

# Continuum of Care (CoC) Board of Directors Meeting

Meeting Minutes: July 12, 2017 at 11:30am

## **Fort Worth/ Arlington/ Tarrant County (TX-601)**

July 12, 2017 at 11:30am

Broadway Baptist Church

305 W. Broadway

Fort Worth, Texas 76104

**Board Members Present:** Patricia Ward, Paula Robinson, Jason Hall, James Tapscott, Kathryn Jacob, Kirk Driver, Toby Owen, Robyn Michalove, Dawn Zieger, Naomi Byrne

1. Jason Hall: Call to Order at 11:56 am
2. Reports and Discussion
  - A) Tarrant County Homeless Coalition (TCHC)
    - 1) Otis Thornton: TCHC received a clean audit report and two exemplary practices. HUD cancelled their financial monitoring of the programs because of the clean audit.
    - 2) TCHC held a partner social last month and will continue to host them.
    - 3) I have submitted my resignation and continue to serve as Executive Director until someone is hired. We are anticipating early Fall.
    - 4) TCHC has released a Release for Proposals (RFP) for a new website design.
  - B) Standing Committees
    - 1) CoC Board Executive Committee
      - (a) Hall: The committee met in June. A recommendation for committee members will be sent out to repopulate committees. There was a request to prioritize veterans but there is not a recommendation at this time. It will be discussed at the next Executive Committee meeting.
    - 2) CoC Governance and Advocacy Committee
      - (a) Toby Owen: Time to think about the nominating process for new board members for the upcoming year.
      - (b) Ad hoc Committee on Governance Structure
        - a. Hall: We had a discussion regarding the merger of the CoC Board and TCHC Board. We will not continue to pursue a merger and currently in the process of having a continued dialogue with the cities and governmental entities.
    - 3) HMIS Governance Committee Dawn Zieger
      - (a) Dawn Zieger: We have been discussing different software selections. If anybody has interest in participating in the search, come just us. We revisited the HMIS fee schedule. We also reviewed data quality of the CoC programs.
    - 4) Community Projects Review Committee Paula Robinson
      - (a) Paula Robinson: The CPRC met in May. There were only two applications and both were recommended for funding.
    - 5) Improvement, Coordination, and Training Committee Kathryn Jacob
      - (a) Kathryn Jacob: We reviewed the Violence Against Women Act (VAWA) policy and the FY17 CoC competition documents.
      - (b) Ad hoc Committee on Coordinated Entry Jay Semple
        - a. Jay Semple: This committee is now the Coordinated Entry implementation group and this group will meet for 8-10 weeks. The first meeting, we

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focused on quality of access points. There is a gap in services in far west Fort Worth and Mansfield area. CSH was here June 1 and June 2 to assist and champion the CES to move forward. There is a need to redefine workgroups and case conferencing groups. Navigators started June 5. There are 2 PSH, 2 RRH, and 1 overall navigator. We completed the surge and have moved to the HomeBase list.

- b. Patricia Ward: Where are the access points
- c. Semple: We have a google map with ID's access points, has since been updated to include outreach.
- d. Ward: Are there plans to expand?
- e. Semple: We are focusing on quality vs quantity, don't expand if not necessary, there is no wrong door
- f. Ward: Why is there access in Mansfield area, because of jail?
- g. Semple: Not because of jail, people are sleeping outside all over
- h. Jacob: We live in more rural area in Mansfield, many abandoned trailers that aren't habitable and people often around them
- i. Kirk Driver: Can we get a copy of the map?
- j. Carla Storey: When it's finalized we can send link
- k. Driver: I work in Las Vegas Trail area, I see no access points there
- l. Semple: Our outreach teams address that now, committee is discussing possible access points in that area
- m. Storey: We don't want them have too many access point is they aren't necessary, CSH recommended 5+ assessments a day would be a good access location. If we identify who can do the assessment, we can bring them on
- n. Ward: Are you only ones who can do it?
- o. Semple: No, all with HMIS access can do it
- p. Ward: Will this alleviate the bottleneck?
- q. Semple: No, the navigators will help with the bottleneck
- r. Owen: CES has potential to streamline placements, is there way to get monthly outcomes report?
- s. Storey: Yes, working with Thomas on dashboard, currently has openings as we get further we will have reporting data
- t. Thomas Brittian: The number of assessments is on Homebase already, other metrics can possibly be added into the report in month or two

