

June 3, 2015

TO: Members of the MAG Continuum of Care Regional Committee on Homelessness

FROM: Mattie Lord, UMOM New Day Centers, Chair  
Jacki Taylor, Save the Family Foundation of Arizona, Vice Chair

SUBJECT: MEETING NOTIFICATION AND TRANSMITTAL OF TENTATIVE AGENDA

**Meeting - 9:30 a.m.**

Wednesday, June 10, 2015

MAG- 2<sup>nd</sup> floor Ironwood Room

302 N. 1<sup>st</sup> Avenue

Phoenix, AZ 85003

(Parking is available from the garage below the building. Bring your parking ticket to the meeting for validation.)

The next MAG Continuum of Care Regional Committee on Homelessness (CoC) meeting will be held at the time and place noted above. Members of the CoC may attend either in person or by phone. Supporting information is enclosed for your review.

The meeting agenda and resource materials are also available on the MAG website at [www.azmag.gov](http://www.azmag.gov). In addition to the existing website location, the agenda packet will be available via the File Transfer Protocol (FTP) site at: <ftp://ftp.azmag.gov/ContinuumOfCareRegionalCommitteeonHomelessness>.

This location is publicly accessible and does not require a password.

Please park in the garage underneath the building. Bring your ticket to the meeting, parking will be validated. For those using transit, the Regional Public Transportation Authority will provide transit tickets for your trip. For those using bicycles, please lock your bicycle in the bike rack in the garage.

In 1996, the Regional Council approved a simple majority quorum for all MAG advisory committees. If the Human Services Technical Committee does not meet the quorum requirement, members who have arrived at the meeting will be instructed a legal meeting cannot occur and subsequently be dismissed. Your attendance at the meeting is strongly encouraged.

Pursuant to Title II of the Americans with Disabilities Act (ADA), MAG does not discriminate on the basis of disability in admissions to or participation in its public meetings. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the MAG office. Requests should be made as early as possible to allow time to arrange the accommodation.

If you have any questions, please call the MAG office.

MAG CONTINUUM OF CARE REGIONAL COMMITTEE ON HOMELESSNESS (COC)  
TENTATIVE AGENDA  
June 10, 2015

COMMITTEE ACTION REQUESTED

1. Call to Order

2. Call to the Audience

An opportunity will be provided to members of the public to address CoC on items not scheduled on the agenda that fall under the jurisdiction of MAG, or on items on the agenda for discussion but not for action. Citizens will be requested not to exceed a three minute time period for their comments. A total of 15 minutes will be provided for the Call to the Audience agenda item, unless CoC requests an exception to this limit. Please note that those wishing to comment on agenda items posted for action will be provided the opportunity at the time the item is heard.

3. Approval of May 13, 2015 meeting minutes.

The draft minutes for the April 15, 2015 meeting are posted with the meeting materials.

4. Key Decisions for Implementation of Coordinated Entry System

Review and recommend approval of Priority Two Coordinated Entry System- Family Housing Hub Decisions. Information, discussion, and possible action on other key decisions related to the implementation of the Coordinated Entry System.

5. Regional Coordinated Entry System Oversight

Discuss options for Coordinated Entry Oversight and explore the use of an existing group or recommendation to create a new group responsible for Coordinated Entry oversight.

2. Information.

3. Approval of the May 13, 2015 Continuum of Care Committee meeting minutes.

4. Information, discussion, and possible action to recommend approval of key decisions for the implementation of the Coordinated Entry System.

5. Information, discussion, and possible action to recommend a group to provide oversight of the Regional Coordinated Entry System.

**MAG Continuum of Care Regional Committee on Homelessness-- Tentative June 10, 2015**

6. Review of Data to Inform Funding Priority Recommendation

The CoC Program Registration Notice was released by HUD on April 28, 2015 for Fiscal Year 2015 funding. The notice contains information about the application as well as opportunities for project reallocation. Members will have an opportunity to offer feedback and possible recommendation to the Board for funding priorities.

7. Update on Performance Evaluation and Local Application Process

An update will be provided on the CoC project performance evaluation process and evaluation tool, approved by the Continuum of Care Board. In addition, an overview will be provided on the local CoC project application process.

8. Request for Future Agenda Items

Topics or issues of interest that the MAG Continuum of Care Regional Committee on Homelessness would like to have considered for discussion at a future meeting will be requested.

