

Meeting Minutes

Continuum of Care Steering Committee Meeting

Tuesday, March 16, 2010

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, Dave Davis, Dave Simmons, Don Strasser, Douglas Lay, Emily Savors, Kim Stands, Lori Criss, Michelle Morgan, Ronald Baecker, Sheila Prillerman, Susan Lewis Kaylor, Ted Jones, Tom Dobies

Community Shelter Board staff: Lianna Barbu, Tiffany Nobles

Guests: Anthony Penn, Mary Jane Quick, Sue Villilo, Beth Fetzer-Rice, Ginny O’Keeffe, Ron Kadylak, Laurie Sutherland, Mike Tynan

Welcome, Introductions & Agenda Review

Dave Davis welcomed the group and all gave name and affiliation introductions. Dave mentioned that Mary Jane Quick from Project Connect was in attendance to observe the meeting as part of an invitation of membership from the Steering Committee.

Dave recommended that the discussion on the Permanent Housing Bonus for 2010 HUD Application be removed from the agenda and deferred until the 2010 HUD Notice of Funding Availability (NOFA) was released or the 2010 OHFA Tax Credit awards were announced, whichever came first. He added that CSB was attempting to be proactive with some information that we received that HUD was planning to release the NOFA in March/April, but in hindsight it seemed better to wait until we knew more details of the planned timing. All agreed to remove this item from the agenda. No other changes to the agenda were recommended.

Notes from 11/2/09 – Sheila Prillerman moved and Susan Lewis Kaylor seconded to approve the meeting minutes from the November 2, 2009 meeting. Motion was unanimously approved.

Administrative Issues

HUD Data Standards – Income & Non-Cash Benefits

Lianna Barbu presented the HUD Data Standards – Income & Non-Cash Benefits document included in the meeting materials. She explained that HUD is now requiring programs to report on income and non-cash benefits for all members of a household whether they receive the benefit or not. The Columbus ServicePoint (CSP) administrators feel that it is burdensome to enter data for clients not receiving any benefits and are requesting approval from the Continuum of Care Steering

Committee (CoC SC) to be noncompliant with HUD's requirement regarding the data entry process for this data element.

It was asked if there is a penalty for being noncompliant. Lianna commented that we would only have to disclose to HUD that we were noncompliant.

Lianna was asked to give an example of what the administrative burden would look like in comparison to what is currently being done. She stated that compliance would result in reporting on over 100 data elements as opposed to 3. It was also noted that this would potentially cause intake workers to ask a child whether or not he/she has employment income.

It was clarified that this data standard would only be for supportive housing programs not shelters.

It was asked whether this decision could be deferred until the final HUD Data Standards is released since currently there is only a draft document.

Colleen suggested that agencies be given a chance to discuss to ensure that the executive level staff were in agreement with the agencies stance on compliance.

Carl moved that we defer this decision until the final HUD Data Standards are issued which will also give agencies time to discuss with executive leadership. Kim seconded the motion. Motion was unanimously approved.

Semi-Annual System & Program Indicator Report (SPIR)

Lianna presented the following highlights from the SPIR:

- The Family System served 3% more households than during the same period of time last year. The spike in average length of stay from FY09 S1 to FY10 S1 is attributable to a change in methodology. Applying the new methodology to FY09 S1 data yields an Average Length of Stay of 62 days. The decrease in Nightly Occupancy reflects a real decrease in the Average Length of Stay. The percent of households working at entry continues to decrease.
- There was discussion around whether the problem is with the data standard or something else within the system that is resulting in the system not meeting the standard.
- It was suggested that a committee be formed to review the data standards to determine if it is the most appropriate standard. Lianna noted that she was unclear as to whether the CoC SC is the correct group to lead any efforts to change this data standard since the standard was set by CSB's Board of Trustees.
- It was noted that the same issue is found in the single men's and single women's emergency shelter system.

2010 Point in Time Count Results

Lianna presented the results from the 2010 Point in Time Count. A table outlining the results and comparing them to 2009 results were included in the meeting packet.

Ron moved and Carl seconded that the 2010 Point in Time Count data results be approved and included in the 2010 HUD Application Exhibit 1. Motion unanimously approved.

