

Idaho Homelessness Coordinating Committee
Minutes

April 25, 2019

9:00 am – 12:00 pm MST

Voting Members Present:

Chairperson: Brady Ellis, *IHFA*
Region 1: TJ Byrne, *Heritage Health*
Region 2: Steve Bonnar, *Sojourners' Alliance*
Region 3: Nancy Tuttle, *Salvation Army Nampa*
Region 4: Misty McEwan, *SCCAP*
Region 5: BJ Stensland, *Aid for Friends*
Region 6: Bill Campbell, *CLUB Inc.*
Boise CoC: Maureen Brewer, Absent
ID Dept. of Labor: Rico Barrera
ID Dept. of Health and Welfare: Alacia Handy
ID Dept. of Education: Suzanne Peck, Absent
ID Dept. of Corrections: Lorenzo Washington
Veterans Affairs: Anna Johnson-Whitehead

Non-voting Members Present:

Lisa Steele, *Idaho Housing and Finance Association*
Shawn Walters, *Idaho Housing and Finance Association*
Dana Wiemiller, *Idaho Housing and Finance Association*
Lori Stewart, *Idaho Housing and Finance Association*
Kristina Larkin, *Idaho Housing and Finance Association*
Alicia Dart-Clegg, *Idaho Housing and Finance Association*
Jennifer Otto, *Idaho Housing and Finance Association*
Amy Duque, *Idaho Housing and Finance Association*
Shelby Hammond, *Idaho Housing and Finance Association*

Section A | Call to Order / Prior Meeting Minutes

Brady Ellis called the meeting to order. Shelby Hammond took attendance. Eleven voting members were present and two were absent.

Brady requested the board review meeting minutes from the January IHCC meeting and March IHCC phone conference for approval

Section A-1 | Discussion/Vote

Lorenzo asked that a correction be made to the March minutes to show that he attended, and was not absent.

No further questions, comments, or adjustments were brought forward. A motion to formally approve the prior meeting minutes, resolution 19-04-01, and resolution 19-04-02 with the noted corrections was approved.

Motion: Steve Bonnar
Second Motion: Misty McEwen
Vote: None Opposed

Motion Approved

Section B | Attendance Report- Shawn Walters

Shawn reviewed the Attendance Report and noted that the “as of” date needed to be updated to show “Attendance as of 04/25” for Committee and Regional attendance.

No questions or comments were brought forth.

Section C | Quarterly Report- Jennifer Otto

Jennifer did an overview of the CoC’s 1st Quarterly Report for 2019.

Project Counts and Data Quality

Emergency Shelters have a 20% error rate for the response for Disabling Condition. This is a concern as one of the requirements for classification of Chronic Homelessness is a disabling condition. Without this data set being completed, the CoC may be missing the true number of chronically homeless individuals and households.

Most of the project types still have error rates higher than the 5% target for Destination at Exit. Missing or incorrect destination data can affect the System Performance Measurements, APRs and other reports.

Length of Time Homeless

The Emergency Shelters are within the benchmark of 41-59 days as set by the Strategic Planning Committee.

Destination Outcomes

For Permanent Housing there are still a large number of undetermined outcomes and only three projects met the benchmark of 82% positive outcomes set by the Strategic Planning Committee.

Section C-1 | Discussion- Jennifer Otto

Jennifer explained that quarterly reports are to look at the overall data in the system. HMIS pays close attention to data sets that stand out, over 5%.

There was some discussion about the accuracy of VASH data regarding disabling conditions. Jenn pointed out that VASH clients can request that this data not be released, in which case

HMIS will not have access to the information. This regulation protects their privacy and will continue to be a factor in our ability to accurately count VASH clients with disabling conditions.

Jennifer went over the reports on Length of Stay, saying that the CoC is staying within the range of average number of days in shelter. The Rapid Rehousing benchmark should be between 92 and 183 days and the CoC is at 150 days. The CoC's Permanent Housing benchmark went down a little bit since the last reports.

Section D | PIT Report- Jennifer Otto

There was 100 percent participation in the PIT count.

Lorenzo asked if there is ever a desire to do more than one night for PIT. Jen responded that PIT is one night only so that the number of surveys remains unduplicated. HUD does the count in January to know the most accurate number of people have no resources in the coldest time of year.

Brady clarified that the HUD requirement of PIT is that as a body we approve our methodology of how we carry out the count, not necessarily that the results need approval. In the past, we had a vote to approve PIT results; however, we are not doing that this year. If there are concerns or comments then please speak up, but the numbers will not change.

