

# Meeting Minutes

## Rebuilding Lives Funder Collaborative Meeting

Thursday, May 16, 2013

11:30 am – 1:30 pm

Community Housing Network Inglewood Court

### **Attendees:**

*RLFC Members:* Susan Lewis Kaylor (for David Royer), Sheila Prillerman, Kim Stands, Jennifer Voit (for Karen Days), Mike Tynan, Erika Clark Jones, Ron Lebsock (for Charles Hillman), Teresa Long, Mary Jane Quick, Anthony Penn, Michelle Heritage, Terri Power, Rollin Seward (for Jim Schimmer), Jeff Pattison (for Jed Morison), Chip Spinning, Pat Scott (for Antonia Carroll), Emily Crabtree, Kathy Werkmeister, Karen Woods-Nyce, Matt Kosanovich (for Janet Jackson), Carl Landry, Douglas Lay, Dan Franz

*Community Shelter Board Staff:* Lianna Barbu, Amy Price, Tiffany Nobles

*Guests:* Dave Simmons, Don Strasser, Lori Varn, Susan Weaver, Sandra Allen, Caroline Reed, Amanda Owen, Deb Rambo, Julie Wagar, Roxann Payne, Ladonya Brady

### **Welcome & Agenda Review**

Michelle Heritage welcomed the group and reviewed the agenda.

### **Administrative Issues**

#### Minutes from January 11, 2013 RLFC meeting

The minutes from the January RLFC meeting were included in the meeting packet. Sheila Prillerman made a motion to approve the minutes as presented. Ron Lebsock seconded the motion. The motion was unanimously approved without any abstentions.

#### Review Governance & Policy Statements and Annual Plan

Lianna Barbu reviewed the revised Governance & Policy Statements with the group. The document was reviewed by the RLFC Board on April 29. The document was revised to clarify roles around HEARTH regulations and for readability. A track-changes version and non-edited version were included in the materials. There are several activities that have been delegated by the RLFC to the RLFC Board and by the RLFC Board to CSB because that was the most efficient and effective way to ensure that the items are handled in a timely manner. A new section on the different committees operating under the RLFC was also included.

Lianna noted that the Annual Plan was also revised for readability. The document reflects the responsibilities of the RLFC, RLFC Board, CSB, providers and Citizens Advisory Council and the timing of each activity. It was also noted that the chronological order of events is based on a July 1 – June 30 fiscal year.

The resolution included in the packet approves the Governance & Policy Statements, reauthorizes the RLFC Board and reauthorizes CSB's roles including serving as the Collaborative Applicant for the community, to become the Unified Funding Agency for the community and apply for funding on its behalf and serve as the HMIS Lead and handle all related activities.

Sheila Prillerman made a motion to approve the resolution as presented. Chip Spinning seconded the motion. Erika Clark Jones asked if there were any concerns expressed by the RLFC Board regarding any of the roles, policies, etc. outlined in the document. Michelle noted that none had been presented. Susan Lewis Kaylor noted RLFC Board discussion on RLFC membership. The motion was unanimously approved without any abstentions.

#### Recommendations for RLFC Membership

Michelle reminded the group that annually the RLFC Board has to make recommendations for the RLFC membership. At its April meeting, the RLFC Board discussed changes to the RLFC membership in order to better comply with HEARTH regulations and fill rotating seats.

A resolution outlining the membership recommendations was distributed to the RLFC members as a handout. Colleen Bain requested copies of handouts being distributed to the RLFC. Michelle noted that any materials to be shared with non-RLFC members would need to be discussed by the RLFC Board. Michelle requested that Colleen make a request in writing to Michelle to consider this item.

There are recommendations around several rotating seats on the RLFC: non-profit homeless providers, victim service providers, faith-based providers, businesses, social service providers, hospitals and homeless and formerly homeless persons from the Citizens Advisory Council (CAC). It was clarified that the review and evaluation of the rotating seats is handled annually but the representative may not necessarily change.