9. Comments from the Committee

An opportunity will be provided for Continuum of Care Committee (CoC) members to present a brief summary of current events. CoC members are not allowed to propose, discuss, deliberate or take action at the meeting on any matter in the summary, unless the specific matter is properly noticed for legal action.

Adjournment

6. For information, discussion, and possible action to offer a recommendation to the CoC Board on funding priorities.

7. Information and discussion.

8. Information and discussion.

9. Information.

MINUTES OF THE  
MARICOPA ASSOCIATION OF GOVERNMENTS (MAG)  
CONTINUUM OF CARE COMMITTEE  
May 13, 2015  
MAG Office Building, Ironwood Room

MEMBERS ATTENDING

Karia Basta, Arizona Department of Housing  
David Bridge, Human Services Campus  
\*Erin Callinan, Arizona Coalition Against Sexual and Domestic Violence  
\*Arjelia Gomez, Chicanos por La Causa  
Joann Hatton, Arizona Department of Health Services  
Tom Hutchinson, A New Leaf  
Jessa Johnson, Mercy Maricopa Integrated Care  
Stephanie Knox, Arizona Department of Housing  
Karen Kurtz, Community Bridges  
Mattie Lord, UMOM New Day Center  
Suzie Martin, Homeward Bound  
Ken McKinley, Tumbleweed  
Linda Mushkatel, Lodestar Day Resource Center

\*Neither present nor represented by proxy.  
#Attended by telephone conference call.  
+Attended by video conference.

OTHERS PRESENT

David Arias, Salvation Army  
Jane Baker, Ascension Lutheran Church  
Libby Bissa, City of Phoenix  
Kellee Ellis, Chrysalis  
Miranda Jilek, Lifewell  
Beth Noble, A New Leaf  
David Olivarez, Terros  
Kinari Patle, UMOM, New Day Center

\*Dennis Newburn, City of Mesa  
#Rodrigo Olivares, Crisis Response Network  
John F. Scott II, MSW, United States Marine Corps  
U.S. VETS-Phoenix  
Sharon Shore, HOM Inc.  
Sara Sims, Phoenix Elementary School District  
Ursula Strepans, Central Arizona Shelter Services  
Charles Sullivan, Arizona Behavioral Health Corporation  
Jacki Taylor, Save The Family  
Keith A. Thompson, Phoenix Shanti Group  
Kimberly Thompson, Labor's Community Service Agency (LCSA)  
Will Vucurevich for Nancy Marion, House of Refuge East  
John Wall, Arizona Housing Inc.

Laura Peters, LCSA  
Catherine Rea, Community Information and Referral (CIR)  
Stephanie Shaw, Area Agency on Aging  
Angel Ocegueda, Salvation Army  
  
Brande Mead, MAG  
Amy St. Peter, MAG

1. Call to Order and Introductions

Mattie Lord, UMOM, Chair of the Continuum of Care (CoC) Committee, called the meeting to order at 9:39 a.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 the Committee, 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 April 15, 2015 Meeting Minutes

Chair Lord entertained a motion to approve the April 15, 2015, meeting minutes. A motion to approve the minutes was made by Suzie Martin, Homeward Bound. The motion was seconded by Linda Mushkatel, Lodestar Day Resource Center. The motion passed.

### 4. Review of Open Meeting Law

The CoC Governance Charter, approved by the CoC in January 2014, indicates that the CoC Committee is a group that would abide by Open Meeting Law. Chair Lord introduced Ms. Brande Mead, MAG, who would present a brief overview of the important things to remember when following Open Meeting Law (OML) and how OML applies to the CoC Committee.

Ms. Mead stated that all official committees that fall under the purview of MAG must operate under OML. OML does not apply to Ad-Hoc Committees or working groups. OML is designed to provide an open forum for public comments and to facilitate transparency. The CoC Committee is subject to OML if there is a gathering in person or through technological devices of committee members and a quorum is present.

Meeting notices are posted 24 hours in advance of all meetings if there is a potential to meet quorum. Meeting minutes are posted within 72 working hours. Ms. Mead noted that she would send an email out with further details. Ms. Mead opened the floor for comments. There were no comments.

