (6 programs) – 3 programs were rated high performers, 2 programs were rated medium and 1 program was not rated because it is too new.
- *Outreach Specialist* (1 program) – the program in this category was rated a medium performer.
- *Access to Benefits* (1 program) – the program in this category was rated a low performer.
- *Transition Program* (2 programs) – 1 program was rated a high performer and the other program was too new to be rated.
- *Direct Housing/Rapid Re-Housing* (2 programs) - 1 program was rated a high performer and the other program was too new to be rated.
- *Permanent Supportive Housing* (19 programs) – 17 programs were rated high performers and the remaining 2 programs were not rated because they are too new.
- Continuum of Care Programs (Non-CSB funded)
 - *Transitional Housing* (5 programs) – 2 programs were rated high performers, 2 programs were rated medium performers and 1 program was rated a low performer.
 - *Permanent Supportive Housing* (3 programs) – 2 programs were rated high performers and the remaining program was rated medium.
 - *Shelter Plus Care* (5 programs) – 4 programs were rated high performers and the remaining program was rated medium.

FY10 Quarter 3 (Q3) System & Program Indicator Report (SPIR) - Lianna reviewed the FY10 Q 3 SPIR that was issued as a handout. This report can also be found on CSB's website. Highlights were as follows:

- Family System
 - The system served 10% more households than during the same period of time last year.
 - The spike in average length of stay from FY09 Q3 to FY10 Q3 is attributable to a change in methodology.
 - Lianna clarified that the change in methodology impacted the numbers because the updated data system enables us to look back further than before to determine a true length of stay.
 - The system experienced a lower demand than projected.
 - Based on the system demand of 232 households and the 100 households carried forward into the next evaluation period, the goal for the Successful Housing Outcome number should have been 92 households. With the allowable variance of 10%, this goal was met.
- Men's System
 - The system served 3% fewer men during FY10 Q3 than it did at the same time last year.
 - It was noted that the increase in average length of stay from FY09 Q3 to FY10 Q3 is attributable to a change in methodology.
 - Successful Housing Outcomes are lower than projected.
 - Underutilization of the CSB Direct Client Assistance funds negatively affected all of the performance measures.
- Women's System
 - The system served 12% more women than it did the same time last year.

- The system experienced the highest level of Successful Housing Outcomes reported compared to the previous evaluation periods.
- The Average Length of Stay methodology changed in FY10.
- Permanent Supportive Housing (PSH) System
 - The PSH system continues to perform well.
 - A CMHA freeze on Section 8 vouchers is starting to affect the number of households served by the system.

Question was asked about differences between the performance ratings for FY10 Program Evaluation Summary and the ratings during FY10 Q3 SPIR. Lianna clarified that the reporting periods used were different. The reporting period for the FY10 Program Evaluation is 7/1/09 through 12/31/09 whereas the period for the FY10 Q3 SPIR is 1/1/10 through 3/31/10.

Sue Villilo expressed concern that Faith Mission was rated as a program of concern for Q3 but rated as a high performer for the FY10 Program Evaluation. She distributed a data analysis conducted by Faith Mission. Michelle mentioned that because of the affect of the overflow Faith Mission asked that the Q3 numbers not be reported in FY11 but did not make this request for FY10. Sue mentioned that Faith Mission is unsure if they will be able to provide overflow for FY11.

Semi-Annual Financial Report - Lianna reviewed this report which outlines the financial status for operations and services from July 1, 2009 through December 31, 2009. The report compares the budget revenue (for 12 months – full fiscal year) to the actual revenue (for 6 months) for all Rebuilding Lives Supportive Housing programs.

Funding Strategy and Supportive Housing Funding Awards for FY2011 - Two resolutions were included in the meeting materials for consideration.

Resolution 1: Funding Strategy and Supportive Housing Funding Awards for FY2011

Lianna reviewed the proposed FY11 Funding Strategy for Projects Currently Operating or Funded included in the meeting materials. The proposal outlines planned revenue, expenses, CSB only planned revenue and CSB only expenses. A list of financial assumptions and comments accompanied the proposal.

