

# Meeting Minutes

## Continuum of Care Steering Committee Meeting

Tuesday, August 17, 2010

11:30 am – 1:30 pm

Community Shelter Board

### **Attendees:**

Continuum of Care Steering Committee: Jessica Sheldon (for Adam Ruege), Mike Tynan (for Carl Landry), Colleen Bain, Michelle Heritage Ward, Dave Simmons, Don Strasser, Douglas Lay, Emily Crabtree, Gloria Kilgore, Matt Kosanovich, Kim Stands, Carole Harvey (for Lori Criss), Michelle Morgan, Ronald Baecker, Sheila Prillerman, Susan Lewis Kaylor, Ted Jones, Tom Dobies and Mary Jane Quick

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

Guests: Anthony Penn, Sue Villilo, Ron Kadylak

### **Welcome, Introductions & Agenda Review**

Michelle Heritage Ward welcomed the group and all CoC Steering Committee members and guests gave name and affiliation introductions. Mike Tynan stated that he would sit in for Steering Committee member Carl Landry representing the Columbus Coalition for the Homeless. It was noted that Mary Jane Quick of Columbus Public Schools Project Connect was in attendance as a new member of the CoC Steering Committee.

Michelle H.W. reviewed the agenda with the group. Susan Lewis Kaylor 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 3/16/10 meeting**

Michelle H.W. reminded the group that the minutes from the March 16<sup>th</sup> meeting were included in the packet. No changes were noted. Sheila Prillerman made a motion to approve the minutes from 3/16/10 meeting without any changes. Carole Harvey seconded to the motion. The motion was unanimously approved without any abstentions.

### **HUD Data Standards Income & Non-Cash Benefits**

#### Overview:

Lianna Barbu reminded the group that a decision on the request around the HUD Data Standards Income & Non-Cash Benefits was deferred from the last meeting until the final version of the HUD Data Standards was issued. HUD released the final version of the data standards and communities had to begin compliance starting July 1.

Lianna noted that compliance with this particular data standard is burdensome because it requires much more data than before in cases where most of the information would not be needed. She clarified that this is a data entry issue by adding time to collect and enter useless information to the already extensive workload. She also expressed concerns about the validity of CSB reports going forward. The Annual Performance Report (APR) may possibly be affected in the future but as of right now this is unknown.

Discussion of the requested action:

A question was asked about what the penalty is for non-compliance. Lianna explained that if audited by HUD we would be found non-compliant. Likelihood of HUD audit however is slim.

A question was asked about whether executive staff at agencies affected were informed of this request. Lianna reminded the group that the CSP Administrators were asked to communicate with their agencies after the March meeting and this was expected to be completed before this meeting.

Clarification was made that only HUD-funded agencies will be affected by this data standard.

Lianna noted that nationwide some agencies have decided to comply with the standard but others have not.

Several Steering Committee members expressed concern with noncompliance.

Clarification was made that since the requested action was that the Steering Committee approves noncompliance, a motion to take action would have to be in favor of noncompliance. Sheila Prillerman made a motion to support noncompliance with the HUD Data Standard on Income & Non-Cash Benefits. Susan Lewis Kaylor seconded the motion. The motion was unanimously rejected without any abstentions.

**FY10 Quarter 4 System & Program Indicator Report (SPIR)**

Lianna noted that the FY10 Quarter 4 SPIR was not yet available. The report will be issued to the CoC Steering Committee via email once it is prepared.

**2009 CoC Application Score Debrief**

Tiffany Nobles presented the 2009 CoC application score summary. A comparison of the 2008 score to 2009 was distributed as a handout.

Highlights:

- Our community's overall Exhibit 1 CoC score was 79.25 out of 100 possible points. Our 2008 score was 87.75.
- We lost the most points (12) under the CoC Performance section with 20 points out of 32 possible points. Under this scoring category CoC's are rated for their performance on activities around HUD's priority objectives including increasing the number of units designated for chronic homeless persons and increasing the percentage of persons exiting from permanent supportive housing with employment income.
  - Tiffany noted that CSB believes that we lost the majority of the points in this section due to our struggle with meeting the outcome on employment income. The objective for 2009 was 19%; our community only achieved 15%. The objective for the 2010 application is 20%.
  - It was noted that HUD has not identified any communities to look to as best practices for achieving this objective but CSB will conduct some research on its

own to find models we can look to and how other communities are meeting this standard.

- o It was noted that there are some programs in our continuum that are meeting the objective but the majority are not and it is the aggregated number that must be reported to HUD.

A question was asked about the Rebuilding Lives Employment Strategy led by Goodwill Columbus and how it relates to this. Tiffany noted that the group Goodwill has convened around this strategy has been focused on making employment for homeless persons a priority topic for various key entities including program funders and employers. It is possible that once this goal is achieved, the energy can be shifted to assisting programs in our community with meeting the HUD objective.

