

**GEORGIA BALANCE OF STATE CONTINUUM OF CARE BOARD
MEETING MINUTES**

Atlanta, Georgia

November 16, 2016

Conference Call Number 866-754-5292

Present

David E. Blackwell (teleconference)
Shannon Candler (teleconference)
Carmen Chubb
Teresa Concannon
John Ellis
Monica Johnson (teleconference)
Mike Kraft
Bill McGahan
John R. Moeller
Lejla Slowinski (teleconference)
Antoinette Thornton
Randy Welty (teleconference)

Absent

Kristy Carter
Eric McGhee
Jennifer Shearin
Ann Shirra

Collaborative Applicant Staff

Christy Hahn
Rick Heermans
Chandra Woods McGhee
Tina Moore
Dean Nelson
Dave Whisnant

Support Entities

None

Guests

Rachel Castillo, MUST Ministries
Jenifer Turner-Reid, U.S. Department of Veterans Affairs
Scott Walker, Caring Works, Inc.
Laketa Whittaker Williams, Wellcare Health Plans
Katha Blackwell, Partnership against Domestic Violence
Karen Cramer-TechBridge
Dorothy Clark, Fellowship Deliverance Ministries (teleconference)
Janet Tharp, Lutheran Services
Melinda Allen, Salvation Army-Atlanta

The meeting of the Georgia Balance of State Continuum of Care Board (the "Board") was called to order by Chairman Chubb at 1:03 p.m.

Chairman Chubb welcomed board members, thanked everyone for participating in this meeting and conducted a roll call of the board members present, either in person or on the call.

Chairman Chubb noted that Sule Carpenter has left his position in Clayton County and resigned from the Board. Staff is working to find a replacement for the Clayton County seat.

Chairman Chubb called for approval of the minutes of August 24, 2016 (Tab A).

Motion to approve the minutes of August 24, 2016 was made by John Moeller and seconded by Bill McGahan. The Chairman conducted a roll call for votes, and the motion passed unanimously.

Chairman Chubb invited guests to participate in the public comment period. The guests introduced themselves, and there were no additional comments.

Chairman Chubb called on Dave Whisnant to present the Staff Update. Mr. Whisnant reported that Christy Hahn has returned from leave, and they both will be working on the development of a Coordinated Entry System for the Balance of State as a priority. Mr. Whisnant welcomed Chandra Woods McGhee to the staff as an HMIS Data Analyst, and he discussed efforts to hire persons to staff four vacant positions in the Office

of Homeless and Special Needs Housing. Mr. Whisnant also noted that Rick Heermans is continuing to work with staff on a number of different initiatives as a part-time employee.

Chairman Chubb called on Tina Moore to review Committee Appointments for one of the standing committees (Tab B). Ms. Moore noted that the Membership and Rules Committee is responsible for providing the checks and balances for the BoS CoC. Ms. Moore further stated that they have authority over the development and implementation of the Continuum's Conflict of Interest and Recusal Policy; review of Board selection; ethics and parliamentary procedure; and election oversight of regional "at large" Board members. Referring to the materials located behind Tab B, Ms. Moore presented the proposed fifth committee member for the Membership and Rules Committee, Dave Whisnant, who would replace Christy Barnes who has taken another position within DCA. She noted that Mr. Whisnant is an attorney, as was Ms. Barnes, and he will bring valuable legal expertise to the committee. Staff requested the Board's approval of the recommended replacement member of the Membership & Rules Committee.

A motion to approve the proposed committee appointment of the replacement member of the Membership and Rules Committee was made by John Ellis and seconded by John Moeller. The motion was passed unanimously.

Chairman Chubb called on Christy Hahn to review the 2017 Balance of State Homeless Count. Ms. Hahn reported that on Tuesday, November 15, 2016, staff met with the Standards, Rating, & Project Selection Committee to review staff recommendations on the 2017 Homeless Count Methodology and Action Plan. The recommendations were approved for consideration by the Board. Ms. Hahn reviewed the methodology document and coverage map in detail (Tab C) discussing the purpose, proposed date, coverage efforts, survey instrument, unsheltered count, sheltered count, data collection, and data processing and submission of the Point-in-Time Homeless Count.

