

## DURHAM HOMELESS SERVICES ADVISORY COMMITTEE

Wednesday, August 29, 2018

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 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); Reverend Dr. B. Angelo Burch, Sr. (Corporate Private Sector Representative for Durham County/Executive Director, African American Dance Ensemble); Heidi Carter, Durham County Commissioner, Jonathan T. Crooms (Durham County Veteran Services Office); Drew Cummings, Chief of Staff (Durham County Manager's Office); Alma Davis (Durham Crisis Response Center – *Proxy for Kathy Hodges*); Meredith Daye, Development Director (Durham Housing Authority); Captain Stan Harris (Durham County Sheriff's Department); Calleen Herbert (NCCU Office of Community Engagement & Service); Out-going HSAC Member Reverend Dr. Warren Herndon (Greater Joy International Ministries); Regina D. King (Faith Community Representative, City of Durham); Alex Protzman (LIFE Skills Foundation); Mayor Steve Schewel; Tracy Stone-Dino (Alliance Behavioral Healthcare); Fred Stoppelkamp (Non-Profit Representative for Durham County); Ve'ga Swepson, Resource Specialist (Durham Technical Community College); Secretary Ellecia Thompson (Durham VA Medical Center); Tony Tosh (Prosperity Recovery Services/Private Sector, City of Durham) and Angela Vick-Lewis (Formerly Homeless Representative, City of Durham).

**Excused Committee Members:** Janeen Gordon (Durham County Social Services – *proxy for County Commissioner Heidi Carter*); Pam Karriker (Faith Community Representative for Durham County/Christian Assembly) and Sergeant Helen Tripp (Durham County Emergency Medical Services (EMS))

**Committee Members Absent:** Durham City Manager Thomas J. Bonfield, Xavier Cason (Durham Public School Board); Kathy Hodges (Durham Crisis Response Center); Melody Marshall, Homeless Liaison (Durham Public Schools); Mark-Anthony Middleton (Durham City Council – *proxy for Mayor Steve Schewel*); Chris Toenes, MSW (Non-Profit Representative, City of Durham/TROSA) and Mayme Webb-Bledsoe (Duke University).

**Staff Present:** Assistant Director of Strategy Karen Lado, Senior Project Manager of Strategy Goal 1, Matthew Walker, Project Manager Lloyd Schmeidler, Administrative Analyst Keshia Barnette, Hanaleah Hoberman (Department of Community Development) and Senior Executive Assistant Sheila Bullock (Office of the City Clerk).

**Also Present:** Valaria Brown, Rikki Gardner, Samantha Martin (Housing for New Hope); Jazmine Kilpatrick, Darlene Jacobs (Local Government Federal Credit Union); Carolyn E. Hinton (Healing with CAARE); Ryan Fehrman (Families Moving Forward); Larry Partee' (HIV Prevention and Care Community Advisory Committee (HPCAC) and Rita McRay (DCLT/SNA).

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

Chair Holmes welcomed everyone in attendance, called the meeting to order at 3:09 pm and read aloud the HSAC goals. She asked everyone to take a moment to review the minutes from the last HSAC meeting.

At the request of Chair Holmes, a roll call of members was conducted and a quorum of members was announced by Sheila Bullock, Clerk to the HSAC.

### **Minutes Review and Approval – June 27, 2018 HSAC Minutes**

**Motion** by Committee Member Herndon, seconded by Committee Member Burch, to approve the June 27, 2018 minutes was approved unanimously at 3:14 p.m.

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

Jazmine Kilpatrick, representing the Local Government Federal Credit Union (LGFCU) explained that LGFCU was the sister credit union to the State Employee's Credit Union (SECU). She gave an overview of some of the differences between being a member of the LGFCU and being a member of the SECU. Ms. Kilpatrick stated that LGFCU was responsible for providing refreshments for today's meeting.

