

DURHAM HOMELESS SERVICES ADVISORY COMMITTEE

Wednesday, August 23, 2017

3:00 p.m.

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

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

Committee Members Present: Chair Fred Stoppelkamp (Non-Profit Representative for Durham County/Urban Ministries of Durham); Vice-Chair Angela Holmes (Former Homeless Representative for Durham County); Secretary Charita McCollers, MSW (Federal Health Care for the Homeless/Lincoln Community Health Center); Linzie Atkins (Durham County Veteran Services Office); Reverend Dr. Angelo Burch, Sr. (Corporate Private Sector Representative for Durham County/Executive Director, African American Dance Ensemble); Drew Cummings, Chief of Staff (Durham County Manager's Office); Janeen Gordon (Durham County Social Services – *proxy for Commissioner Reckhow*); Calleen Herbert (Interim Director Department of Academic Community Service Learning Program – NCCU); Reverend Dr. Warren Herndon (Faith Community Representative for City of Durham/Greater Joy International Ministries); Pam Karriker (Faith Community Representative for Durham County/Christian Assembly); Emanuel Kearney (Former Homeless Representative for City of Durham); Melody Marshall, Homeless Liaison (Durham Public Schools); Aurelia Sands-Belle (Durham Crisis Response Center – DCRC); Ve'ga Swepson, Resource Specialist (Durham Technical Community College); Ellecia M. Thompson (Durham VA Medical Center); Chris Toenes, MSW (Non-Profit Representative for the City of Durham/TROSA); Tony Tosh (Corporate Private Sector Representative for City of Durham/Prosperity Recovery Services) and Mayme Webb-Bledsoe (Duke University).

Excused Committee Members: Mayor Pro Tempore Cora Cole-McFadden; Meredith Daye, Development Director (Durham Housing Authority) and Helen Tripp (Durham County Emergency Medical Services (EMS)).

Committee Members Absent: City Manager Thomas J. Bonfield; Stan Harris (Durham County Sheriff's Department); Jennifer Jones (Office of Economic & Workforce Development); Alex Protzman (LIFE Skills Foundation); County Commissioner Ellen W. Reckhow and Tracy Stone-Dino (Alliance Behavioral Healthcare).

Staff Present: Project Managers Lloyd Schmeidler and Matthew Schnars, Administrative Analyst Keshia Barnette (Department of Community Development) and Senior Executive Assistant Sheila Bullock (Office of the City Clerk).

Also Present: Ryan Fehrman (Families Moving Forward (FMF)); Alma Davis (Durham Crisis Response Center (DCRC)); Lanea Foster (Southeast Community Resource); Carolyn Hinton (Healing With CAARE, Inc.) and Janet Xiao (Community Empowerment Fund (CEF)).

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Subject: Call to Order/Welcome

Chair Stoppelkamp called the meeting to order at 3:07 p.m. and welcomed everyone. Afterwards he read the goals of the HSAC aloud.

Minutes Review and Approval – June 28, 2017 HSAC Minutes

Motion by Mayor Pro Tempore Cole-McFadden, seconded by Committee Member Herndon to unanimously approve the June 28, 2017 HSAC minutes was approved at 3:09 p.m.

Subject: Public Comment Period – Laverne Allen

Laverne Allen signed up to speak during the Public Comment Period, however, she was not in attendance at the meeting. Chair Stoppelkamp stated she wanted to provide the HSAC with an update on her housing situation.

Subject: Welcome New HSAC Members

Chair Stoppelkamp introduced and welcomed new HSAC Members Janeen Gordon (Durham County Social Services Department) and Chris Toenes, MSW (Non-Profit Representative for the City of Durham/TROSA).

HSAC Members introduced themselves and stated what organization they represented.

Subject: HSAC Officer Elections

Chair Stoppelkamp briefly explained the process by which HSAC officers are elected. Per the HSAC's Interlocal Agreement, the previous year's Co-Chair is nominated as the incoming Chair and the previous Secretary is nominated to serve as the incoming Co-Chair. Nominations for a new Secretary are then received. Chair Stoppelkamp nominated HSAC Member Ellecia Thompson to serve as Secretary of the HSAC.