Proposed 2010 CoC Policy Statements

Tiffany Nobles presented the recommended changes in the 2010 CoC Policy Statements. A track changes version of the document was included in the meeting materials. Additional changes recommended were as follows:

- Page 1 – Steering Committee Membership: Change the last line to state “The CSB Executive Director or chosen designee shall chair the Steering Committee.”

- Page 2 – HUD Technical Review Committee: Add in information on OHFA process. CSB is to ask OHFA about meetings for 2010 that CoC representative participation may be needed.
- Page 2 – Columbus ServicePoint Implementation: It was noted that this policy of compliance with HUD standards contradicts the earlier discussion of being noncompliant with the HUD Data Standard on Income & Non-Cash Benefits. It was agreed that after a decision is made on that standard, this policy will be updated to accurately reflect the group's position.

Kim moved and Ron seconded that the 2010 CoC Policy Statements be approved as currently written but can/will change on the basis of the necessary future discussions around the OHFA process and the CSP data standards. Motion unanimously approved. Abstentions: 1 – Douglas Lay.

Proposed 2010-2011 Annual Plan Matrix

Tiffany presented the recommended changes to the 2010-2011 Annual Plan.

It was noted that the timing for all activities related to the 2010 HUD Application are listed as To Be Determined (TBD) until the NOFA is released.

It was noted that the timing of the selection of new projects for 2011 and beyond may change from October 2010 since the draft FY11 Qualified Allocation Plan (QAP) process is currently scheduled to occur during that time. If the FY11 QAP process is finalized with this timing, the CoC SC would have to select a new HUD project for 2011 during the summer of 2010.

Kim moved and Ted seconded to defer the approval of the 2010-2011 Annual Plan until a final version of the OHFA QAP and its process timeline is issued. Motion unanimously approved.

Lutheran Social Services-Faith Mission (LSS-FM) Shelter Plus Care

Sue Villilo requested that the CoC SC support LSS-FM's contract with CMHA for the 35 sponsor based units and transfer operation of the units to Community Housing Network (CHN). CMHA and CHN are in agreement with the change and CMHA is working with HUD on the process.

It was clarified that LSS-FM will continue with the 9 SPC units that are above the women's shelter.

Question asked about communication with current residents with the change. Sue reported that the response has been favorable with the residents.

Ron moved and Susan Lewis Kaylor seconded that the CoC SC approve LSS-Faith Mission's request to end its SPC contract with CMHA and transfer operation of the 35 units to CHN. Motion was unanimously approved.

Amethyst Shelter Plus Care (SPC)

Lori Criss provided an update on the Amethyst SPC units. She distributed a summary of the two developments as a handout. Highlights are as follows:

- Jefferson Place Apartments
 - Amethyst approached The Jefferson Center for Learning and the Arts and Community Housing Network about developing new housing on Jefferson Avenue. During the underwriting process for the master leased units, CHN was approved to change the subsidy to Project Based Section 8 for the property. As a result, Jefferson Place Apartments opened in September 2009 and houses 39 households in service with Amethyst.

- The housing opened with Amethyst SPC rent and utility subsidy but will convert entirely to Project Based Section 8 units by the Fall of 2010. The initial result of the change will be a decrease in Amethyst's SPC occupancy as participants successfully exit the program for Section 8 housing and remain in Amethyst's supportive services. The eventual net result, however, will be an increased supportive housing capacity for recovering homeless women and female-headed families disabled by chronic substance abuse.
- Partnership with The House of Hope
 - CMHA and Amethyst submitted a request to HUD to include homeless men disabled by chronic substance abuse in Amethyst's SPC program.
 - Through a partnership with The House of Hope – a men's residential treatment provider in Columbus with a 50-year history of recovery services for men – Amethyst will provide homeless, disabled men in Columbus with gender-specific, sober housing and integrated supportive services consistent with Amethyst's historical program design.
 - Conversations with HUD confirm that this is not a material program change and does not require contract revision.
 - CMHA and Amethyst met with CSB staff in February to inform them of the planned change.
 - Ginny O'Keeffe commented that they are very excited about this change at Amethyst.

Next Meeting: To Be Determined