It was also noted that there needs to be some information sharing among providers in the continuum around activities that have been successful in assisting clients obtain employment income.

### **HUD Technical Review Committee Recommendations**

Ted Jones reported on the recommendations of the HUD Technical Review Committee (HUD TRC) around the priority designation for the 2010 HUD Bonus Award, the 2011 OHFA Tax Credits and the 2011 HUD Bonus Award.

The HUD TRC recommends the following:

- The priority designation for the 2010 HUD Bonus Award should be awarded to National Church Residences (NCR) Commons at Third.
- The priority designation for the 2011 OHFA Tax Credits should be awarded to Community Housing Network (CHN) Inglewood Court.
- The priority designation for the 2011 HUD Bonus Award should be awarded to CHN Inglewood Court.

Lianna distributed an analysis comparing the two projects to the 5 Year Capital Development Plan for RL PSH. The summary outlines the capital requests for each project in comparison to expectations and available funding. It was noted that both projects are on target and would enable the community to develop more PSH after these projects are completed.

There were two resolutions for consideration.

#### Resolution 1 – Recommendation of the HUD TRC for the 2011 OHFA Tax Credits and 2011 HUD Bonus Award

Ronald Baecker made a motion to approve the recommendation of the HUD TRC that the priority designation for 2011 OHFA Tax Credits and 2011 HUD Bonus Award be awarded to CHN Inglewood Court. Sheila Prillerman seconded the motion. The motion was unanimously approved with one (1) abstention – Mike Tynan.

#### Resolution 2 – Recommendation of the HUD TRC for the 2010 HUD Bonus Award

Ted explained that the HUD TRC had several required improvements for NCR Commons at Third. These improvements were outlined in the resolution and are as follows:

1. Eligibility and selection criteria must follow the CMHA Administration Plan for Housing Choice Vouchers, Project Based Vouchers and Shelter Plus Care.
2. Designate 15 of the 40 non-RL units for ADAMH clients.
3. Commit that the project will serve couples if they present for admission rather than state that the project *may* serve couples.
4. Commit that the project will accept non-Medicaid eligible clients.

5. Submit more detail on the staffing plan, specifically around nursing position and responsibilities.

It was asked whether NCR had seen these required improvements before today's meeting. Colleen Bain stated NCR had not seen this information prior to today's meeting. She further stated that she would like to have conversations with CSB around the eligibility and selection criteria and with ADAMH around the number of units to be designated for ADAMH clients.

It was noted that the concerns with the eligibility and selection criteria used by NCR was that it varies in actual practice from what is written.

Lianna clarified that the Unified Supportive Housing System (USHS) must follow the selection criteria established by the housing provider and that the provider can reject any applications that do not meet the eligibility and selection criteria.

A recommendation was made that we allow time for NCR and the USHS representatives meet and discuss the concerns expressed then the CoC Steering Committee can make decision via email. A summary of what was agreed upon at the meeting will be included in the email.

Carole Harvey noted that there appears to be discussion needed around other issues in addition to the concerns with the eligibility and selection criteria.

Colleen requested that going forward, the results of the HUD TRC be shared with the providers affected prior to the meeting. Michelle H.W. confirmed that this will occur.

It was also noted that a discussion was needed around the hard-to-serve populations. The following people agreed to be a part of this discussion: Anthony Penn, Don Strasser, Gloria Kilgore, Colleen Bain, Carole Harvey or Lori Criss, Sheila Prillerman and Ronald Baecker.

### **2010 Annual Plan Matrix**

Tiffany reminded the group that at the March 16 meeting it was decided that approval of the 2010 annual plan matrix would be deferred until more information was known around the CoC's role in the OHFA process with applicant review meetings.

Tiffany informed the group that for the 2010 OHFA process, Michelle H.W. and Dave Davis participated on behalf of the CoC Steering Committee in applicant review meetings for NCR Commons at Third and CHN Inglewood Court which occurred in April and May. OHFA clarified that for the 2011 process, these meetings will once again take place and the timing will be during November through December. The meetings will be scheduled after applications are submitted on October 14. A placeholder for these meetings was added to the annual plan matrix.

Tiffany also noted that the HUD CoC Notice of Funds Availability (NOFA) had not yet been released so these activities on the annual plan matrix were still designated as to be determined.

Tom Dobies made a motion to approve the revised CoC Annual Plan Matrix. Ronald Baecker seconded the motion. The motion was unanimously approved without any abstentions.

### **Other Business**

Michelle H.W. noted that included in the meeting packet as reference information was an update on the Benefits Partnership and a revised membership list.

Mike Tynan announced that on November 4 the Columbus Coalition for the Homeless will have a forum on employment for homeless persons.

**Next CoC Steering Committee meeting: To Be Determined – pending HUD NOFA release**