Meeting Break

Brady paused the meeting for a 5-minute break, to meet back at a quarter to 11.

Section E | HMIS Governance Agreement- Alicia Dart-Clegg

Alicia presented that there have been no content changes to the governance agreement. The software provider has switched to Wellsky, so updates were made to the Policies and Procedures Manual to reflect this change. Organizational and formatting changes were also made. Information on IHFA's status as a Unified Funding Agency was added to page 15.

In the Data Quality and Monitoring part of the Standards Plan, content changes include the specification that data entry be completed no later than the 5th business day of the following month. In addition, on page 4, references to reports that are no longer presented to the IHCC were removed so that it accurately reflects what's being presented.

Section E-1 | Resolution 19-04-03

Motion: Nancy Tuttle
Second Motion: BJ Stensland
Vote: None Opposed (Brady Ellis Abstained)

Motion Approved

Section F | Operating Guidelines- Lisa Steele

Dana reviewed a funding opportunity being made available by HUD for a Youth Homelessness Demonstration Project (YHDP) to address youth homelessness; unaccompanied youth 24 and under.

IHFA will need to develop a community plan and establish a Youth Action Board. We propose to start putting together a youth action board, which requires at least 3 youth members, 2 of 3 that are or used to be homeless.

We would like approval to establish the youth action board. IHFA will be outlining an action plan to establish relationships within the community to help with this effort.

Lisa spoke to the fact that if we pursue this, we will be relying on all regions to establish connections and network to build a strong leadership team.

Brady also noted that a capital grant is possible with this opportunity. He also pointed out that this YHDP funding would be able to participate in the CoC funding to continue sustainable efforts in the future.

Section 5 of the Operating Guidelines; serving terms for IHCC voting representatives. Steve spoke to the fact that he cannot recall when the change was made to the section where it states that IHCC representatives must be voted in every year rather than every two years.

Brady said that IHFA will look into the date of change and send out documentation of the change to the IHCC board and the date that the change was established.

Section F-1 | Resolution 19-04-04

Motion:	Nancy Tuttle
Second Motion:	Lorenzo Washington
Vote:	None Opposed

Motion Approved

Section G | Committee Updates

Dana reported that the Coordinated Entry committee is working on setting benchmarks, looking at CoC as a whole, and determining what resources are available and needed.

A monthly report will be created that Access Points will submit to provide additional information on Coordinated Entry activities in addition to information found in HMIS. It will include a report on activities and accomplishments of the Housing Specialists at each Access point.

A Housing Specialist training will be put together in the upcoming months that each Access Point will be encouraged to attend.

Section H | Regional Updates

There were no comments on regional updates as time was running short to finish the meeting.

Section I | Newsletter

Lisa presented the quarterly newsletter to the board for their review and thanked Shelby for her efforts in putting it together. She also asked that anyone having events or information they would like to share in future newsletters, to contact Shelby.

Section J | Strategic Planning- Lisa Steele

Lisa presented an update on the Strategic Planning efforts that the IHCC board has undertaken. She provided information about the next steps decided on by the board at the last strategic planning session and shared a Power-Point presentation that could be used by the Regional Coalition Representatives and/or the Regional Coalition Chairs to carry out the IHCC Strategic Planning message to their Regional Coalitions.

Brady suggested that everyone look through the Power-Point slides put together for the Regional Strategic Planning roll out. An organization chart will be added to the Power-Point.

A representative from IHFA will be available to the Regional Coalitions to present the plan at a meeting for each region, if needed.

Section K | Operating Procedure Review

Steve raised a concern that he felt that the IHCC board previously discussed that IHCC committees could strategize implementation of changes, but that approval would be needed by the board before the changes are made. Steve mentioned that efforts made to improve the program are appreciated, however, the tool made for homeless prevention was changed drastically without first being passed by the board.

Brady explained that the language defining policy vs. procedure, and what needed board approval, is referenced in Section 6 on page 16 of the Operating Guidelines. Brady reviewed the section and how IHFA interpreted it when implementing the Homeless Prevention process.

Dana spoke to the trial agreement set by committee members on implementing Homeless Prevention and that it can be revisited.

Meeting Adjournment- Brady Ellis

As the meeting came to a close, Brady thanked the IHCC representatives for attending and arrangements were made to proceed to New Path for a tour of the facilities.

Meeting adjourned at 12 PM.