

MINUTES OF THE
CONTINUUM OF CARE BOARD
January 26, 2015
MAG Office Building, Cottonwood Room

MEMBERS ATTENDING

Brad Bridwell, Cloudbreak Communities
Moises Gallegos, City of Phoenix
Kevin Hartke, City of Chandler, Councilmember,
Chair
Theresa James, City of Tempe
Nick Margiotta, Phoenix Police Department
Darlene Newsom, United Methodist Outreach
Ministries (UMOM) New Day Center

*Neither present nor represented by proxy.

#Attended by telephone conference call.

+Attended by video conference.

Amy Schwabenlender, Valley of the Sun United
Way
*Thelda Williams, Councilmember, City of
Phoenix, Vice Chair
Diana Yazzie Devine, Native American
Connections
Tami Linkletter, Save the Family

OTHERS PRESENT

Mary Alice McKone, TSA
Rene Ayres-Benairdz, A New Leaf
Mike Bell, SVDP
David Bridge, HSC/LDRC
Wendy Bunn, SBH
Trizia Cano, CIR/HMIS
Billy Cully, CASS
Jenny Day, Basic Mission
Mark Dobay, A New Leaf
Lisa Eddings, Terros Safe Haven
#Piper Ehlen, Homebase
Cherylinn Galdi, Save The Family
Maria Garsy, Sojourner
Rosalie Hernandez, A New Leaf
Tom Hutchison, A New Leaf
Tanganyilla Johnwell, Lifewell
Robert Kneuchkel, Sojourner
Karen Kurtz, Community Bridges
Gilbert Lopez, City of Glendale
Mattie Lord, UMOM
Laura Peter, Labor's Community Service Agency
John Scott, US Vets

Joan Serviss, AZCEH
Charles Sullivan, ABC Housing
Mike Shore, HOM, Inc.
Sharon Shore, HOM, Inc.
Nicky Stevens, ABC Housing
Ursula Strephens, CASS
Jacki Taylor, Save The Family
Michelle Thomas, CIR
Kimberly Thompson, Labor's Community
Service Agency
Keith Thompson, Phoenix Safe Haven
Craig Tribken, CASS
Nancy Marion, House of Refuge
Suzie Martin, Homeward Bound
Mike McQuiad, Community Volunteer
Pilar Vargas, CPLC
Will Vurkurich, House of Refuge
Kim Vanemwegen, VSUW
John Wall, AHI
Celina Brun, MAG
Brande Mead, MAG
Amy St. Peter, MAG

1. Call to Order and Introductions

Chair of the Continuum of Care (CoC) Board, Mr. Kevin Hartke, City of Chandler, called the meeting to order at 2:01 p.m. Introductions of the Committee and audience ensued.

2. Call to the Audience

Audience members were given an opportunity to address the Committee on items that were not on the agenda that are within the jurisdiction of MAG, or non-action agenda items that are on the agenda for discussion or information only. There were no comments from the audience.

3. Approval of the December 8, 2014 Continuum of Care Board meeting minutes

Addressing the first order of business, Chair Hartke asked if the Board had reviewed the December 8 meeting minutes and had any comments. The board did not have comments. Mr. Brad Bridwell motioned to approve the December 8, 2014 CoC Board meeting minutes. The

motion to approve the December 8, 2014 CoC Board meeting minutes is seconded by Ms. Theresa James. Chair Hartke opened the floor for comments on the meeting minutes from the audience. No comments were made. The motion was subsequently approved by a unanimous vote.

4. Approval of the Membership Recommendation for the Continuum of Care Committee

The membership workgroup met on January 13, 2015 to review letters of interest for the Continuum of Care Committee. Chair Hartke introduced Ms. Brande Mead to discuss the process and recommendation on behalf of the Membership Working group.