Reverend Dr. Herndon reflected over his service on the HSAC for the past seven years. He noted this was his last meeting and he thanked committee members as well as the Mayor and City Council Members for appointing him to serve on such an awesome board and for providing him with the opportunity to represent the faith community in Durham over the past seven years. He explained that his focus and calling has been around young people and seniors and even through situations that have occurred over the last several years during his tenure he has stood steadfast. Reverend Dr. Herndon commented that each HSAC member comes with a unique set of skills that they fight for and that they are encouraged to do as they work to make sure Durham continues to grow so all individuals in this community can enjoy the quality of life. Now, as he moves on to other duties and activities he encourages everyone to fight for our seniors and our young people and for everyone as Durham grows and develop. He closed by saying "I will be back. I know I won't have a vote but at least I will have an opportunity to share opinions and to fight for all citizens."

### **Subject: Welcome New HSAC Members**

The following new HSAC Members were recognized and welcomed by Chair Holmes:

- Durham County Commissioner Heidi Carter
- Xavier Cason, Durham Public Schools Representative
- Regina D. King – City of Durham Faith Community Representative
- Angela Vick-Lewis – City of Durham Formerly Homeless Representative

#### **Subject: HSAC Officer Elections**

Earlier in the meeting Chair Holmes explained the process by which HSAC officers are elected. Per the HSAC's Interlocal Agreement, the previous year's Co-Chair moves into the position of Chair and the previous Secretary moves into the position of Co-Chair. Nominations for a new Secretary are then received.

**Motion** by Committee Member Stoppelkamp, seconded by Co-Chair McCollers to nominate Committee Member Jonathan Crooms to fill the seat of HSAC Secretary was approved unanimously at 3:17 p.m.

Chair Holmes announced that the following new HSAC Officers for the year 2018-2019 would now officially move into their positions:

- Charita McCollers, Chair
- Ellecia Thompson, Co-Chair
- Jonathan Crooms, Secretary

Former Chair Holmes turned the meeting over to new Chair McCollers.

Chair McCollers thanked former Chair Holmes for all of her work. She stated that it had been a pleasure serving with her over the last two years on the HSAC. Chair McCollers noted that the last year had proven to be challenging for Ms. Holmes due to a fire that caused her to experience homelessness. However, in spite of Ms. Holmes' own homelessness, Chair McCollers pointed out she continued to persevere while chairing the HSAC. Chair McCollers applauded Ms. Holmes for her perseverance and on behalf of the HSAC she presented her with a plaque recognizing her for service with the HSAC.

Mayor Schewel recognized and thanked out-going HSAC members Emanuel Kearney who was not in attendance and Reverend Dr. Warren Herndon. On behalf of the City of Durham he presented a Certificate of Appreciation to Reverend Dr. Herndon for his work on the HSAC as well as for his work in the community.

#### **Subject: Adoption of 2018-19 HSAC Meeting Schedule**

**Motion** by Committee Member Cummings, seconded by Committee Member Burch to approve the 2018-2019 HSAC Meeting Schedule was unanimously approved at 3:29 pm.

#### **Subject: Continuum of Care Competition**

Project Manager Lloyd Schmeidler (Department of Community Development) presented the Citizens Advisory Committee's (CAC) recommendations for Continuum of Care Project Priority Ranking for 2018 Continuum of Care Competition. Mr. Schmeidler directed HSAC members to a memo included in their information packet from Bryant Sterling, CAC Chair that listed the rankings.

Chair McCollers asked if any CAC members had attended racial equity training. Mr. Schmeidler responded he was not aware of any training that had been taken by CAC members but staff would follow up and get back with HSAC members.

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Committee Member Cummings had questions about scoring and wanted to know if the scores had something to do with the quality of the applications or the nature of what was being proposed or a combination. In response, Mr. Schmeidler explained that there were separate score cards that were available on the Durham Opening Doors website that the HSAC approved in June 2018. Mr. Schmeidler gave a brief description on how the score cards were used to rank projects and how the renewal projects and new projects were evaluated.

Discussions that followed and concerns expressed by HSAC Members regarding the ranking and scoring process included the following:

- Areas of performance for programs that may be losing points
- Actual numbers that represent the scores
- Establishment of performance benchmarks

Assistant Director Karen Lado (Department of Community Development) pointed out that the score card is based on HUD's score card and staff has tried to simplify it and make it more transparent. She added that the way HUD does it; there are lots of things that you can't see how they do the math and the card is not normed in such a way that 70 is a C. Ms. Lado noted that because you get a 70 it doesn't necessarily mean that it's equivalent to a C answer. She feels that they are still establishing and need more track record before you can say what is an A, B, or C if they want to put it in letter grade terms.