It was noted that the amounts listed for FY11 are based on the accompanying list of assumptions. Projections for FY12 and FY13 usually include a 2% increase but this time they remained flat from FY11. It was requested that CSB follow-up with CMHA to get confirmation on the Section 8 amounts.

Lianna reviewed the Unit Cost Matrix included in the meeting materials. She noted that the costs are only based on the number of RL units not the total building capacity. It was also noted that the Community Housing Network (CHN) Safe Havens program serves 13 units but the total program capacity is 15. The unit cost matrix will be updated to reflect the total capacity going forward.

Question was asked whether there could possibly be changes to the service levels (staff availability of intensive, moderate or low) at several projects. It was noted that the Move Up Pilot could possibly affect the service levels but it is currently stalled due to the CMHA Section 8 freeze.

Susan Lewis Kaylor moved and David Migliore seconded that the resolution be approved as presented. Motion unanimously approved.

Resolution 2: Resolution to Approve FY2011 Supportive Housing Funding

CSB recommended RL supportive housing projects receive FY2011 funding not to exceed a total amount of \$2,294,565. A list of the 18 projects and their corresponding recommended funding

amounts was included in the resolution. The agencies were found to be in full compliance with CSB Partner Agency Standards in 2009 and self-certified compliance as of February 2010. All RL partner agencies were rated as medium or high performers for FY10.

David Migliore moved and Suzanne Coleman-Tolbert seconded that the resolution be approved as presented. Motion unanimously approved.

Resolution 3: Acceptance of RLFC Annual Plan, Meeting Schedule for 2010-2011 & RLFC Policy Statements - Tiffany Nobles presented the 2010-2011 RLFC Annual Plan, Meeting Schedule and Policy Statements which identifies the quarterly meeting dates and topics and governs the work of the RLFC.

In the Policy Statements, Sally Luken recommended that the sentence under HUD Technical Review Committee (TRC) which states "The HUD TRC will also establish the new permanent supportive housing (PSH) priority for **consideration by** the Ohio Housing Finance Agency" be changed to reflect the following "The HUD TRC will also establish the new permanent supportive housing (PSH) priority for **the annual Low Income Housing Tax Credit application** to the Ohio Housing Finance Agency" (changes are reflected in **bold**).

Susan Lewis Kaylor moved and Antonia Carroll seconded that the resolution be approved as presented with the indicated changes to the Policy Statements. Motion unanimously approved.

Note: After the meeting, CSB was informed that the Veterans Administration was not listed in the Policy Statements under RLFC Membership. CSB has corrected the document by adding the Veterans Administration to the list and changing the number of RLFC members from 23 to 24. The updated document will be issued to the RLFC and posted to CSB's website.

Unified Supportive Housing System (USHS) Update - Lianna provided an update on the USHS. Highlights were as followed:

- The Move-Up Pilot started implementation in January 2010. Provider agencies (Maryhaven, YWCA and YMCA) have assessed all eligible participants and are working with those clients that have the potential to be successful. CMHA's freeze on Section 8 vouchers continues and thus slows down the progress of the pilot and may affect the number of clients that will be able to move.
- RL Leasing project, which provides 30 units of scattered site supportive housing for HUD Chronically Homeless single adults started to accept clients in January 2010. Southeast, Inc. is the service provider for these units. It was anticipated that the lease up of the units would occur over a 6 month period but it appears that this process will be completed earlier. As of April 28, 2010, 14 clients have been housed and 11 clients were in the process of being housed thus accounting for 25 of the 30 units. It is unknown as to whether the fast success of the lease up process is completely attributable to the USHS.
- National Church Residences (NCR) Commons at Buckingham (CAB) is scheduled to open in July 2010. Lease up began in May 2010 and NCR is actively marketing CAB to provider agencies. Discussions continue with NCR on the lease-up process and with shelters and outreach regarding potential applicant referral and processing.
- USHS received the electronic Client Documentation Toolkit for use by caseworkers in their work with homeless clients in emergency shelters or living on the streets, those newly admitted into supportive housing and any other clients that need documentation that will expedite their access to mainstream benefits or housing. CSB is working to set-up training for all those interesting in using the toolkit.
- USHS has started work on creating a Vacancy Management System for all the supportive housing units. A central database will be developed encompassing the characteristics of all

the different supportive housing units in our community. The goal for the system is to easily match supportive housing vacancies with appropriate clients.