Ms. Mead stated that 29 letters of interest for those interested in serving on the CoC Committee were received. The Membership Workgroup met with a focus on inclusiveness with the CoC Committee and abiding by the guidelines of the CoC approved Governance Charter. The membership roster presented included a recommendation for 24 members on the Committee. The Governance Charter states that an agency can have one representative serve on the Committee. Four agencies had two people submit letters of interest. Therefore, one person from each of those agencies were recommended as the member. However, the Membership Workgroup recommended that the Committee allow alternates (or proxies). Therefore, those who did not get recommended to serve on the Committee could be the proxy.

There were four categories that did not receive recommendations because letters of recommendation were not received for those categories. The four categories that are currently vacant are:

1. School Districts
2. Hospitals
3. Universities
4. Law Enforcement

Ms. Mead stated that there was a letter of interest received from Valley of the Sun United Way, however the Governance Charter states that with the exception of provider agencies, no agency may have representation on both the CoC Board and the CoC Committee and Valley of the Sun United Way has a member serving on the Board. Therefore, the recommendation being presented for the Committee membership does not include the representative from Valley of the Sun United Way.

Ms. Mead indicated that the Membership Working Group is seeking approval of the membership roster that is presented. With the recommendation that membership be opened again for the four categories that have not been filled on the membership roster. The Membership Workgroup would like to take direction from the CoC Board about the concerns raised for the Charter language not allowing an agency to represent at both the Committee level and Board level.

According to the Governance Charter, once the Committee is seated, staff would accept letters of interest among the members of the Committee for the Chair and Vice-Chair

position of the Committee. Once the CoC Committee is formed; letters of interest for the Chair and Vice-Chair are welcome.

The Membership Workgroup also discussed terms as referenced by the Governance Charter. According to the Charter, Committee members would have two, three, and four year staggered terms. The Membership Workgroup is suggesting that staff may pull randomly to select the terms of membership the committee as was conducted for the CoC Board terms. Ms. Mead concludes with opening the floor for questions or comments from Board members.

Mr. Moe Gallegos agreed to move forward with the membership slate as recommended and stated that it was critical to continue the search for the positions of Law Enforcement, Universities, School Districts and Hospitals. Mr. Gallegos asked how to amend the Charter. Ms. Mead stated that recommendations to change the Charter can be made at the CoC Board level.

Chair Hartke opens the floor to the audience for comments. No comments were made.

Ms. Darlene Newsome made a motion to accept the CoC Membership Committee as presented by the Membership Workgroup. Ms. Schwabenlender seconded the motion to accept the CoC Membership Committee has presented.

5. Update on CoC Board Retreat, Community Visioning Session, and Performance Measurement Work

Chair Hartke introduced Piper Ehlen who discussed the CoC Board retreat that took place in December of 2014. Ms. Ehlen indicated that the Board reviewed the language and requirements in the HEARTH Act as well as the responsibilities outlined for the CoC Board in the Governance Charter.

Ms. Ehlen began with sharing an update on the performance measurement work. The group started meeting in June to determine what the community should measure, especially for CoC and ESG funded programs. The group created a draft list of performance measurements, aligned with HEARTH and HUD's performance measure guidelines. She added that they are currently waiting for HUD to release HMIS-specific guidelines for data. In the meantime, the group is working with data available from APRs and the annual point-in-time count.

The group proposes the following recommendations:

- Quarterly reports provided to the CoC Board
- Annual reports presented at a larger community meeting
- Determine targets and community standards for the following year
- System level reports and program level reports
- Use program codes in the first year, instead of naming each program. Name programs after that

Ms. Ehlen reviewed a handout with the members of the Board with suggestions related to the Governance Structure of the Committee. She suggested that the Performance Measurement group be closely linked to the CoC Board decision making process.

The discussion turned to oversight of the HMIS project. Mr. Gallegos asked if there was a way to more closely link the performance measurement work to HMIS. Ms. Ehlen stated that this topic was discussed at the retreat and the Board would like to have more oversight and direct link to the performance of the HMIS project.

Mr. Bridwell suggested that a new group be created that includes performance measurement of the system, individual projects and the HMIS performance. Mr. Margiotta agreed with Mr. Bridwell. Ms. Schwabenlender stated that she believes that the work of the new group should be integrated with the Board. Ms. Yazzie-Devine stated that she believes it is important to provide technical assistance to agencies to ensure they have opportunities to succeed.