Motion by Committee Member Burch, seconded by Mayor Pro Tempore Cole-McFadden to appoint Committee Member Thompson as the new HSAC Secretary was approved unanimously at 3:12 p.m.

Newly-elected officers for the HSAC are as follows:

- Angela Holmes, Chair
- Charita McCollers, Co-Chair
- Ellecia Thompson, Secretary

Former Chair Stoppelkamp turned the meeting over to newly-elected Chair Holmes. He took a moment to thank everyone for allowing him to serve as Chair of the HSAC during the previous year and he thanked the HSAC Executive Team, Subcommittees and staff for working with him. He stated that it was a pleasure working with everyone.

On behalf of the HSAC, Chair Holmes presented Committee Member Stoppelkamp with a plaque recognizing him for his service with the HSAC.

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Committee Member Herndon also thanked Committee Stoppelkamp on behalf of the HSAC for all of his great work.

Subject: Adopt the 2017-18 HSAC Meeting Schedule

Project Manager Matt Schnars (Department of Community Development) reviewed a draft of the 2017-18 HSAC meeting schedule. He pointed out that occasionally there will be a need to hold special meetings depending on funding process and timelines that can't always be predicted. Mr. Schnars asked that the Committee adopt the schedule.

Committee Member Herndon stated he did not see a meeting that would include a celebration. Mr. Schnars deferred this inquiry to the HSAC for adoption of an additional meeting to hold a celebration.

Motion by Committee Member Herndon, seconded by Committee Member Burch to adopt the HSAC 2017-18 Meeting Schedule was unanimously approved at 3:17 p.m.

Committee Member Herndon suggested that the December 20, 2017 meeting of the HSAC would be a great day for a reception to be held. He expressed that his hope is in the spirit of the ending of the year, this suggestion might be considered.

Mr. Schnars again stated that it would be up to the HSAC to make this decision because staff can't make decisions about specific celebrations. Committee Member Karriker noted that funding would be one issue that would prevent having a celebration. She suggested referring this matter to the HSAC Executive Committee.

Subject: Risk Mitigation Fund Update

Ryan Fehrman (Families Moving Forward/HSAC Housing Results Team) provided the following update concerning the Risk Mitigation Fund:

- A \$25,000.00 donation from the N.C. Housing Finance Agency (NCHFA) has been officially confirmed. This money will provide one year of pilot funding for Risk Mitigation. Plans are to use this donation in addition to the money that is at Triangle Community Foundation (TCF) for Risk Mitigation. Mr. Fehrman pointed out that a caveat to the N.C. Housing Finance Agency money is they have a priority for serving Veteran populations. Mr. Fehrman noted that this does not mean every household served is going to be a Veteran but the limitation is there. The additional resources at TCF may allow other populations that are non-Veteran to be able to participate in the pilot as well.
- With the input of the Department of Community Development staff, an RFP was created for the agency that would serve as the Claims Payment Processor. Mr. Fehrman pointed out that it is important that all of the funds from NCHFA and TCF go directly to the Risk Mitigation claims. Therefore, there is no money in the RFP for the Claims Payment Processor agency. The agency is providing this service at cost without money for administration. Housing for New Hope was the only agency that responded to the RFP and after confirmation from Executive Director Olive Joyner (Housing for New Hope), Mr. Fehrman stated this agency is ready and willing to serve.

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- Mr. Fehrman reported that they will continue to work with NCHFA to institute the Risk Mitigation hopefully before the end of the year.

Mayor Pro Tempore Cole-McFadden commented that she appreciates there are no administrative costs and that all money will go towards the actual fund.

In response to Committee Member Herndon's question concerning how many families or individuals need to be served, will be served and what are the needs, Mr. Fehrman stated that originally the plan for Risk Mitigation was to support the goal of 115 new lease-ups. This goal resulted from last year's *Landlord's Roundtable*. He further explained that looking at the use of Risk Mitigation Funds in communities across the country, it was about 10% and 10% of 115 was around 11. Therefore, the high-end of a claim being \$2,000, is how the \$25,000 figure came to be. Mr. Fehrman pointed out that the challenge this year will be to determine the appropriate population because the number for this year is smaller and with guidance from the Durham Housing Authority they are looking at about 30 Housing Choice Voucher (HCV) lease-ups. It is likely that they will expand that population to a larger group.