Employment Strategy - Mary Vail of Goodwill Columbus provided an update on the Employment Strategy. Twenty-five agencies were represented at the collaborative planning meetings. Attendance was great and reflected a high level of interest in the topic. The group achieved the first major activity as outlined in the Strategy Development Plan which was to research existing resources, develop a mutually held vision across systems for employment of people who are homeless, institute joint planning and create a formalized process for engaging and sustaining the involvement of key stakeholders. A summary outlining the group's strategic priorities and recommendations was included in the meeting materials. Next steps include developing a program (community wide approach) and piloting implementation as outlined in the strategy development plan, identifying financial investment and obtaining additional representation from political subdivisions in the core group to drive this forward. The core group determined that a paid staff position is needed to continue this work.

Suzanne Coleman-Tolbert mentioned that she would like to become more involved in the work of the strategy going forward.

Re-entry Housing Advocacy – Incarcerated Populations – Sally Luken provided an update on the strategy progress to date. The collaborative planning group continues to meet monthly. Professor Smith gave a presentation to the group recently on research conducted on state corrections and criminal behavior. The group also heard a presentation from Richard Cho of CSH national office on research findings on persons in jail and those in shelters. The study found that there were about 1100 persons circulating between jail and shelters. A data match being conducted by Community Research Partners is delayed by 1 month and will instead be presented to the collaborative planning group in July instead of June.

Coordinate Emergency Aid – Matt Kosanovich provided an update on the strategy progress to date. The collaborative planning group has had 2 of its 4 planned meetings. RLFC members Rollin Seward and Kim Stands are both on this group. The group plans to finish conversations in July and present recommendations to the RLFC and CSB Board of Trustees in August.

Re-entry Housing Advocacy – Mental Health Population – Susan Lewis Kaylor provided an update on the strategy progress to date. The program is moving along successfully. The Housing Specialist has placed several persons in housing and has several more in the queue.

Affordable Housing Campaign – Erika Clark Jones noted that the first meeting of the collaborative planning group has been delayed due to the change of leadership at CMHA. The group will plan to meet once the new Executive Director at CMHA starts.

Collaborative Outreach – Erika reported that the group has met a few times and is waiting to see the impact of the Centralized Point of Access on the system.

Access to Benefits – Dave Davis provided an update on the strategy progress to date. The Benefits Partnership program has been approved to continue as a host site for Phase 2 of the COHHIO SSI/SSDI Project. This allows for the continuation of the SSI Benefits Specialist that was funded under Phase 1 of the project. There was a small increase in the grant amount for Phase 2 to \$55,100. CSB will continue to partner with the YWCA to provide the benefits service.

Increase Supportive Housing Units – Dave provided an update on the strategy progress to date. Of the planned 240 units by new construction, there are 190 units in the pipeline as of May 2010,

155 of which are RL units. Of the planned 520 units by master lease, 30 units are in operation by RL Leasing Project sponsored by Southeast, Inc. In addition, 25 units are in the pipeline represented by CHN master leasing project (pending HUD decision on 2009 new project applications).

Centralized Point of Access for Single Adults (CPOA) – Dave provided an update on the strategy progress to date. CPOA began operations effective April 21, 2010. Going forward, single adults seeking emergency shelter will go to the intake center located at Faith Mission at 315 East Long Street or call 1-888-4SHELTER (1-888-474-3587). To date, the new process is working smoothly and individuals that have been redirected to the center have encountered few problems. The first few months will be a pilot of the process and establish baseline data for diversion efforts.