In reference to Mr. Schmeidler's point, Ms. Lado explained there are some consistent areas of performance that need to be worked on. For example, she mentioned there are some issues with HMIS utilization and HMIS data quality. However, she stated she wouldn't take the number and turn it into a letter grade because it's not fair and because that is not how the scoring cards were set up. Ms. Lado further commented that the goal is to get to a place where they can establish the target that should be hit and that staff will be working with providers over the coming year. Ms. Lado noted that one of the things that the HSAC asked was for staff and the housing management community, to go look at all of the renewal projects and come back with recommendations. The intention is to do that and set some performance benchmarks that renewal projects are expected to hit. Ms. Lado added that this will be done in a transparent project with a lot of consultation with the providers and the HSAC. At that point, everybody will have a period of time to achieve those performance benchmarks before there are indications for funding. Ms. Lado commented they are at the front end of this right now and are trying to establish performance benchmarks. What the committee sees in the score card is that first effort to articulate what they are.

Committee Member Burch shared his concern about the information presented on the score card and suggested they need to look at the benchmarks. He referenced projects #10 and #14 on the score card and pointed out that he has a problem with an organization scoring a 53 and being recommended to receive more funding than an organization that scored a 67 but is being recommended to receive less funding.

Ms. Lado reiterated that these are two different score cards and that new projects are scored by a different score card than current projects. She noted that she understands Committee Member Burch's point and that there needs to be benchmarks. The intention is to come before the committee next year before they do the scoring with some recommendations on what are the performance standards for establishing renewal projects.

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Further discussion took place regarding the HSAC's concern about the ranking scores for the projects.

In response to Chair McCollers' question about what were some reasons why the Fresh Start project under Item #10 (Urban Ministries) received a score of 53, Mr. Schmeidler stated the project performance was poor. He noted that it was their first year of implementing the project so it is a newer project. A few of the things they scored poorly on included Exit Permanent Housing and helping participants get non-employment income.

In regards to the score card, Committee Member Burch had a question about the "Total Request" column as it related to item #14.

Ms. Lado stated that the tool has been used for a long time but it is confusing. It can be modified and in the coming year staff will add a column that states what the applicant requested and what is being recommended to be awarded.

Chair McCollers wanted to know could it have been possible for Urban Ministries of Durham (UMD) request for funding had been made a partial amount and not the full amount. She pointed out, that according to staff; UMD's project performance was poor. Her concern is UMD's project performance was poor but their programs are continuously being fully funded while other programs are being left unfunded. She asked if this is an issue that the HSAC can look at in the future.

Mr. Schmeidler stated that it is a decision for the HSAC and the funding rankings are recommendations from the Citizens Advisory Committee (CAC). He added that someone from the HSAC could make a recommendation to do a different ranking order with different amounts. With the new project applications, if the HSAC would like to consider other ranking orders, the original deadline for local project applications was August 3, 2018. The Durham Crisis Response Center was the only new project application submitted by the deadline and that was for the Domestic Violence bonus.

Ms. Lado agreed with Mr. Schmeidler that these are the recommendations but it is up to the HSAC to decide what the awards are. She added that staff's perspective is that the HSAC has not established benchmarks for performance for renewal projects to decide when to fund and when not fund a renewal project. According to Ms. Lado, this task was given to staff and the Performance Management Committee for the coming year.

In reference to the score for both renewal and new projects, Carolyn Hinton (Healing with CAARE), asked if the scoring of the projects was public knowledge and open for discussion among the HSAC so that people can compare them with what is being used to score them to the numbers that were arrived at.

Ms. Lado stated that the criteria are public knowledge and that staff can make the actual detailed cards available if the HSAC wanted to see them. However, it would be up to the HSAC to share the information.

Mr. Schmeidler stated that personally, as a city employee, he would object to revealing the specific scores that he scored. He stated that they could redact the names of the reviewers or they could reveal the average scores.

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Ms. Lado stated that staff will confirm if they can reveal the scoring information.