Michelle noted that Terri Power is replacing Sally Luken as the Corporation for Supportive Housing representative on the RLFC. She also noted that Adam Ruege transitioned to another position with Veterans Affairs (VA). Carl Landry has assumed Adam's position at the VA and will serve as the RLFC representative.

It was noted that the CAC voted to retain Sheila Prillerman as a RLFC member and Dave Simmons will take over Jacqui Graves' seat. Sheila would continue to serve as the CAC representative on the RLFC Board for the next year.

Mike Tynan has decided to resign from his seat on the RLFC and the RLFC Board. The Columbus Coalition for the Homeless (CCH) elected Don Strasser as its representative.

CSB's Board of Trustees voted to retain their three (3) representatives on the RLFC – Doug Herron, Teresa McWain and Joyce Edelman.

Michelle reviewed the recommendations from the resolution with the group:

- Nonprofit homeless providers – change from Community Housing Network to Volunteers of America of Greater Ohio (VOAGO) based on recommendation for broader provider representation on the RLFC. VOAGO represents all three areas (emergency shelter, direct housing and permanent supportive housing) and both the single and family systems.
- Victim service providers – No change proposed. RLFC Board recommends retention of Columbus Coalition Against Family Violence, which has changed its name to Center for Family Safety and Healing

- Faith-based providers – There was a recommendation to contact other faith-based groups regarding representation since Vineyard Columbus has not attended any meetings this year. However, Pastor Dan Franz from Vineyard is in attendance today and is willing to serve. There was some miscommunication between him and Michelle regarding the invitation to participate.
- Social service providers – Central Ohio Workforce Investment Corporation (COWIC) has not been as involved as expected. Recommendation to change from COWIC to Goodwill Columbus.
- Hospitals – The RLFC Board did not feel as if Columbus Public Health (CPH) really represents hospitals. It was recommended that a representative from Grant Hospital or Mount Carmel would be a better fit.
  - Teresa Long noted that she was not aware that CPH was expected to represent hospitals on the committee. She is in agreement with changing the representative to someone from Grant or Mount Carmel. She also suggested the possibility of having a representative from the Franklin County Health System organization. She offered to speak with the hospitals about the committee and will follow up with Michelle.
  - It was suggested that whichever hospital is discharging individuals into shelters the most should be at the table to see their impact. Lianna noted that CSB is looking at data to identify the hospitals with the most frequent discharges into emergency shelter. Once the data has been obtained, Teresa will reach out to the hospitals.
- Universities – currently held by The Ohio State University but no individual has been identified to serve. It was agreed that we should reach out to Columbus State Community College.

Sheila Prillerman made a motion to approve the resolution regarding membership recommendations with the noted changes around faith-based groups and hospitals. Carl Landry seconded the motion. The motion was unanimously approved without any abstentions.

### **Community & Public Policy Updates**

Lianna shared a letter from Ann Oliva from the U. S. Department of Housing and Urban Development (HUD) headquarters with the group. The letter was distributed to RLFC members as a handout. The letter discusses the FY2012 Continuum of Care (CoC) competition, FY2013 budget, FY2013 CoC competition, HEARTH regulations and implementation, as well as available technical assistance and training.

For FY2013 application we can expect additional budget cuts to occur. It is in CoCs' best interest to begin to prepare for the cuts. The RLFC Board will meet in June to discuss program prioritization options.

Lianna noted that we are still waiting for HUD to announce funding awards for National Church Residences Commons at Livingston II, YMCA reallocation project from Amethyst and the CoC Planning funding.

### **Strategic Issues**

#### 4/29/13 RLFC Board meeting minutes

It was noted that the minutes from the April 29, 2013 RLFC Board are not yet available. They will be mailed to the RLFC members.

