

DURHAM HOMELESS SERVICES ADVISORY COMMITTEE

Wednesday, October 25, 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 Angela Holmes (Former Homeless Representative for Durham County); Vice-Chair Charita McCollers, MSW (Lincoln Community Health Center/Federal Health Care for the Homeless); Secretary Ellecia M. Thompson (Durham VA Medical Center); Captain Stan Harris (Durham County Sheriff's Department); Calleen Herbert (NCCU Office of Community Engagement & Service); Reverend Dr. Warren Herndon (Faith Community Representative for City of Durham/Greater Joy International Ministries); Jennifer Jones (City of Durham Office of Economic & Workforce Development); 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); Fred Stoppelkamp (Non-Profit Representative for Durham County/Urban Ministries of Durham); Ve'ga Swepson, Resource Specialist (Durham Technical Community College); Chris Toenes, MSW (Non-Profit Representative for the City of Durham/TROSA); Helen Tripp (Durham County Emergency Medical Services (EMS)); Karmisha Wallace (City Manager's Office – *sitting in for City Manager Bonfield*) and Mayme Webb-Bledsoe (Duke University).

Excused Committee Members: Reverend Dr. B. Angelo Burch, Sr. (Corporate Private Sector Representative for Durham County/Executive Director, African American Dance Ensemble); Mayor Pro Tempore Cora Cole-McFadden; Jonathan T. Crooms (Durham County Veteran Services Office); Drew Cummings, Chief of Staff (Durham County Manager's Office); Meredith Daye, Development Director (Durham Housing Authority); Janeen Gordon (Durham County Social Services – *proxy for Durham County Commissioner Ellen W. Reckhow*); Alex Protzman (LIFE Skills Foundation) and Tony Tosh (Corporate Private Sector Representative for City of Durham/Prosperity Recovery Services).

Committee Members Absent: City Manager Thomas J. Bonfield; County Commissioner Ellen W. Reckhow and Tracy Stone-Dino (Alliance Behavioral Healthcare).

Staff Present: Director Reginald Johnson, 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: Pearlie Williams (NAMI Durham); Carolyn E. Hinton (Healing with CAARE, Inc.); Lanea Foster (Healing with CAARE, Inc./Southeast Community Resources); Rikki Gardner, Olive Joyner (Housing for New Hope (HFNH)); Alma Davis (Durham Crisis Response Center (DCRC)); Justin McNair, Ryan Fehrman (Families Moving Forward (FMF) and Larry Partee' (Citizen).

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Subject: Call to Order/Welcome

Chair Holmes called the meeting to order at 3:05 p.m. and welcomed everyone in attendance. She read the HSAC goals aloud.

Minutes Review and Approval – September 27, 2017 HSAC Meeting

Motion by Committee Member Herndon, seconded by Committee Member Stoppelkamp to approve the minutes of the September 27, 2017 HSAC was approved unanimously at 3:08 p.m.

Subject: Public Comment Period

There were no speakers signed up for the Public Comment Period.

Subject: State ESG Funding Recommendations

Project Manager Matthew Schnars (Community Development Department) provided some background information on the Emergency Solutions Grant (ESG) application process. He noted there were some substantial changes in the application process as well as the process with which the state administers the grant. He also commented that many of the new requirements are driven by changes made by HUD. Mr. Schnars pointed out that Durham was eligible to apply for \$160,000 which includes pots of money for the categories of (1) Emergency Services and (2) Housing Stabilization. HUD's funding priority is Rapid Re-housing.

Mr. Schnars explained that the deadline for the submittal of project applications was the first week of October 2017. Families Moving Forward submitted an application and applied for the Emergency Services funding. Families Together, a new organization based in Wake County, also applied for funding. The Citizens Advisory Committee (CAC) voiced their concerns that Families Together had not previously operated programs in Durham. Families Moving Forward and Families Together were the only two organizations that submitted applications.

