

## **DURHAM HOMELESS SERVICES ADVISORY COMMITTEE**

**Wednesday, September 28, 2016**

**3:00 p.m.**

**Durham County Human Services Building  
414 E. Main Street – 2<sup>nd</sup> Floor Conference Room**

The Durham Homeless Services Advisory Committee (HSAC) met on the above date and time.

**Committee Members Present:** Chair Fred Stoppelkamp, Vice-Chair Angela Holmes, Secretary Charita McCollers, Lindsey Jordan Arledge, VA Medical Center, Linzie Atkins, Veterans Services Office, Mayor Pro Tempore Cora Cole-McFadden, Interim Director Calleen Herbert, Department of Academic Community Services Learning Program at North Carolina Central University, Jennifer Jones, Adult Employment Program Coordinator, Office of Economic and Workforce Development, Pam Karriker, Christian Assembly, Emanuel Kearney, Melody Marshall, Durham Public Schools Homeless Liaison, Vega Swepson, Durham Technical Community College, Tony Tosh, Prosperity Recovery Services, and Stephanie Williams, Alliance Behavioral HealthCare.

**Excused Committee Members:** City Manager Thomas J. Bonfield, Assistant County Manager Drew Cummings, Captain Stan Harris, Durham County Sheriff's Department and Dr. Warren Herndon.

**Committee Members Absent:** Durham County Commissioner Michael Page, Director Michael Becketts, Durham County Social Services (proxy for Commissioner Michael Page), Meredith Daye, Development Director, Durham Housing Authority (DHA) and Mayme Webb-Bledsoe.

**Staff Present:** Project Manager Lloyd Schmeidler, Project Manager Matt Schnars, Administrative Analyst Keshia Barnette (Department of Community Development) and Sheila Bullock (Office of the City Clerk).

**Also Present:** Olive Joyner, Rikki Gardner, Nigel Brown, Cynthia Harris, (Housing for New Hope (HFNH)); Stephen Hopkins (PAC 1), Kevin McNampp; Emily Carr (Lincoln Community Health Center (LCHC-HCH)); Sheldon Mitchell (Urban Ministries of Durham); Allison Gianino (Volunteers of America Carolinas); Ryan Fehrman (Families Moving Forward (FMF), Larry Partee' (Homeless) and Jonathan Jimenez (Duke Family Medicine)

### **Subject: Call to Order/Welcome**

Chair Stoppelkamp called the meeting to order at 3:00 p.m. and welcomed everyone. He thanked all those who were on time for the meeting and afterwards read aloud the HSAC goals.

Chair Stoppelkamp congratulated everyone involved with the Casa event that took place on September 27, 2016.

Newly-elected officers of the HSAC were introduced by Chair Stoppelkamp.

Chair Stoppelkamp announced that Committee Member Stephanie Williams (Alliance Behavioral HealthCare) accepted a job with the State of North Carolina and would be stepping down from serving on the HSAC.

### **Subject: Public Comment Period**

No public comments were made.

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### **Subject: HSAC Signature Initiative**

There being no quorum at this time to vote on the minutes, Chair Stoppelkamp discussed Agenda Item #7. HSAC Signature Initiative.

Chair Stoppelkamp noted various achievements the HSAC has made over time such as VI-SPDAT, amendments to the Panhandling Ordinance, governance over the CoC as well as recommendation of funding for CoC partners. He pointed out that the HSAC also advises the City Council and the County Commissioners on issues surrounding homelessness.

In a previous discussion the HSAC Executive Committee highlighted signature initiatives for FY 2016-17. A power point presentation on background and details for the following focus areas were presented by Chair Stoppelkamp. Alex Protzman, Life Skills Executive Director, provided information on the Transition Age Youth focus area.

1. Coordinated Intake
2. Transportation
3. Transition Age Youth
4. Housing Stabilization Case Management
5. Landlord Risk Mitigation Fund

Committee Members viewed slides from the power point presentation which showed property that had been destroyed by tenants. Chair Stoppelkamp commented that one of the challenges is not so much as getting housing choice vouchers; but it is getting landlords that are willing to work with Durham Housing Authority (DHA) and the housing choice vouchers. In reference to Case Management, Chair Stoppelkamp commented that landlords need to know that they have someone they can call that will assist them with the tenants.

Committee Member Karriker asked if Case Management had been shown to be helpful to clients and landlords in other cities. In response, Chair Stoppelkamp stated that Nashville is one of the first cities to adopt the housing first model.

Project Manager Matt Schnars added that this effort is occurring currently within communities where programs are operating housing programs. Case support and landlord support is being offered, however maybe not as formal or structured as it should be. He noted this could be due to some of the funding expectation as well as the other need to help subsidize and provide rental assistance.

Further discussion followed regarding programs that provide “Ready-to Rent” classes for their clients. Olive Joyner, Executive Director (Housing for New Hope) noted that HFNH provides “Ready-to-Rent” classes; however, after looking at the power point pictures of damaged properties, she feels some of the issues are mental health related and are stemming from people’s depression and not being alert to what’s going on around them. She commented that this is not a normal housekeeping focus. She suggests that the group look a little deeper than just “Ready-to-Rent” classes.

