

Meeting Minutes

Continuum of Care Steering Committee Meeting

Tuesday, March 15, 2011

11:30 am – 1:30 pm

Community Shelter Board

Attendees:

Continuum of Care Steering Committee: Adam Ruege, Adwoa Agyei-Gyampo, Carl Landry, Carrie Mularz, Colleen Bain, Michelle Heritage, Dave Simmons, Don Strasser, Douglas Lay, Emily Crabtree, Emily Savors, Matt Kosanovich, Kim Stands, Lori Criss, Ronald Baecker, Sheila Prillerman, Susan Lewis Kaylor, Ted Jones and Mary Jane Quick

Community Shelter Board staff: Dave Davis, Lianna Barbu and Tiffany Nobles

Guests: Betsy Reichley, Bonnie Baris, Sue Villilo, Janine White, Anthony Penn, Ron Kadylak and Mike Tynan

Welcome, Introductions & Agenda Review

Michelle Heritage welcomed the group and all CoC Steering Committee members and guests gave name and affiliation introductions.

Michelle H. reviewed the agenda with the group. Ron Baecker made a motion to approve the agenda without any corrections. Sheila Prillerman seconded the motion. The motion was unanimously approved without any abstentions.

Minutes from 11/2/10 meeting

Michelle H. reminded the group that the minutes from the November 2nd meeting were included in the packet. It was noted that there was one change made to the minutes on page 4 – a correction to a statement made by Don Strasser around adding shelter beds. Ron Baecker made a motion to approve the minutes from 11/2/10 meeting with the noted change. Adwoa Agyei-Gyampo seconded the motion. The motion was unanimously approved without any abstentions.

FY2011 Semi-annual System & Program Indicator Report

Lianna Barbu presented the FY2011 Semi-annual System & Program Indicator Report (SPIR). The following highlights around the system-level data were noted:

Family Emergency Shelter System:

- The capacity for the Family System was reduced in FY11 from 120 to 96 units due to the transfer of Tier II Shelter units to the direct housing/rapid re-housing model. As a result, the

length of stay (Average Length of Stay) of families in the shelter system decreased substantially.

- The Family System served 18% more households than during the same period of time last year while maintaining a good performance overall.
- FY10 and FY11 Average Length of Stay calculations are based on a new, improved methodology.

Men's Emergency Shelter System:

- The increase in successful outcomes for the system is encouraging.
- The increase in the average length of stay is very concerning given that the system experienced a waitlist for services during a portion of the evaluation period and high overflow for the 2nd half of the period.
- The decrease in the number of individuals served at 4% is directly attributable to the high length of stay and the system not being able to meet demand.
- FY10 and FY11 Average Length of Stay calculations are based on a new, improved methodology.
- Question asked about what we know from providers regarding the increased length of stay. Lianna noted that the data does not show a reason for a high length of stay, but the shelter providers have stated that it is harder to get clients employment and housing due to barriers.

Women's Emergency Shelter System:

- The system has the highest level of successful housing outcomes reported compared to the previous evaluation periods.
- The length of stay for the system is on target.
- The system experienced a 5% increase in the number of individuals served.

Permanent Supportive Housing (PSH) System:

- The PSH System continues to perform well.
- Commons at Buckingham, the new NCR supportive housing project was fully leased by the end of September 2010.
- A CMHA freeze on Section 8 vouchers affected the number of households served by the system and the occupancy rate.

Lianna noted that CSB will be issuing summary reports on shelters and PSH programs per requirement under HEARTH.

Michelle H. noted that shelter providers have been sharing their internal tracking reports with CSB. The providers are working hard to decrease length of stay and increase successful housing outcomes. Sue Villilo mentioned that Faith Mission will be working on a Critical Time Intervention pilot beginning in April or May of this year that should help with increasing housing stability.

Question asked around whether HEARTH information will be shared with the group. Michelle noted that as soon as HUD releases the regulations and any other information it will be shared.

Steering Committee Membership – Provider Seats

Tiffany Nobles presented recommendations regarding the schedule of filling the provider seats on the steering committee. The original schedule developed in July 2009 selected two HUD-funded provider agencies to fill the seats each year through July 2014. Amethyst, Inc. and Maryhaven were selected for the 2009-2010 term but the seats were mistakenly not changed over to the next two agencies in July 2010. As a result, representatives from Amethyst, Inc. and Maryhaven served an additional term on the steering committee.