There was discussion around the requirement and possible issues related to conducting the count in January, the count serving as a snapshot of who is homeless on that given night. Comparison was made between the methodology and dates of the upcoming and prior counts. Ms. Hahn discussed efforts around collecting and reporting of data on people who are precariously housed, and how this data will be treated differently than other data collected on those who do meet the U.S. Department of Housing and Urban Development's definition of homelessness. Data on people who are precariously housed is provided to Kennesaw State staff who will then make projections according to their statistical model for the areas not physically counted to aid local communities in their planning efforts.

There was discussion on the difficulty in identifying count coordinators and volunteers in many areas of the state. Even though the statistical analysis is expected to provide an accurate assessment, the ultimate goal is to try and physically count in as many counties as possible. Several Board members said they would be happy to spread the word about this need with others in their organizations and through other affiliations they have. Chairman Chubb said that staff would develop a package that could be forwarded to others about the count and provide it to each Board member.

Staff requested the Board's approval of the 2017 Balance of State CoC Point in Time Methodology and Action Plan, as recommended by the Standards, Rating, and Project Selection Committee.

A motion to approve the proposed 2017 Balance of State CoC Point in Time Methodology and Action Plan, as recommended by the Standards, Rating, and Project Selection Committee was made by Bill McGahan and seconded by John Ellis. The motion was passed unanimously.

Chairman Chubb called on Christy Hahn and Tina Moore to provide the Balance of State CoC Updates. Ms. Hahn reported on technical assistance provided by DCA. Ms. Hahn discussed three one-day Capacity Building

training sessions in September, 2016 that were held in Albany, Norcross, and Macon through Collaborative Solutions, a HUD technical assistance provider. Ms. Hahn discussed the Rapid Re-Housing Training in October, 2016 that was held in Macon through the National Alliance to End Homelessness (NAEH), which included a housing first approach to services. Ms. Hahn also reported that DCA, in partnership with the NAEH, launched two Emergency Shelter Learning Collaboratives earlier this month. The purpose of the Learning Collaborative is to support a small group of emergency shelters to build capacity with the ultimate goal of exiting more clients to permanent housing. This is an opportunity for shelters to evaluate and update operations, while being supported by peers and national experts in homelessness and emergency shelter practices. Participation includes conference calls, peer site visits, hands-on technical assistance, and participating in webinars with national experts and other organizations over a 6-month period. Emergency shelters throughout Georgia were invited to participate.

Ms. Hahn then provided a status update of the Homeless Management Information System (HMIS). Ms. Hahn reported that a contract between DCA as the HMIS lead and Eccovia has been signed, and they are currently using sample data to test and inform the data migration process. Plans are in place to migrate all HUD-required data, dating back seven years to be in the new system on the first day of use, which is expected to be January 1, 2017. The Pathways COMPASS ROSE system will shut down on December 31, 2016. The Eccovia migration team was on site at DCA last week and data migration preparation webinars have been held for the last week. In addition, each CoC must work to identify other data to migrate and any customizations required above and beyond the standard system setup, and each CoC may have to pay for additional data transfer and customizations on a case by case basis. Staff sent out a survey to Balance of State CoC HMIS users requesting feedback regarding specific data elements in the current system. The survey determined that in addition to the HUD-required data, users are most interested in bringing over case notes and services should funding allow. The survey also identified thirty (30) HMIS "super-users" who are interested in participating in an early "train the trainer" session that will take place the week of December 12, 2016.

Ms. Moore briefly reported on the 2016 Balance of State CoC Competition noting that following the August Board meeting, DCA staff worked to complete the Exhibit 1 (CoC part of the application), collect certifications and other information. Staff released the Balance of State CoC Application for review on September 12th, 2016, the application was submitted to HUD on September 13, 2016, and the final version is posted on the Balance of State CoC website. Ms. Moore reported that final funding awards are expected to be released before the end of the year. Ms. Moore thanked all the Board members and project review sub-committee participants for their hard work during the competition.

Chairman Chubb asked if there was any old business. There was none.

Chairman Chubb then asked for new business. There was none.

There being no further business, the meeting was adjourned at 1:46 p.m. The next regular meeting of the Board will be held on February 22, 2016, (1:00 P.M.) in Atlanta, Georgia.



Signature

Chairman

Title