Committee Member Jones, speaking from the perspective of someone who manages property in another state, felt that a class should also be made available for the landlords.

Mayor Pro Tempore Cole-McFadden wanted to know what Durham Housing Authority’s (DHA) responsibility is as it relates to adequately training the clients. She feels that DHA should place more emphasis on soft skills.

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Committee Member Tosh made comments concerning landlords and slumlords.

PAC 1 Facilitator, Stephen Hopkins, stated that as an individual who has been on both sides as a tenant and as a property manager, he understands the comments about proper tenant training. However, the perspective from a lot of property managers is that if they accept voucher recipients, the provider of an entity that recommends them is supposed to have already talked to those individuals about how to take care of a property. He added that a lot of young folks just don't know anything about taking care of property; therefore, someone needs to show them and work with them.

In reference to the fifth focus area, Landlord Risk Mitigation Fund (Tenant Insurance), Chair Stoppelkamp discussed the following bullet items:

- Deposit vs. Damage costs
- Damage coverage for Landlords
- Case Management to protect policy
- 4 to 5k per client, 40 to 80K to cover policies
- Work with City and Providers for resources

Mayor Pro Tempore Cole-McFadden wanted clarity as it related to the tenant insurance and asked if Chair Stoppelkamp was suggesting the money would come from the City since the topic was included in the power point presentation.

In response Chair Stoppelkamp stated that he was not suggesting the money come from the City. He realizes that the City's funds cannot solve all the problems; however, the City can be part of the solution.

Chair Stoppelkamp asked each HSAC member to choose two of the five areas they would like to focus on and e-mail them by October 12, 2016 to Project Managers Matthew Schnars and Lloyd Schmeidler, Department of Community Development. During the October 2016 HSAC meeting the two most popular focus areas will be announced and at that time members will vote on which one of the areas the HSAC would focus on during the 2016-2017 year.

Comments were made by Chair Stoppelkamp about people in the community not knowing what the HSAC is. He expressed concern that some people say they have heard about the HSAC, however they feel the group is not very effective. Chair Stoppelkamp commented that when the group first started the press attended each meeting and the group was an exciting group. He feels they have to bring this excitement back but results are needed. Chair Stoppelkamp stated that they need to be effective and to really put the HSAC on the map so people will know who they are.

In response to Chair Stoppelkamp's comments regarding the effectiveness of the HSAC, Mayor Pro Tempore Cole-McFadden pointed out that the group has done work since the beginning. She stated that just because people do not know about the HSAC does not mean the group is not doing anything. Mayor Pro Tempore Cole-McFadden noted that the HSAC has worked very hard and they are clearly on the map. She commented that the "Mayor's Challenge" is a perfect example of accomplishments made by the HSAC. Mayor Pro Tempore Cole-McFadden also cited that providers have received money, people are being served and the City has provided money for Rapid Re-housing. She doesn't want the group to move forward thinking that they are not effective or haven't done anything.

Committee Member Atkins mentioned it would be helpful to know how the five focus areas will help the HSAC reach their primary goals even more. He requested the power point presentation concerning the focus areas be sent to HSAC members.

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Vice-Chair Holmes made additional comments noting that the Coordinated Intake and Transition Age Youth focus areas coincide. She added that if the proper Case Management is made available then it would cover the tenant insurance area which would also include inspections.

#### **Subject: Minutes Review & Approval – August 24, 2016**

**Motion** by Committee Member Karriker, seconded by Vice-Chair Holmes to approve the HSAC minutes of August 24, 2016 was approved at 3:41 p.m.

#### **Subject: Prioritization Policy Revision**

On September 28, 2015 the HSAC adopted the “CoC Prioritization Policies and Procedures for Documenting Chronic Homelessness. HUD released an update to their prioritization memo on July 25, 2016. Committee Members were presented revisions to the HSAC policy which reflect minor changes to ensure Durham is in alignment with HUD requirements. Mr. Schmeidler provided a brief review of the recommended changes.

Mayor Pro Tempore Cole-McFadden asked if staff had sought review from either the City or County Attorney’s Office in creating policy recommendations.

Mr. Schmeidler responded that he does not believe that staff had done that. However, if it is the preference of the body and Mayor Pro Tempore Cole-McFadden’s recommendation to do this, then staff would be willing to do this.

Mayor Pro Tempore Cole-McFadden stated that the attorneys would have the expertise. She added that they are very cautious in developing policies to ensure that it’s done well. She commented that if the group’s consensus that a review by the attorneys is not needed, then it is fine. However, she would like for the group to be covered on this matter.

In response to Committee Member Williams’ question if the approval of the policy was time-sensitive as it relates to upcoming applications, Mr. Schmeidler stated that the policy does not relate directly to the State ESG applications that are coming up. However, they would need to get the policy revised for the 2017 CoC funding cycle which is later in the summer of 2017.

Committee Member Jones shared her concern about involving attorneys to review policies. She felt this would hinder the operation of the program and therefore the program design and structure would no longer be that which you are trying to create. Committee Member Jones added that the process becomes more bogged down in the politics, law and other things. She recommends in the future the HSAC create some type of system or structural policy that would address review and guidance from the attorney as well as policy creation.