### 5. Performance Evaluation for Ranking and Review

Chair Lord stated the agenda item number five was for information, discussion, and possible action to approve a recommendation on the performance evaluation and ranking and review process to the Continuum of Care Board. Members would have an opportunity to discuss the performance evaluation tool and Ranking and Review process for the HUD Continuum of Care Program funding application. Furthermore, Chair Lord explained that in the future the agenda will limit *information only* pieces in order to provide room for agenda items that require discussion. Chair Lord noted the development, and extensive work of the Performance Evaluation for Ranking and Review Ad-Hoc group proposed by the Committee at the April meeting to look at the 2014 CoC application process and identify areas of improvement. Chair Lord left the discussion to Ms. Mead. Following the discussion of the Ranking and Review Ad-Hoc meetings, Ms. Mead presented the results of the Ad-Hoc meetings.

Ms. Mead reviewed the suggested changes to the general process of the funding application prior to the Notice of Funding Availability (NOFA), after the NOFA is released, the appeals process, reallocation, and threshold. Discussion followed regarding the suggested changes. After further discussion, Chair Lord summarized the suggested amendments.

- Changing the high stakes language under threshold.
- Modifying the language around HMIS.
- Modifying the language on coordinated assessment.
- Matching the application questions to the project type.

Chair Lord opened the floor for further comments and questions. There were no comments. Ms. Karen Kurtz, Community Bridges, motioned to accept the document including the suggested amendments. Ms. Suzie Martin, Homeward Bound, seconded the motion to accept the document including the suggested amendments. The motion passed.

Moving on to the Scoring Tool, Ms. Mead stated that a few changes were made to the Scoring Tool for the HUD applications but the format remained the same. Ms. Mead identified the following changes:

- Under first goal: “project serves a harder to serve population”, there was clarification specifically on households served by the program and the points scored are by household.
- Housing objective to increase housing stability. Currently there is 10 points available based on HUD’s goal. If an applicant meets HUDs goal, the applicant receives 80 percent of the points. However, if the applicant exceeds HUDs goal, the applicant receives additional points

After further discussion, the committee concluded the following suggestions to the tool.

- Adjust the scoring scale.
- Keep leverage.
- Separate match (required 25 percent in threshold review) and leverage.
- Add training by user.
- Eliminate exit to known destinations.

Chair Lord noted that the issue regarding bonus points on the HUD application was declared unresolved and would be sent to the CoC Board for final discussion. Ms. Kurtz motioned to accept the Scoring Tool with the changes discussed. Ms. Martin seconded the motion to accept the Scoring Tool with the changes discussed. The motion passed.

6. Review of Data to Inform and Approve Recommendation for 2015 Housing Inventory Chart Unmet Need

Chair Lord stated that the 2015 Point-in-Time Count (PIT) and Housing Inventory Chart (HIC) were due to HUD on May 15, 2015. Staff from Community Information and Referral (CIR) and MAG will review the data collected for the PIT and HIC. Data will also be provided from the Family Housing Hub and the Welcome Center. Staff is seeking a recommendation from the Committee on the unmet need of Emergency Shelter, Transitional Housing, Safe Haven, and Permanent Housing beds and units in the community for the HIC. With no time left to discuss the unmet need Chair Lord asked for volunteers to meet on May 14, 2015 to discuss and quantify the unmet need data requested by HUD on May 15, 2015.

The following individuals volunteered.

- Brande Mead, MAG
- Suzie Martin, Homeward Bound
- Ken McKinley, Tumbleweed
- Jacki Taylor, Save the Family
- Ursula Strephans, Central Arizona Shelter Services
- Karen Kurtz, Community Bridges

- Mattie Lord, UMOM New Day Center
- David Bridge, Human Services Campus
- Sharon Shore, HOM Inc.
- Catherine Rea, CIR
- Michelle Thomas, CIR

7. HUD CoC Program Registration Notice and Review of Data to Inform Funding Priority Recommendation

*This agenda items was tabled to the June meeting.*

8. Regional Coordinated Entry System Oversight

*This agenda items was tabled to the June meeting.*

9. Request for Future Agenda Items

Chair Lord opened the floor for suggestions on agenda items for the June meeting. No requests for agenda items were made.

10. Comments from the CoC Committee

Chair Lord opened the floor for comments or suggestions. No Comments or questions were made.

Adjourn

Chair Lord adjourned the meeting was at 11:20 a.m.