Committee Member Herndon also inquired about the number of HCVs that are behind. Mr. Fehrman stated that he did not have that number and noted that Ms. Denita Johnson (Durham Housing Authority) was not in attendance at this meeting. However, he suggested Committee Member Herndon could consult the HSAC Executive Committee for additional information from DHA.

Committee Member Cummings wanted to know if a cost analysis had been done. Janet Xiao (Community Empowerment Fund (CEF) stated yes one had been done and she could send him the results.

Comments were made by Committee Member Cummings concerning finding ways to track the number of landlords who are willing to participate in the HCV program as a result of the Risk Mitigation Fund being available. He added the better the data looks, the more likely they will be able to construct a larger fund to ensure there are more HCV leases. Committee Member Cummings stated that if they are allowing more units to become open to HCVs holders, this would make a good case for people to put money in the fund.

Committee Member Webb-Bledsoe asked who would be benefit from the fund and where is the funding coming from. Ms. Xiao responded that presently support from the fund is coming from the NCHFA and tenants are the beneficiaries of the fund.

Ms. Xiao also stated that when claims are filed the funds would be awarded to the landlord.

Subject: Homeless System Performance Monitoring

Mr. Schnars gave a power point presentation on the Homeless System Performance Monitoring. The following topics were highlighted during the presentation:

- Permanent Housing Exits
- Length of Stay
- Timeliness of HMIS Data Entry

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- Work is currently being done on the VISPDAT Policy adopted in June
- Analysis is being conducted on the HMIS system use
- Number of active client records that are currently in HMIS

Committee Member Cummings made comments about the numbers and percentages presented during Mr. Schnars' presentation. He noted that it would be helpful if staff could explain how each system is working to produce whatever the numbers are producing. Additional discussion followed concerning the numbers and percentages presented in the report.

In reference to the Length of Stay benchmark, Committee Member Thompson pointed out that because TROSA is a recovery-based program, it is difficult to decrease the length of stay. She noted that the TROSA program requires residents to complete the two years in order to be successful with both milestones.

Committee Member Tosh expressed his concern about TROSA being recognized as a recovery program. He commented that TROSA was not a recovery program, but instead is a place where participants go and work but when you talk about recovery, there is a difference in the kind of services that TROSA is offering to its residents.

Subject: HSAC Special Meeting – August 30, 2017

Focus Strategies, Inc. completed a comprehensive analysis of the Homeless Housing System. On August 30, 2017 at 2:00 p.m. a Special Meeting of the HSAC will be held and Focus Strategies, Inc. will be presenting a draft of their analysis. Mr. Schnars stated that the draft will be sent to HSAC members for their review prior to the meeting.

At 4:00 p.m. following the Focus Strategies, Inc. report, part II of the meeting will begin and a formal adoption of the 2017 Continuum of Care (CoC) project application scoring and ranking is needed by the HSAC.

Mr. Schnars explained that they want to make sure that there is a quorum at the Special Meeting so that a vote can be taken to adopt the recommendations for CoC funding. Per discussion with the Executive Committee, if there is no quorum at the Special Meeting, an electronic vote process would need to take place.

Committee Members were asked by a show of hands, who would not be able to attend the Special Meeting and based on the results, it was determined that an electronic vote was needed.

Lanea Foster (Southeast Community Resources) wanted to know if there was no quorum for the meeting how will discussion take place concerning potential questions that may arise about the results. Mr. Schnars explained that in the past when there was no quorum, discussions still took place during the meeting. However, the actual vote did not occur at the meeting. Mr. Schnars asked for other suggestions or options and pointed out that the issue is the deadline to get the recommendations adopted and to get the application completed. He stated another option would be to hold a Special Meeting other than on August 30, 2017.

Committee Member Herndon asked if there was a one-page document that staff could provide to HSAC members at least two days before the vote that would show strengths and weaknesses of the applicants and also staff's recommendations.

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Mr. Schnars stated that HSAC Members will receive a memo from the CAC and one from the Department of Community Development that will contain this information.