Mr. Schnars noted that during the 2016 cycle Alex Protzman (LIFE Skills Foundation) applied for Rapid Re-Housing funding as an organization for the first time and the HSAC approved their funding request for approximately \$60,000. However, as the group progressed through the process in trying to administer the funds, they decided that they were not interested in continuing. LIFE Skills Foundation felt that the process was very cumbersome and costly in terms of the administrative part and decided it was not cost effective for their organization to continue to administer the project. LIFE Skills Foundation indicated they saw the need for the focus of their grant, which is homeless youth. Families Together operates youth programs in Wake County. Thus, LIFE Skills and Families Together have a cross-county collaborative that has been in place for some time and Mr. Schnars explained that Families Together who is requesting the funding and if approved, would be the grantee but would operate the projects in coordination and collaboration with LIFE Skills Foundation.

Mr. Schnars sent a link via e-mail to HSAC members that contained additional detail, documents and applications from both of the organizations that applied for funding. Additionally, Mr. Schnars briefly commented on the scoring process used to score the applications and pointed out that the Citizens Advisory Committee (CAC) made and approved the recommendations that are currently before the HSAC members. A vote is needed from the HSAC to adopt the following final funding recommendations:

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- Families Moving Forward for \$86,206 for Emergency Services
- Families Together for \$10,000 for Emergency Services and \$64,137 for Housing Stabilization activities for a total award of \$74,137

Committee Member Herndon thanked Mr. Schnars for his presentation and shared concern that this was the second initiative he is aware of regarding a Wake County organization making a request for funding. He emphasized the fact that there are many needs in the Durham community and the conversation has been for the past several years that they would like to see as many partnerships as possible. Committee Member Herndon also asked if any technical assistance had been offered to organizations and what is their track record in preparing to meet staff's deadline so that as many citizens as possible can be served.

Committee Member Herndon also pointed out his concern for the youth and commented that Durham needs as many dollars as possible to address the issues surrounding their youth. He wants the HSAC to do all they can in reference to technical assistance to support the local organizations.

Additional conversation took place regarding the following matters:

- Determining what specific type of technical assistance is needed
- What is the Durham community doing to build capacity for potential grantees to apply and be successful?
- Would HSAC Members be able to see and confirm that if money is awarded to Families Together, would it would be used in Durham
- Communication of the application process for some of the Durham providers prior to the organization Families Together being considered
- Rapid Re-housing for singles

In reference to capacity, Mr. Schnars commented presently there is no assistance available for this matter other than web-based tools that are out there.

In response to Committee Member Stoppelkamp's question regarding being able to see and confirm if the money is granted to Families Together would be used in Durham, Mr. Schnars responded yes. He added that the accountability is built in and it and would have to be reported to the HSAC.

Mr. Schnars explained the process used to communicate the application process.

Committee Member Herndon stated going forward in 2018, he would like to see HSAC staff communicate, collaborate and offer more technical assistance so each organization that is able to apply can do so.

In response to Lanea Foster's (Healing with CAARE, Inc./Southeast Community Resources) question whether Families Together was part of the CoC, Mr. Schnars stated the organization has not currently signed a membership agreement. Therefore, technically they are not part.

Comments and concerns were shared in reference to whether it is an application requirement that organizations applying should be a part of the CoC.

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Ms. Foster noted that her concern is that there was not more of a direct plea for strategy sessions with local agencies to assist them in applying for the funding. She added that they should want to make sure that the Durham community gets the available funding and she is very concern about the Families Together organization not being from Durham but yet coming in and being able to be awarded funding. She pointed out that in general there is already a lack of resources in Durham.

Ms. Foster also pointed out that Families Together is an agency that is not qualified to receive funding but actually applied and are being considered. She wanted it noted that this agency did not meet threshold and the issue should be addressed before a final vote is taken on who receives the money.

Chair Holmes asked Ms. Foster to put her concerns in writing and address them to her. The concerns would then be presented to the Executive Committee of the HSAC.