To resolve the issue CSB recommended the following:

1. Change the provider seat term date from July to March of each year.
 - a. **Rationale:** The CoC SC rarely meets in July but always meets in March of each year. This timing will ensure that the schedule is followed.
2. The provider seat term schedule should be as follows:

Term	Agencies
March 2011 – March 2012	Columbus AIDS Task Force YWCA
March 2012 – March 2013	Community Housing Network Volunteers of America of Greater Ohio
March 2013 – March 2014	Southeast, Inc. National Church Residences
March 2014 – March 2015	Huckleberry House TBD

Note: After all HUD CoC-funded providers have served; agencies will be randomly selected to continue the rotation schedule beginning with March 2014

- a. **Rationale:** Schedule adjusted to remove Lutheran Social Services – Faith Mission since it is no longer a HUD CoC-funded program having transferred its Shelter Plus Care vouchers to Community Housing Network in 2010.

There were no concerns raised about the recommendations, so we will proceed as planned.

Next steps: Tiffany will contact Columbus AIDS Task Force and the YWCA to confirm the representative for each agency. She clarified that if any agency declines to accept the seat, it will be moved to the end of the rotation schedule and an agency from the next term cycle will be selected to fill the current vacancy.

2011 CoC Policy Statements

Tiffany presented the proposed 2011 CoC Policy Statements. There were only a few minor changes to the document and they can be seen in the track-changes version that was included in the meeting packet.

It was clarified that Tiffany will email the conflict of interest disclosure form to Steering Committee members for completion.

Sheila Prillerman made a motion to approve the 2011 CoC Policy Statements with the noted changes. Emily Crabtree seconded the motion. The motion was unanimously approved without any abstentions.

2011 Annual Plan Matrix

Tiffany presented the proposed 2011 Annual Plan Matrix. It was noted that for activities where the actual timing was not yet confirmed (i.e. HUD announcement of new project awards, HUD release of CoC Notice of Funding Availability (NOFA)), the timing for last year was used so that no activity was listed with timing yet to be determined.

Lianna mentioned that the timing for “submit Point in Time Count data to HUD via Homelessness Data Exchange (HDX)” and “submit Housing Inventory Chart (HIC) data to HUD via HDX” was switched. Tiffany will verify and re-issue if needed.

Question asked about when we can expect new project award announcement. Tiffany noted that HUD expects to release in spring/summer. Last year this activity occurred in July.

Question asked about if there are concerns with new projects being in jeopardy because of budget. Michelle noted that local government funding is a concern. Governor Kasich is releasing budget today and we have heard from credible sources that the Housing Trust Fund funding will not be significantly decreased.

Ron made a motion to approve the 2011 Annual Plan Matrix. Colleen Bain seconded the motion. The motion was unanimously approved without any abstentions.

YWCA WINGS Eligibility Criteria

Lianna informed the group that the YWCA WINGS program currently has an eligibility criterion of 100% chronically homelessness for its 69 units. The project has eleven vacant units of 69 total units because it has been difficult to find chronically homeless women to occupy them. It was noted that this issue has not been seen in the men’s system.

The eleven units have been vacant since September 2010. As a result, the YWCA contacted the local HUD Field Office about requesting an amendment to the grant agreement that would reflect 20% of the persons served by the program would be chronically homeless. Per HUD, the Steering Committee would have to submit a letter stating that it approves the amendment request and the change would not have affected the project’s ranking if it would have been in effect during the 2010 renewal application process. A draft letter and copy of the most recent occupancy report was issued as a handout. YWCA WINGS is currently at 86% occupancy which is below the 95% occupancy rate goal.

It was recommended that the language in the letter be changed to not just state that 20% of the units will be for chronically homeless persons but also that the remaining 80% will be for Rebuilding Lives eligible clients. It was also recommended that the total number of units in the project – 69 – be listed.

Susan Lewis Kaylor made a motion to approve the request and make the changes to the letter. Kim Stands seconded the motion. The motion was unanimously approved without any abstentions.

Next CoC Steering Committee meeting: Thursday, April 28, 2011 from 11:30 am – 1:00 pm