Committee Member Marshall asked for clarity on the time of the Special Meeting to which Mr. Schnars responded the Focus Strategies Report will be from 2:00 p.m. – 4:00 p.m. and the scoring and ranking will take place afterwards. The meeting will be held at the Durham County Human Services Building, 414 E. Main Street in the 2nd floor Conference Room.

Subject: 2017-18 State ESG Process Update

Project Manager Lloyd Schmeidler (Department of Community Development) reported that the 2017-18 State Emergency Solutions Grant (ESG) funding process is estimated to start in the next few weeks. The application deadline will be October 23, 2017. Due to the timeline of this process, a Special Meeting of the HSAC may be required to approve project applications for the State ESG funding. The meeting could possibly be scheduled sometime between the HSAC's regular September 2017 and October 2017 meetings.

Carolyn Hinton (Healing with CAARE) asked if the ESG application would also be going through ZoomGrant. Mr. Schmeidler stated that they do not anticipate that they will move the applications through ZoomGrant this year. They may in the future, however with the tight timeline of the State application process they are not looking at moving applications through ZoomGrant.

For a point of clarification, Mr. Schnars added that the State ESG process belongs to the State and the State decides how to deploy it and structure the application.

Subject: Coordinated Entry System RFP Update

Mr. Schmeidler reported that they have been working with the Structure Subcommittee on the Coordinated Entry System RFP. Funds have been identified to bring in a consultant to help Durham's CoC strengthen their Coordinated Entry System. A Request for Proposal (RFP) was released in early July 2017 with a deadline of August 11, 2017 for proposal submittal. As a result, three responses were received and recently scored and ranked by a team of six individuals. The team agreed to enter negotiations for a contract with the vendor Orco which is based in Toronto. The company has been doing consulting for 15 years across the nation and, per Mr. Schmeidler, has a vast amount of experience and is very well known. Mr. Schmeidler stated the hope is that the vendor will begin work the first part of October 2017.

Subject: HMIS Update

In May 2017 the HSAC approved the HSAC's Structure Subcommittee recommendation for a formal letter from the HSAC be sent to the Statewide HMIS Governance Committee to suggest two amendments to the HMIS By-Laws. The Governance Committee held a vote on the amendments in August 2017, however neither amendment was passed.

Mr. Schnars also directed Committee Members' attention to a letter in their packets from the North Carolina Coalition to End Homelessness that was sent to the HMIS Governance Committee. The letter indicated the Coalition does not intend to renew the contract with the current HMIS Lead, Michigan Coalition Against Homelessness. In light of this, Mr. Schnars pointed out that in the near future, the HSAC will have to decide whether to remain a part of the

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Statewide HMIS system and with the current HMIS Lead, the Michigan Coalition or to seek other options that will meet HMIS requirements. More conversation will take place with the HSAC Structure Subcommittee as well as the Performance Management Subcommittee. Afterwards, staff plans to come back to the HSAC with some guidance as to next steps on this issue.

In regards to the two amendments that were not approved, Mr. Fehrman asked if the vote was close and is it a possibility for folks who did support Durham's position could they potentially go with Durham if another system needs to be found.

Mr. Schmeidler stated the final vote on the second amendment was 8 in favor and 6 opposed and added in order to move the amendment forward a 75% majority vote was needed.

Committee Member Karriker welcomed new members and took the opportunity to remind everyone that a lot of the work going on with the HSAC takes place within the different subcommittees. She encouraged new members to seek out a subcommittee that is of interest to them and become a part of it.

Subject: Reminders

Chair Holmes reminded everyone of the HSAC Special Meeting scheduled for Wednesday, August 30, 2017 starting at 2:00 p.m. at the Durham County Human Services Building, 414 E. Main Street in the 2nd floor Conference Room.

Mr. Schmeidler announced the Income Results Team Workforce Development Task Force has been working very hard over the last year or so. They are planning a tour of key partner organizations Families Moving Forward, Urban Ministries of Durham and LIFE Skills Foundation. Per Mr. Schmeidler, the invitation is extended to the Workforce Development Board as well as members of the HSAC. The Workforce Development Board meets every other month on the fourth Thursday of the month from 8:30 a.m. until 10:00 a.m. The tour will take place from 9:00 a.m. until about 12:30 p.m. on their regular meeting day in October which will be Thursday October 26, 2017. Mr. Schmeidler stated that details concerning the tour will be forthcoming to HSAC members.