Mr. Schmeidler informed everyone that the deadline for submission of the full CoC application to HUD is September 18, 2018. HUD requires that applicants be notified at least 15 days before the September 18<sup>th</sup> deadline as to whether or not the CoC will be recommending them for funding. The HSAC would need to make the recommendation for funding no later than September 3, 2018.

Committee Member Protzman wanted to know what happens if the HSAC does not make the recommendation and if there is time to address some of the issues that were previously discussed. Mr. Schmeidler noted that if the HSAC did not make a recommendation for funding the CoC lead agency cannot submit a CoC application this year.

Committee Member Cummings asked about language on the HSAC's By-laws about abstention and conflict of interests. Mr. Schmeidler stated that he did not recall the language; however they could look at it.

Committee Member Cummings stated that given the lack of information about proposals with which they would make any alternative recommendation the following motion was made:

**Motion** by Committee Member Cummings, seconded by Committee Member Stoppelkamp to approve the recommendations made by the CAC for Continuum of Care Project Priority Ranking was approved by a 7/5 to vote.

**Note: Due to concerns regarding the initial vote taken during the August 29, 2018 HSAC meeting where the Chair announced the motion to approve recommendations made by the CAC for Continuum of Care Project Priority Ranking carried 7/5, the HSAC held an electronic vote on September 12, 2018 on the same motion. The motion was approved on September 12, 2018 by a 13/4 vote with 3 abstentions.**

Chair McCollers' commented that her hope for the next year is that they do a better job at looking at all of the things that they have identified. She would like for them to work to perfect these situations and be accountable to their community as a whole. Committee Member Protzman stated there needs to be another scoring body other than just the CAC; possibly another subcommittee who is not involved with the Executive Committee or involved in the Department of Community Development. He feels that this would resolve some of the issues the HSAC is currently seeing.

### **Subject: Notice of CoC Charter Amendment for HMIS Governance**

Mr. Schmeidler provided notice to HSAC Members that the CoC Governance Charter must be amended to reflect the change from participating in a statewide HMIS implementation to a regional implementation. He reviewed the procedures for amending the charter which requires a full meeting of the CoC. In order for the CoC membership to participate in the decision to amend the CoC Governance Charter, staff recommends that a portion of the September 26, 2018 HSAC meeting be a full meeting of the CoC. Mr. Schmeidler noted that the entire Charter is available for review in the policy section at [www.durhamopeningdoors.org](http://www.durhamopeningdoors.org). However, he gave a brief overview on the relevant charter sections containing amendments which were included in Committee Members handouts.

**Subject: Update on Changes to the City of Durham’s Annual Action Plan Process**

Ms. Lado presented a PowerPoint presentation entitled *HUD Annual Action Plan Schedule August 21, 2018*. She explained that local jurisdictions that receive formula block grant funding such as HOME, Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG) and Housing Opportunities for Persons with AIDS (HOPWA) program funds must submit an Annual Action Plan to HUD. The document outlines a plan on how the jurisdictions will use federal funds in the coming year.

The presentation included the following information:

- What is an Annual Action Plan
- Change to the Durham Annual Action Plan Process
- Rationale for the Change
- Calendar (Time Line)

**Subject: Announcements**

Chair McCollers recognized Ms. Hanaleah Hoberman, new staff member of the Department of Community Development.

Mr. Schmeidler announced the State ESG application process is a separate process. The State released the regional application package in mid-July. The deadline for submission of Durham’s regional application for State ESG funds is October 26, 2018. The deadline for project applications for approximately \$163,000 worth of ESG funding to the State is August 31, 2018. Staff will evaluate, score and rank those project applications and the CAC’s recommended funding for the state ESG application process will be brought before the HSAC for its approval at its September 26, 2018 meeting.

Co-Chair Thompson reminded everyone about the Bull City Stand Down that is scheduled for Friday, September 21, 2018 at the National Guard Armory in the stadium. The event will be from 8:00 am to 3:00 pm.

Reverend Dr. Herndon asked that all HSAC members and staff please join him in a group picture at the end of the meeting.

**Subject: Adjourn**

**Motion** by Committee Member Herbert, seconded by Co-Chair Thompson to adjourn the meeting was approved unanimously.

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

Respectfully Submitted

Sheila Bullock  
Office of the City Clerk