#### FY13 Semi-Annual System & Program Indicator Report (SPIR)

Lianna Barbu reviewed the FY13 Semi-Annual SPIR (7/1/12 – 12/31/12) with the group. The following highlights were noted:

- Family Emergency Shelter System
  - The family emergency shelter system served 2% more households than during the same period of time last year, despite the reduction in capacity due to the Tier II shelters fully transitioning to direct housing.
  - The average length of stay (ALOS) for the reporting period was 20 days.
  - The system maintained a good performance despite being over capacity for the entire 6-month reporting period.
  - The system achieved a 71% successful housing outcome percentage. It was noted that success is considered when a family has a lease in its own name.
  - 67% of those served were newly homeless.
- Men's Emergency Shelter System
  - The system experienced a decrease in the number of individuals served by 8%. The decrease does not mean a reduction in need, as the system experienced a waitlist for services throughout the reporting period, until additional shelter capacity was opened.
  - The average length of stay increased. The ALOS was 42 days compared to the 30 day goal.
  - The percent of newly homeless (40%) is concerning in that it shows that the majority of single adults served received services in previous years.
  - Coupled with the increase in the length of stay, all of the metrics show that homeless individuals are staying longer without a successful exit from the system.
  - It was noted that no information is available yet on the trending with the percent newly homeless because it is a fairly new metric.
- Women's Emergency Shelter System
  - The system experienced an increase in the number of individuals served by 3%, associated with a significant waitlist for services until additional shelter capacity was made available.
  - The ALOS achievement was 30 days.
  - The successful exits from shelter dipped by 7 percentage points. The decrease may be attributed to the expiration of the Homelessness Prevention and Rapid Re-Housing Program (HPRP) funds.
  - The system achieved a successful housing outcomes percentage of 32% compared to the goal of 25%.
- Emergency Shelter System Overall – Families, Single Men and Single Women
  - We are reporting a 4% decrease in the number of households served compared to the same period last year.
  - The low ALOS is due to the impact of the family emergency shelter on the entire system.
- Emergency Shelter & Transitional Housing
  - The percent of newly homeless served was 48%. This shows that people are coming back to the system.
  - The ALOS was 44 days. We would like to see this decrease to 30 days.
- Permanent Supportive Housing (PSH) System – Rebuilding Lives (RL) units only
  - The system continues to perform well. The inventory as of December 31, 2012 is 1,054 units of Rebuilding Lives PSH with the addition of the new National Church Residences Commons at Third development that ended lease-up in August 2012. Four percent more households were served this reporting period compared to the similar reporting period of last year.
  - It was noted that success is considered when the household continues to stay in PSH or moves to other permanent housing.
- Total PSH System – RL and non-RL units

- Performance of this system is showing signs of concerns as exemplified by the 6% points decrease in program occupancy rate and virtually the same number of households served with increased capacity.
- Anthony Penn asked about proposed changes to the chronic homeless definition and how they will affect our community. Lianna noted that she sent additional comments to HUD on the proposed definition. These comments will be forward to all providers and Lianna encouraged them to also submit comments.
- Michelle explained that HUD is proposing to change the chronic homeless definition and require a minimum of 1 year homelessness as an eligibility criterion, on top of requiring new PSH projects to have all chronic homeless units.
- CSB has submitted comments to HUD requesting the ability to prioritize for chronic homeless but serve others when there are no chronic homeless persons available.
- It was noted that the proposed revised chronic homeless definition requires 365 consecutive days of homelessness or four (4) episodes over three (3) year that add up to 365 days.
- Tiffany will send the comments shared with providers to the RLFC.
- Direct Housing/Rapid Re-Housing System
  - The performance of the system, reflected by the successful housing outcomes is very good (89%).
  - The reduction in the new households and households served is due to the termination of federal stimulus funds. Several direct housing programs were closed as of 6/30/12.
  - The average length of participation increased to 120 days for this reporting period compared to 104 days in the similar reporting period of last year. This was because of the closing of Volunteers of America of Greater Ohio Single Adult Rapid Re-housing program that had a lower ALOS.
- Prevention System
  - The performance of the system, reflected by the successful housing outcomes is very good.
  - The reduction in the households served is due to the termination of the federal HPRP funds.