Committee Member Herndon expressed his continuous concern about the number of individuals that are waiting for Housing Choice Vouchers (HCVs) through Durham Housing Authority (DHA). He wants the Committee to make sure they keep up with the numbers that they are being challenged with. He re-emphasized the fact that that each time, his question will be the same and added that they all come with different skills and this is his skill. Committee Member Herndon pointed out that Durham is a beautiful city but he urges everyone to fight for individuals who have been adversely affected by all of the growth. He wants the Committee to find the number of individuals that are on the wait list.

Committee Member Herndon also shared his concern about the youth in Durham. He reported there are 32,500+ students in Durham Public Schools (DPS) of which 80% of them receive free and reduced lunch. Committee Member Herndon commented that there are 1,000 young people either living in homelessness or some form of homelessness and the HSAC need to get with DPS and find out what the number is.

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Co-Chair McCollers stated that the HSAC Housing Results Team met with the representative from DHA's HCV program. The representative reported that there are approximately a little over 600 people on the wait list for vouchers. At one point the list was at over 1,000 people.

Also, Co-Chair McCollers felt that Committee Member Herndon would like to actually see a "face" and to know how the HSAC is doing and what the challenges and hurdles are that the housing providers are facing. She feels that Committee Member Herndon would like to see real life human aspects brought back to the Committee so they can better prepare services and resources for those individuals they have been asked to serve. Co-Chair McCollers challenges the group as they move forward, to try and bring real life situations and realities of homelessness to the table and let them be present at their meetings.

In reference to upcoming significant changes and challenges with HUD, Committee Member Sands-Belle wanted to know how this would impact their community. She also asked if HSAC Members could expect to receive any information from staff relevant to this matter. She understands that HUD has done some significant cutting of its budget.

Speaking generally, Mr. Schnars pointed out that staff knows about as much as HSAC Members know. Staff has not heard anything specific about the budget cuts or whether there will be any or not.

Co-Chair McCollers stated that DHA representatives shared with the Housing Results Team that they did not get hit as hard with the budget as they thought. Currently, DHA is at about 94% financial capacity. Co-Chair McCollers explained with opening up the wait list in the coming months and working with HSAC on the Opening Doors Initiative, DHA usually tries to stop when they get to around 98% financial burden.

Committee Member Belle-Sands commented that she listens to the conversation and nationally it is around philosophy changes and how people are viewing homelessness and what they think about homelessness. She added the philosophy coming out of Washington is different than it has been in years past. She feels that they need to not be surprised by it but to stay on top of it.

Mayor Pro Tempore Cole-McFadden stated the city added an additional penny to their dedicated housing fund. She noted that the city is trying to be pro-active and they cannot fund everybody but they are trying to do the best they can to set priorities and to fund the greatest priorities for the city.

Mayor Pro Tempore Cole-McFadden also reminded everyone that they need to look at the number of people who are being released from prison into homelessness. She stated that these numbers can be provided by Durham County through Gudrun Parmer and that the HSAC needs to find out from the County what is being done to prepare people for jobs and a place to live before they come out of prison.

Committee Member Burch announced that the Inter-Denominational Ministerial Alliance will be holding a Mayoral Forum on Monday, August 28, 2017 at 6:30 p.m. at Fisher Memorial United Holy Church located at 415 E. Piedmont Street in Durham. Everyone is invited to come out for this event. Committee Member Burch stated that housing is one of the topics that will be discussed during the forum. He also reported that they will be meeting with the City Council on September 25, 2017 and he will keep the Committee updated.

Subject: Adjourn

Motion by Mayor Pro Tempore Cole McFadden, seconded by Committee Member Burch to adjourn the meeting was unanimously approved.

With no further business to come before the body, Chair Holmes adjourned the meeting at 4:24 p.m.

Respectfully Submitted

Sheila Bullock
Office of the City Clerk