Committee Member Jones asked if the application requirement was that in order to apply, the organization had to be a member of the CoC or in order to be a recipient the organization had to be a member of the CoC. Mr. Schnars said he could find out and get some clarity on the matter. He added however, it is the HSAC's decision to not fund an organization but commented they were approached by the state who suggested that Families Together be considered for funding as well.

Committee Member Marshall wanted to know if Families Together was not approved for funding, how the HUB project would be impacted – would it stop the project.

Mr. Schnars stated it would certainly impact the HUB project and some other way would have to be found in order for it to be funded.

Committee Member Jones again asked for clarity concerning the CoC member requirement of an organization in regards to being able to apply for funds or being a recipient of funds. Mr. Schnars stated the requirement for an organization to be a CoC member is a local requirement and is a requirement that the HSAC decided on.

Committee Member Karriker encouraged all HSAC members to vote yes or no on the State ESG Funding Recommendations. She reminded members that it is a part of their service on the board to decide issues such as this and sometimes hard decisions need to be made. She also re-emphasized that Families Together would be working with the LIFE Skills Foundation which is a member of the CoC and it is mandated that the money must be spent in Durham.

Committee Member Marshall stated she would feel comfortable if Committee Member Jones' question was answered as to whether the applicant had to be a member of the CoC or the recipient had to be a member. She added that she does not want to see the money not be awarded to something that would be so valuable to the Durham community for the youth.

Mr. Schnars stated that CoC membership is not a threshold requirement. The question was asked if in the past, the HSAC had ruled out agencies or organizations from applying for funding because of a CoC membership. Mr. Schnars responded no.

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Carolyn Hinton (Healing with CAARE, Inc.) mentioned that part of the video that was shown by the state in applying for the CoC funds showed that a recommendation was needed from your local CoC for administration of funds.

Director Reginald Johnson (Community Development Department) commented that he would the comment offer would be for the HSAC to go ahead and approve the item and to keep focused on what they are supposed to be focusing on. He noted that that one focus is the end-user of the services that they have opportunity for services at funding levels that would support the youth persons in the Durham community. He added that yes staff does encourage people to be a member of the CoC but the reason for the one-page form is so staff can simply keep track of who is a member of the CoC. Mr. Johnson also reminded everyone that while it is great that there are persons in organizations in Durham and they try to encourage the Durham organizations to participate in all funding opportunities within the City and County, they also have to be able to reach them. Mr. Johnson pointed out that just as there are entities that go across the Durham County and City line, there are other entities that come the other way. A broader vision is needed.

Motion by Committee Member Stoppelkamp, seconded by Committee Member Karriker to approve the State ESG Funding Recommendations was approved by the following vote:
Ayes: 10. Noes: 0. Abstention: 4.

Absent: Committee Members Mayor Pro Tempore Cole-McFadden, City Manager Thomas J. Bonfield, Dr. B. Angeloe Burch, Sr., Jonathan Crooms, Drew Cummings, Meredith Daye, Janeen Gordon, Commissioner Ellen W. Reckhow, Tracy Stone-Dino and Tony Tosh.

Subject: Revised HCV Referral policy

A policy to formalize the process for making referrals using the Durham CoC's Housing Choice Voucher Referrals under Durham Housing Authority's (DHA) Administrative Plan was adopted by the HSAC in March 2016. The DHA has updated their Administrative plan which requires the HSAC to update the HCV policy. Mr. Schnars presented a review of the updated policy entitled *Continuum of Care Housing Choice Voucher (HCV) Referral Policy*.

Committee Member Karriker mentioned about a hotel or motel room being paid for by the Chair of an organization and that sometimes organizations that may not be homeless providers may have assisted someone but they would not have a HMIS number. She added that certain things may not have taken place such as confirmations and background checks and she wanted to know would DHA still take care of situations like this.