Tier II Conversion – This strategy was implemented in FY09 by the Homeless Families Foundation (HFF) and Volunteers of America of Greater Ohio (VOAGO) Family Shelter. Plans call for the conversion of existing shelter units into “rolling stock” direct housing model for families who require transitional assistance to exit shelter and stabilize in the community. These “rolling stock” units are initially leased by the Tier II provider (HFF or VOAGO) and then transferred to the family. Transitional services taper off as family stability increases and individualized service delivery (in intensity, frequency and duration) is determined based on the needs of the family. To date, VOAGO has converted 12 of its 24 units to “rolling stock” and HFF is working on converting 8 of its 46. HFF has some units that have longer leases that have slowed the conversion process.

Question was asked around who will own each strategy after recommendations are developed. Comments made reflected that the end result of each strategy, who owns it through implementation and who will identify the needed resources will vary based on each strategy. Some strategies are developing new programs/systems while others are improving on current systems.

It was suggested that a document be created that reflects where each strategy is currently and what resources are needed to move it towards implementation. All agreed that this would be a useful resource. CSB will work to develop the document.

National Church Residences (NCR) Commons at Buckingham (CAB) – Dave Kayuha provided an update on the project development. A fact sheet was included in the meeting materials. Construction is nearing completion. The project was awarded its CARF accreditation on May 19th and is working with Ohio Department of Mental Health to apply for certification. NCR is in conversation with ADAMH leadership around forming a contractual relationship. The project will have its final LEED testing on July 9th; it received a preliminary score of Platinum LEED for Homes. First residents will move in July 14th. Grand Opening is scheduled for July 22nd at 10:00 am.

NCR Commons at Livingston (CAL) – Dave K. provided an updated on project development. Ohio Housing Finance Agency (OHFA) American Recovery & Reinvestment Act (ARRA) funds were approved by OHFA board and preliminary funding commitments were issued. Final approval of Step III of OHFA ARRA underwriting is expected in early June. Groundbreaking scheduled for May 27. Closing and construction start projected in June or July.

Rollin Seward commented that the Franklin County logo was left off of the promotional materials for the CAL groundbreaking. He requested that it be added to materials going forward.

Resolution 4: NCR CAL Final Project Plan - Dave Davis reported that NCR submitted an updated final project plan for CAL as recommended at the 12/17/09 RLFC meeting. A copy of the plan was included in the meeting materials. NCR has met the contingencies outlined in the

Recommendations from the RLFC Committee of the Whole adopted by the RLFC on 12/17/09. CSB reviewed the final project plan as charged by the RLFC and has approved the plan.

Dave noted that on the Service Cash Flow budget form in the project plan the RLFC income amount was transposed and incorrectly reflected \$60,651 but should have been \$60,561.

Kim Stands noted that the resolution should be corrected to reflect that the City of Columbus investment was coming from Capital Improvement Bond in addition to HOME funds.

Sally disclosed that Corporation for Supportive Housing is reviewing a capacity building grant for CAL. The group agreed that Sally did not need to abstain from voting but the disclosure would be reflected in the meeting minutes.

It was clarified that the project is 100% veterans' preference (RL units and non-RL) with priority for persons in Franklin County.

Erika moved and Kathy Werkmeister seconded. Motion unanimously approved.

Community Housing Network (CHN) Inglewood Court – Susan Weaver provided an update on project development. CHN submitted the tax credit and Housing Development Assistance Program (HDAP) applications on March 18, 2010. CHN submitted the City of Columbus application on February 16, 2010. They will submit other applications for additional funding sources after tax credit awards are announced on July 1, 2010. OHFA conducted a site review on April 13, 2010. The results of the site review were received this week and feedback was positive. The OHFA-required PSH review meeting will be held June 3, 2010.

NEXT MEETING: Thursday, August 19, 2010 from 11:30 am – 2:00 pm