### 3. Board Action Items

- A) Approval of CoC Board Meeting Minutes from May 10, 2017
  - 1) Driver: Motion to Approve
  - 2) James Tapscott: Second
  - 3) All Approved
- B) Appointment of Committee Members
  - 1) Hall: The list is in packet of recommended members
  - 2) Zieger: Motion to Approve
  - 3) Driver: Second
  - 4) All Approved
- C) 2017 HMIS Fee Schedule

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- 1) Zieger: Our recommendation is to go to a fee structure based on the number of programs for each agency. 75% of the cost of HMIS is covered through the grant. The fee schedule gets us to the match.
  - 2) Ward: I don't understand the current structure
  - 3) Brittain: The current structure is that each program in ETO is a flat rate of 1,000 per year. There is also an average number of participant fee in each program that does not exceed \$425.
  - 4) Ward: I want to see what we are paying now versus the new proposed schedule.
  - 5) Brittain: there was an average reduction of 20% from last year within the CoC.
  - 6) Zieger: We need another month to complete this task.
  - 7) Thornton: it would push invoicing to September.
  - 8) Tapscott: It seems unfair to agencies that just have 1 program.
  - 9) Owen: Why are we changing it?
  - 10) Zieger: Partners feel that they were billed more than they should have been.
  - 11) Brittain: There were some agencies that had a collection of several programs that had 4-5 people in them and they felt it was too much. The second ask was to make it simple. This structure makes it simpler and scaled better to agencies that had multiple programs with just a few people in them.
  - 12) Naomi Byrne: Can we do this by email so we can see the impact?
  - 13) Hall: Let's table this. Subject to data
- D) VAWA Housing Plan Policy
- 1) Jacob: HUD requires CoCs to adopt this policy. I would encourage a recommendation that agencies reach out to SafeHaven if this situation arises. This policy is only applicable to victims of DV, stalking, and sexual assault. Agencies have the flexibility to create their own policy as long as it includes the core components of the HUD Violence Against Women Act (VAWA) policy.
  - 2) Hall: Call for motion
  - 3) Robinson: Motion to approve
  - 4) Robyn Michalove: Second
  - 5) All approved
- E) 2017 Continuum of Care Program Competition
- 1) Appointment of Tarrant County Homeless Coalition as Collaborative Applicant
    - (a) Jacob: This is done annually.
    - (b) All approved
  - 2) Application Score Cards
    - (a) Jacob: Test items are new this year. Overall, the scorecard is mostly the same as last year.
    - (b) Carolyn Curry: Monday we had a public briefing for the scorecard. One suggested change includes the utilization rate and recapture rate. We have included them in their own section so they counterbalance each other. We reworded #9 to "Annual cost per successful exit or retention of PH".
    - (c) Hall: Motion to approve as amended
    - (d) Byrne: Motion to approve

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- (e) Robinson: Second
- (f) All approved
- 3) Application Ranking Policy
  - (a) Curry: This is similar to last year's ranking policy. We added "Joint TH-RRH projects" to the new projects section. HUD has not released any information regarding this new project type.
  - (b) Thornton: Special Populations and Voluntary Reallocation sections were also added to this year's policy.
  - (c) Byrne: Some CoC's used to give special consideration to collaborative applications. I'm not sure we have discussed that for CoC projects.
  - (d) Thornton: That is identified in the narrative section of the RFP.
  - (e) Byrne: The narratives are part of the scoring criteria?
  - (f) Thornton: Correct, as long as they articulate it well.
  - (g) All approved
- 4) Reallocation Policy
  - (a) Curry: This is a new policy and a recommendation from HUD.
  - (b) Thornton: Please do not contact HUD and offer to give up money.
  - (c) Curry: HUD continues to encourage reallocation for low performing projects.
  - (d) All approved
- F) Amendments to the Coordinated Entry Operations Manual
  - 1) Thornton: Edits have been made to the CES Operation Manual.
  - 2) Driver: Motion to approve
  - 3) Robyn: Second
  - 4) All approved
- 4. Hall: Request for Future Agenda Items
  - A) None
- 5. Hall: Public Comment
  - A) None
- 6. Hall: Adjournment at 1:08 pm

*The Fort Worth/ Arlington/ Tarrant County Continuum of Care (also known by its HUD designation, "TX-601") serves as the planning and coordinating body for the efforts to prevent and end homelessness in Tarrant and Parker Counties. Meetings may be recorded. General Membership and Continuum of Care (CoC) Board meetings are open to the public. CoC Board Members are selected annually in accordance with the CoC Charter and after a public call for nominations. The Tarrant County Homeless Coalition (TCHC) serves as the Lead Agency, Collaborative Applicant, and HMIS Administrator for TX-601. More information is available at [www.AHomeWithHope.org](http://www.AHomeWithHope.org).*