

**DURHAM HOMELESS SERVICES ADVISORY COMMITTEE  
SPECIAL MEETING**

**Wednesday, October 15, 2014  
Department of Community Development Conference Room – 3:00 p.m.  
807 E. Main Street – Golden Belt Building**

The Durham Homeless Services Advisory Committee (HSAC) held a special meeting on the above date and time at the City of Durham Department of Community Development, 807 E. Main Street. However, there were not enough members present for a quorum during this Special Meeting.

**Committee Members Present:** Chair John Bowman (via conference call), Vice-Chair Mayme Webb-Bledsoe, Secretary Stephanie Williams, Alliance Behavioral Healthcare, Lois Harvin-Ravin Durham County Veterans Services, Sue Jackson, Executive Dean/Department Head, Continuing Education at Durham Technical Community College, Pam Karriker, Christian Assembly, Shannon McLean, Chief Development Operations Officer, Durham Housing Authority, Charita McCollers, MSW, Lincoln Community Health Center, and Fred Stoppelkamp, Durham Economic & Resource Center (DERC)

**Committee Members with Excused Absences:** Lindsey Jordan Arledge, VA Medical Center, Assistant County Manager Drew Cummings, Janice Harper, Assistant Vice Chancellor for University Programs, NCCU, Jackie Love, Homeless & At-Risk Liaison for Durham Public Schools, Reverend Chris Tuttle, Westminster Presbyterian and Jason Wimmer, OEWD.

**Committee Members Absent:** Edward Abdullah, Mayor Pro Tempore Cole-McFadden, City Manager Thomas J. Bonfield, County Commissioner Michael Page, Michael Becketts, Director, Department of Social Services (DSS), Minnie Forte-Brown, Durham Public Schools Board (DPS), Captain Stan Harris, Durham County Sheriff's Department, Latasha Williams, (Serving American Veterans Everywhere (SAVE) and Reverend Warren Herndon.

**Staff Present:** Director Reginald Johnson, Project Manager Matthew Schnars, Administrative Analyst Keshia Barnette (Department of Community Development) and Sheila Bullock, Senior Executive Assistant (Office of the City Clerk).

**Also Present:** Joi Stepney, Martha Friedman, Christopher Jackson, G. Seerez, Nigel Brown (Housing for New Hope (HNH).

**Subject: Call to Order/Welcome**

Vice-Chair Webb-Bledsoe called the meeting to order at 3:05 p.m. and noted that the purpose of the meeting was the 2014 Durham Continuum of Care Funding. Chair Bowman participated in the meeting by conference call.

Program Manager Matt Schnars (Department of Community Development) explained that a vote was needed by the HSAC on the scoring, ranking and funding recommendations for the 2014 Durham Continuum of Care funding. Per previous discussion between staff and Chair Bowman, in the event there is not a quorum for the special meeting, an electronic vote would be done at a later date.

A power point presentation entitled “2014 Durham Continuum of Care Funding” was given by Mr. Schnars to offer information and guidance to HSAC Members as they considered the recommendations.

The presentation highlighted topics such as:

- Terminology
- HSAC Role
- Process
- NOFA Key Points
- 2014 Durham CoC Amounts
- Funding Tiers
- Pre-Applications
- Scoring & Ranking
- Scoring & Ranking Considerations

Discussion and comments concerning the presentation followed. Afterwards as a preliminary measure and in the absence of a quorum, a poll was taken of the members present, which indicated that they would unanimously approve the ranking and funding recommendations.

Committee Members McLean and Williams abstained from the poll because they are associated with organizations which have applications in the pool.

Since there was not a quorum at this Special Meeting, Vice-Chair Webb-Bledsoe asked what the next steps would be regarding the electronic vote and the Committee’s deadline. Mr. Schnars explained that he would work with Chair Bowman or Vice-Chair Webb-Bledsoe to draft communication to the entire HSAC summarizing what took place at this meeting. A request for an electronic vote would be sent to members.

In order to comply with HUD’s process, public announcement of the ranking as well as the recommended funding must take place no later than 10 days prior to the electronic submission deadline. Submission of Durham’s full application is due to HUD on October 30, 2014. Project applications must be completed by the individual applicants in the electronic grant submission system (esnaps) and they have to know their final approved funding amounts and ranking of their project before their applications can be completed in esnaps.

In closing, Mr. Schnars noted that he would include deadline information concerning process and the electronic vote with the communication to the entire HSAC.

With no further business to discuss, Vice-Chair Webb-Bledsoe adjourned the meeting at 4:00 p.m.

Respectfully Submitted,

Sheila D. Bullock, Sr. Executive Assistant  
Office of the City Clerk