### Semi-Annual Financial Report

Lianna reviewed the semi-annual financial report (July 1, 2012 – December 31, 2012) with the group. The report looks at revenues and expenses for programs that received funds passing through CSB. The report has changed from only showing permanent supportive housing projects to showing all programs because HEARTH requires this group to review the federal funding for all programs in the system. It was noted that there are no concerns with funding sources coming in as budgeted. It was also noted that for YMCA Men's and Women's Overflow less money was spent (20% and 18% respectively) than budgeted because overflow started much later than planned. There were additional detailed notes attached to the report. It was noted that the next report will be issued to the RLFC in November.

### Annual Funding Allocations

Lianna reviewed the documents regarding FY2014 funding allocations with the group.

The *Rebuilding Lives (RL) unit cost matrix* outlines the following information for each RL program: total number of units, number of RL units, total ongoing RL costs, total ongoing RL unit cost, total CSB cost, CSB cost per RL unit, total front desk costs, front desk cost per unit, total service cost, total service cost per unit, total operations cost, operations cost per unit, if there are on-site services, staff availability (intensive, moderate or limited), tenant attributes (high, medium or low), services types provided directly by the project (crisis intervention, service coordination/case

management, vocational/employment readiness and/or treatment by healthcare professional), and whether it is a single or scattered site project. It was noted that projects with intensive staff availability have higher costs than those with moderate or limited staff availability. It was also noted that a few programs (Maryhaven Commons at Chantry, National Church Residences Commons at Grant and National Church Residences Commons at Livingston) are showing discrepancies. CSB has requested that these programs provide explanations; these were shared with the group.

*Resolution to Approve FY14 Funding* – The resolution outlines CSB staff funding recommendations for all programs serving at risk and homeless individuals and families for FY2014 inclusive of CoC and ESG funding not to exceed the individual program amounts indicated in the resolution. With this resolution, the RLFC agrees to authorize grants not to exceed the amounts listed for continued operations of these projects and provision of access to crisis services, emergency shelter, outreach services, housing services and supportive housing to homeless individuals and families. Erika Clark Jones made a motion to approve the resolution as presented. Sheila Prillerman seconded the motion. The motion was unanimously approved with one (1) abstention – Anthony Penn from Community Housing Network.

#### Annual Program Scoring

Lianna reviewed the FY2013 Program Performance Ratings with the group. She noted that the FY2013 Program Evaluation is available on CSB's website. "Low" performers have intervention methods established so that they can work on improvements. New projects go through technical assistance with CSB throughout the first year of operation. All of the Continuum of Care HUD-funded projects will go into the next HUD application process being rated as "high" or "medium" performers. These ratings are used in the HUD prioritization process.

#### Point in Time Count and Housing Inventory Chart Data

There were several summary and detailed documents distributed with Point in Time Count (PIT) and Housing Inventory Chart (HIC) data for 2013. The data was due to HUD via the Homelessness Data Exchange (HDX) by April 30 and was submitted after RLFC Board approval on April 29.

The following highlights were presented:

- Michelle noted that the methodology for the unsheltered count changed from night-time observation to one-on-one surveys at Veterans Memorial with a resource fair.
- Comparison of 2013 to 2012
  - Sheltered count
    - Emergency shelter – We are reporting an increase of 13 due to an increase in the number of families with children
    - Transitional housing – We are reporting a decrease of 21
  - Unsheltered count
    - We are reporting an increase of 62
    - There was a change in the count process from nighttime to daytime and from observation and one-on-one surveys to only surveys.
    - We removed families of individuals who said they had children with them on the day of the PIT Count but never had family shelter history in the HMIS.
    - We also found 108 people with open records in the Maryhaven Collaborative Outreach Team (MCOT) program in HMIS. Only 7 of these people overlapped with those who completed surveys at Veterans Memorial on the day of the count. MCOT staff said they had people who refused to complete the survey with them so they did not count them. CSB added these individuals to the unsheltered PIT Count.
- Subpopulations – We reported the higher number between HMIS info and calculated numbers to avoid underreporting.