Mr. Schnars responded that the mobile app would come into play and that the app is an extension of HMIS. Staff could make sure that the church or organization is assisting the individual. He added that there are questions in the mobile app that could help determine if the individual is homeless.

Committee Member Sands-Belle voiced concern about the clients who are domestic violence victims. She noted that these individuals do not sign up in HMIS and their language is not inclusive to the clients not being able to participate. Committee Member Sands-Belle wanted to know what accommodations are being made for them. Mr. Schnars explained that because the Durham Crisis Response Center (DCRC) is in the Homeless Housing Inventory Chart they will be included and will be able to make referrals directly to DHA.

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Motion by Vice-Chair McCollers, seconded by Committee Member Webb-Bledsoe for the HSAC to approve the revisions made to the *Continuum of Care Housing Choice Voucher (HCV) Referral Policy* was approved unanimously at 4:05 p.m.

Subject: HMIS Update

Mr. Schnars provided an update on planning for pending changes to HMIS implementation. He stated the HSAC Executive Committee has asked staff to send a survey out to all HMIS users. The survey's purpose is to get users input on how they feel about the software, particularly the ease of use and the ease of learning. The Executive Committee wanted to ensure they had the voice of those who actually use the system because this will determine the changes that will be made or not made. Also, Mr. Schnars announced that on Friday, October 27, 2017 they will be meeting with the N.C. Coalition to End Homelessness to discuss certain options such as should they change software and will they remain a part of the Statewide Governance Committee.

Subject: Coordinated Entry

An update on Coordinated Entry planning and scope of work with OrgCode Consulting was presented by Mr. Schnars. He announced the contract is in place and the consulting group is planning on visiting Durham within the next week or two, however, no actual date or time has currently been determined. Mr. Schnars noted that all of the organizations that are part of the homeless housing system, especially those that operate programs, are needed for this discussion to advise on what is needed to implement coordinated intake.

Subject: Focus Strategies Report

Committee Member Karriker (HSAC Structure Subcommittee Chair) directed HSAC members' attention to a document contained in their information packets entitled *City of Durham Final SWAP Analysis and Performance Measure Report* that was prepared by Focus Strategies dated October 2017. She informed the members that the Structure Subcommittee had planned to meet last month in September to discuss the recommendations of the report. Unfortunately, due to Committee Member Karriker being ill the meeting was cancelled and rescheduled to their next meeting of November 2, 2017. Committee Member Karriker encouraged all members to read the report and invited them to their meeting at 3:00 p.m. at the Golden Belt Building. For those who are unable to attend, she welcomed any e-mails or thoughts on how the recommendations can be implemented.

Subject: Reminders

The next HSAC meeting will be held Wednesday, November 15, 2017 at 3:00 p.m. at the Durham County Human Services Building located at 414 E. Main Street in the 2nd Floor Conference Room. Please note due to the Thanksgiving Holiday the HSAC will be meeting on the third Wednesday of the month instead of the normal fourth Wednesday.

Committee Member Stoppelkamp reminded everyone that the Income Results Team was hosting a tour on Thursday, October 26, 2017 at 9:00 a.m. Participants will tour Urban Ministries of Durham, Families Moving Forward and the LIFE Skills Foundation. The tour should conclude around 12:00 noon.

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Sheila Bullock, Clerk to the HSAC asked all HSAC Subcommittee Chairs to forward their meeting schedules to her so that she may adhere to the N.C. Open Meetings Law in publicizing the meetings. She also asked that any revisions to the schedule be forward to her as well.

Mr. Schnars wanted to make sure that people were aware that staff is preparing to launch the City's ESG process within the next couple of months. He added the City's ESG is approximately \$160,000.

Subject: Adjourn

Motion by Committee Member Jones, seconded by Committee Member Swepson to adjourn the HSAC meeting was approved unanimously at 4:16 p.m.

With no further business to come before the body, Chair Holmes adjourned the meeting at 4:16 p.m.

Respectfully Submitted

Sheila Bullock
Office of the City Clerk