Mayor Pro Tempore Cole-McFadden again stated that her suggestion was that there be a review of the policy, however, if the body does not feel it necessary to have that “extra eye,” their intent is certainly not to try and bog down anything. She added that because this is Durham they like to do things the right way.

Committee Member Tuttle noted that he would be grateful if the policy was sent to the attorney for additional guidance.

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**Motion** by Mayor Pro Tempore Cole-McFadden, seconded by Vice-Chair Holmes that the revised Prioritization Policy be reviewed by Senior Assistant City Attorney Emanuel McGirt to ensure there are no problems with the policy before the HSAC adopts it was approved at 3:54 p.m.

### **Subject: HSAC Membership**

Before discussing the HSAC Membership agenda item, Chair Stoppelkamp recognized and thanked Committee Member Williams for all of her work on the HSAC. On behalf of the HSAC he wished her well on her new position with the State of North Carolina.

Mr. Schnars directed everyone's attention to a handout entitled "Durham City & County Continuum of Care (NC-502) and a memo recommending a policy change regarding the HSAC membership structure. Mr. Schnars provided a presentation on this item.

In 2013 the Structure Subcommittee added five additional seats to the HSAC in alignment with the Interlocal Agreement and because of changes to HUD's regulations. The persons who serve in these five seats had to apply through the process that the HSAC members appointed by City and the County went through. The HSAC confirmed those five individuals to serve on the HSAC. Mr. Schnars explained that the challenge is that they have to have the specific categories filled and those individuals in the five seats have a term limit. After 3 years they can reapply and after two terms the term would end.

Secretary McCollers pointed out that the list did not include a homeless healthcare provider designation. Mr. Schnars responded that the Structure Subcommittee has some additional processes they are working on. Therefore, the vote needed from the HSAC is just to say that they don't have to have term limits for the added positions.

**Motion** by Committee Member Williams, seconded by Committee Member Arledge to approve the HSAC Structure Subcommittee's recommendation of adopting HSAC voting member seats for 1) Mental Health/Substance Abuse, 2) Law Enforcement, 3) Housing Authority, 4) Workforce Development; and 5) Homeless Housing Provider which were added in April 2013, as standing organizational appointments on the HSAC Board was approved at 4:05 p.m.

### **Subject: State ESG Timeline and Process**

Mr. Schmeidler presented background information on the ESG timeline and process. He announced that the 2016-17 ESG application was released by North Carolina on September 23, 2016. The deadline for final submission is October 21, 2016.

According to the state, Durham is eligible this year to apply for \$158,490 which is about \$2,400 more than last year. They can apply for a maximum of \$95,094 for emergency services and a minimum of \$63,396 for housing stabilization or rapid re-housing assistance. In 2015 Durham's regional budget used \$112,000 for rapid re-housing assistance, \$24,000 for emergency shelter/emergency services and \$20,000 for HMIS. Mr. Schmeidler stated that communication had been released that the process has begun. The state will present a webinar on September 29, 2016 and another one on October 4, 2016.

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HSAC staff is recommending the following options to the Committee:

- Delegate the HSAC Structure Subcommittee to approve final funding recommendations; or
- Hold a full HSAC in-person meeting on Wednesday, October 19, 2016; or
- Hold a full HSAC electronic vote on Wednesday, October 19, 2016.

Committee Member Marshall asked if the Structure Subcommittee would be the most knowledgeable about final funding recommendations.

Committee Member Karriker commented that if the Structure Subcommittee was chosen, the process could be open to anyone on the HSAC who would like to participate.

Committee Member Atkins wanted to know if they should be looking for expedience or the most effective way to handle the process of approving final funding recommendations.

Mr. Schnars commented that the state has placed everyone in a very strict timeline with the process.

Committee Member Karriker noted that the Structure Subcommittee would have to call a special meeting and Mr. Schmeidler stated the meeting would be held around October 17<sup>th</sup> or October 19<sup>th</sup>.

Chair Stoppelkamp feels HSAC's Executive Committee should also be involved. However, Mr. Schmeidler pointed out that Chair Stoppelkamp may have a conflict of interest if his organization decided to apply for funding. He stated this is the reason the Structure Subcommittee is being recommended.

Further comments and discussion followed regarding whether the entire body of the HSAC should meet and approve the final funding recommendations or should the Structure Subcommittee be given the task.

**Motion** by Vice-Chair McCollers, seconded by Committee Member Williams to delegate the Structure Subcommittee to meet on October 18, 2016 at 1:30 p.m. in the Community Development Department and approve final funding recommendations was approved at 4:26 p.m.

### **Subject: Reminders**

- State ESG application is due October 21, 2016.
- The next regular HSAC meeting is scheduled for Wednesday, October 26, 2016 at 3:00 p.m. at the Durham County Human Services Complex located at 414 East Main Street in the 2<sup>nd</sup> floor Conference Room.

### **Subject: Adjourn**

With no further business to come before the body, Chair Stoppelkamp adjourned the meeting at 4:27 p.m.

Respectfully Submitted

Sheila Bullock, Office of the City Clerk