

**BLUE RIDGE CONTINUUM OF CARE PLANNING COMMITTEE
TUESDAY, SEPTEMBER 17, 2013
MEETING NOTES**

PRESENT: Aaron Fallon; Ali Hamed-Moore; Beth Lutjen; Carol Tuning; Chris Campbell; Joel Shank; Lee Bosworth; Matt Crookshank; Matthew Wade; Michael Moffitt; Marie Muddiman; Pat Rolley; Sacil Armstrong; Susan Carroll; Tanya Jones; Tim Dayton.

DOCUMENT UPDATES – Carol Tuning

CoC Business Plan and CoC Operating Guidelines which have been approved by the Blue Ridge Interagency Council on Homelessness will be attached to the 2013 application. The Governance Charter Committee working with the Council of Community Services (CCS) will meet later this month.

- CoC Website – CoC meeting notes and meeting notices will be posted. The CoC member application form is being finalized and will be available on the CoC website. Members noted agreement with establishing (CCS) as the location for future meetings if parking does not present issues. Carol will seek parking approval from the YWCA. It was also noted that 2 hour parking is available on Luck Avenue.

UWRV Financial Education – Kristin Adkins

CoC input from the August meeting was taken back to the UW planning committee. A survey is being developed to measure financial education programs currently in use in order to determine how UWRV proceeds. Results will be shared with CoC. UWRV desires to move forward with its partners.

HMIS FORMS/UPDATES

- HMIS Steering Committee – Kristin Moses reported the committee met last week. In order to protect the integrity of the system, agency specific changes and admission rights must be coordinated thru Lee. Barriers assessment will be coordinated with Pathways.
- Housing Barriers Assessment – Matt shared a form which will be posted on the CoC website and available for agency use. The form has been in use at CHRC. Committee recommended the addition of a text box to enter a score. It was reported that those receiving HSG funds must use some form of assessment.
- Diversion Tool – Matt shared that funders want to see clients go through Central Intake as opposed to a shelter. A diversion tool could be used to

help coordinate services and keep people out of the system. Could be used by frontline staff and funneled through Central Intake.

- HMIS Utilization Reports - reports will be posted on the CoC website one week prior to the CoC Meeting. Members reviewed programs not meeting 85% utilization.

It was reported that funds may require reallocation due to inability to fill the Alleghany Highlands Shelter Plus Program. Local Shelter Plus Care Program has approval to fill 8 additional households above capacity. Veterans who have case management and supportive services in place are eligible for Shelter Plus Care.

TLC - members reported having encountered long waiting lists for possible intake. Aaron provided the following response:

“TLC revised its intake policies before Jacob Paysour left TAP. The transition means that ideally there’s a three-day turnaround on applications, staff only document what they feel they absolutely need in order to make an informed decision as to whether or not a potential resident is a good fit with TLC or not, and, most importantly, TLC’s numbers are up again. They are two persons away from being above the 85% threshold for bed utilization rate. They are also maintaining their focus on finding clients who fit the Transitional model until at least December. They will evaluate demand as the time winds down, and consider adopting an Emergency approach at that point. But for now, the actual application process has been streamlined as much as it can be

Why all the delays and confusion? It seems that the majority of requests for intake came all at once. The 100+ person intake list was most certainly the case at one point. There was also a fourteen day stretch during which TLC moved 21 new persons into the program. The sudden surge in demand coincided with some key staff absences through sickness. I gather it was a pretty overwhelming time for TLC staff. They have gotten through the craziness though, and are just about back to normal.

What other agencies should know is that currently there are 44 persons enrolled, and in addition 1 moved in yesterday afternoon and 2 more intakes on the schedule within the next week. Beyond that, if any agency is having trouble getting through the Intake process, it’s best to ask to ask to speak with Cheryl Evans.”

Goodwill requested access to HMIS - will coordinate with Lee.

2013 APPLICATION PROCESS - Carol Tuning

All program requests from the 2012 application were approved in addition to award of planning funding to partner with CCS on the 2013 application process. Sara Cole will be the backup for entering the application.

The renewal GIW for 2013 has been submitted for all current grants; will require HUD review and authorization. Upon approval, reallocation of TLC funds will be determined. A ranking committee will prioritize requests for these reallocated funds. Funding for new grant requests are ineligible this year; only through the reallocation process.

Next step is starting the process of registering the city to apply for funds. Meetings will be called of planning committees to develop the CoC Exhibit 1. All agencies submitting Exhibit 2 Project Applications will be called together to enter their data. We anticipate a quick turnaround to enter and submit the application.

ANNOUNCEMENTS

- SOAR Training - November 14 & 15
- DHCD Housing Conference - November 20-22 - CHRC has been nominated for an award
- National Alliance Collaborative Meeting in Lexington - September 25
- Family Promise Book Group - Marie Muddiman
Group meets at 7pm on 4th Wednesdays at CUPS on Grandin Road -
Captain Ken Argot will be leading the September meeting
- CoC Debriefing - October 8

FUTURE MEETING DATES

- October 15 - tentative date for developing CoC application
- November 19
- December 20 - Homeless Persons Memorial Day