- Age and gender breakdown for PIT Count was new this year.
- A comparison of charts reflecting data from 2008 through 2013 was included in the packet.
- HIC Tables – Detailed sheets for each program type were also distributed. The rapid re-housing table and age breakdown information were new items this year.
  - It was noted that providers verified all data reported. Agencies that do not enter data are contacted directly by Tiffany to provide the necessary data based on their files and internal databases.
- CSB is already preparing for the 2014 count.

### **Updates on RL Strategy Progress to Date**

Update reports from conveners of RL Plan strategies were included in the meeting packet.

The following strategies are completed:

- Strategy 4: Single Point of Contact for Adult Shelter
- Strategy 5: Collaborative Outreach System
- Strategy 9: Tier II Family Shelter Conversion

The following strategies are deferred or on hold:

- Strategy 8: Provide Rent Subsidies for Single Adults
- Strategy 10: Affordable Housing Campaign – on hold due to CSB’s work around single adult system redesign.

The following strategies were terminated due to funding:

- Strategy 11B1: Re-entry Housing Advocacy – Mental Health Population
- Strategy 11B2: Re-entry Housing Advocacy – Domestic Violence Population

#### Strategy 1: Coordinate Emergency Aid

Matt Kosanovich noted that a conversation amongst the co-conveners and other stakeholders was needed around this strategy’s future.

#### Strategy 2: Increase Access to Benefits and Income

In addition to what was outlined in the progress report, Amy Price shared that the COHHIO funding will end on June 30, 2013 resulting in a loss of .5 FTE.

#### Strategy 3: Employment

Frankie Nowlin from COWIC was absent. Michelle reported that CSB submitted a grant application to the Ohio Housing Finance Agency to expand the Donatos Work Program to PSH programs and also add Columbus Hospitality Management as an employment partner. Goodwill Columbus is a partner with the Donatos program and has already signed on to this project. A funding decision is expected from OHFA in June. Michelle noted that the COWIC pilot was different from the Donatos program and did not appear to be that successful.

#### Strategy 6: Unified Supportive Housing System (USHS)

Amy noted that since September 1, 2008, USHS has housed 765 individuals (611 in Rebuilding Lives (RL) units and 154 in non-RL units). Community Housing Network Inglewood Court is now in USHS and is in full lease-up, receiving/reviewing files. The timing of opening of YMCA Franklin Station has changed to winter 2013. National Church Residences Commons at Livingston II is expected to open in winter 2013.

#### Strategy 7: Increase Supportive Housing Units

Lianna noted that we will probably not meet the 520 units by master lease by the 5-year mark, but we will meet the goal of new units. Currently there are 171 RL and 70 non-RL units of new build (new construction) in the pipeline.

#### Strategy 11A: Re-entry Housing Advocacy – Incarcerated Population

Terri Power noted that implementation on the project began on April 1. Four participants have been referred to the program to date.

#### **Quarterly Project Updates**

Update reports from project developers were included in the meeting packet.

#### National Church Residences Commons at Livingston II

Colleen Bain reported that a kickoff is planned for earlier than expected. Materials about the project will be distributed to shelter and outreach providers. They are awaiting HUD funding award announcement. If the funds are not awarded, Colleen noted that National Church Residences will come back to the RLFC for assistance with filling the funding gap. The project will also serve non-VA eligible veterans, which is different from CAL I. Veterans Service Commission has committed to providing the living room furniture package as it did for CAL I.

#### Community Housing Network Inglewood Court

Susan Weaver reported that Inglewood Court is open. Anthony Penn is offering tours of the building for anyone who is interested after today's meeting. CHN has solidified the funding gap through December 31, 2013 and will continue working with CSB and others on solutions beyond December. The project began lease-up a week ago. Grand opening will be scheduled for late summer. Anthony Penn noted that the CMHA and USHS processes have worked well.

#### YMCA Franklin Station

Amanda Owen noted that all existing Sunshine Terrace residents will be offered Section 8 vouchers. They are predicting a December move-in date. She also noted that furniture for the RL units have been provided by a private funder.

Erika Clark Jones made a motion to adjourn the meeting. Kim Stands seconded the motion. The motion was unanimously approved.

Meeting adjourned.