Chair Hartke asked for questions from the audience. Karen Kurtz asked for the Board to keep in mind the representation of performance measures. She stated that data is not always accurate and that the Board should keep this in mind as they are measuring performance.

Chair Hartke asked Piper to continue her presentation. Ms. Ehlen continued indicating that next steps include filling the Committee seats, focusing on regionalism, implementing the recommended changes to the HMIS project identified in the HMIS assessment, ensuring peer support is available, and addressing concerns related to the NOFA. She also suggested holding a community visioning session to collect feedback from community members on the planning priorities for 2015.

Mr. Bridwell asked if the discussion could continue under item number six on the agenda since it is related to the HMIS Action Plan recommendations.

6. Homeless Management Information System Action Plan

Ms. Mead referred members to the HMIS Action Plan distributed with the meeting materials. She explained that tasks were separated in to categories and prioritized with a level one, two, or three level of action. The prioritization would help guide which tasks should be completed first and in what order. The action plan was created during the HMIS Technical Assistance Site Visit held in November of 2014 and at that time, the group prioritized re-alignment of the HMIS Governance structure as the number one priority.

Ms. Mead stated that the HMIS Action Plan is being presented to the Board for information and possible approval and that she is specifically seeking approval to move forward with the recommended changes to the HMIS Governance structure as outlined in the report and action plan.

Mr. Bridwell stated that he believes that the HMIS governance should report directly to the Board but not solely be an HMIS group but rather focus on performance measurement for the system and HUD funded projects. Mr. Margiotta agreed with Mr. Bridwell. Ms. James states that the Board should not lose focus on the HMIS specific recommendation. Ms. Schwabenlender clarifies Mr. Bridwell's suggestion and then suggests to approach the possible formation of the new HMIS group under the same process used to create the CoC Committee, including asking for letters of interest.

Mr. Gallegos indicated that he does not want to impede the progress of the actions related to the HMIS project and wants the work identified in the action plan to move forward. Mr. Bridwell stated he does not believe it will affect the timeline. Mr. Gallegos agreed with the concept but stated he is unsure about a possible delay. Ms. Yazzie agreed and stated that if this new group is in place, many ideas and organizations would be brought to the table.

Mr. Margiotta suggested that a performance standards and data quality group be created and that this new group would report directly to the CoC Board. He also suggested that it would still be important to have an HMIS user group as well that would report to the new group. Ms. Schwabenlender indicated that she agrees the group should have a direct connection to the Board and be integrated with the ranking and review process. Ms. Yazzie-Devine added that technical assistance should be provided to projects that are not performing well to assist them to improve.

Chair Hartke asked for input from the audience. Michelle Thomas commented that there are HUD required technical tasks like approval of policies and procedures, data standards, and other HUD requirements. She asked if the new group would be responsible for these things or if that would be under the User Group. It was suggested that those technical items would be done at the User Group level and then go up to the new group. Discussion ensued on the creation of a new group and how it would be structured.

After discussion, Brad Bridwell made a motion to create a Performance Measurement and Data Standards Committee that would have a direct line to the CoC Board and a dotted line to the Continuum of Care Committee. The Chair of the group would provide reports to the CoC Board and Committee when needed. Nick Margiotta seconded the motion and it was approved unanimously.

7. Approval of Standards of Excellence

This agenda items was tabled to the February meeting.

8. Coordinated Access Update

This agenda items was tabled to the February meeting.

9. Partnerships for Opening Doors- Integrating Employment and Housing Strategies to Prevent and End Homelessness

This agenda items was tabled to the February meeting.

10. Update on the Plan for the closure of the Men's Overflow Shelter (MOS)

This agenda items was tabled to the February meeting.

11. Request for Future Agenda Items

No future agenda items were requested.

12. Comments from the CoC Board

Mr. Gallegos stated that all homeless programs and services will continue working as they normally would, despite the activities related to the Super Bowl.

Adjourn

The meeting was adjourned by Chair Hartke at 3:35 p.m.