



**Kentucky Housing Corporation**  
**KY Balance of State Continuum of Care – Advisory Board Meeting**  
**10:00 a.m. ET, Thursday, January 17, 2019**  
**KHC – West Annex – 1231 Louisville Rd. Frankfort, KY 40601**

The Kentucky BoS CoC Advisory Board met on January 17, 2019 at Kentucky Housing Corporation in Frankfort, Kentucky. A quorum was present with the following members:

**KY BoS CoC Board Members Present and via Webinar**

- Caleb Rose, Pennyroyal Center (Region 1)
- Steve Clark, Heartland Cares (Region 1)
- Michelle Yoebstl, BRASS (Region 2)
- Cyndee Burton, Matthew 25 (Region 2)
- Kristy Dangel, Women’s Crisis Center (Region 3)
- Danielle Amrine, Welcome House (Region 3)
- Paul Semisch, Gateway Housing (Region 4, Chairperson)
- Rebekah Stamper, Volunteers of America (Region 4)
- Jackie Long, Mountain Comprehensive Care Center, Inc (Region 5)
- Bailey Richards, Kentucky River Community Care (Region 5)
- Marty Jones, Community Action Council of Lexington (Region 6, Vice-Chair)
- Kenzie Strubank, Homeless and Housing Coalition of Kentucky (Region 6)
- Sameera Jackson, WellCare (At-Large)
- Lydia Jefferson, Kentucky Housing Corporation (At-Large)
- Adrienne Bush, HHCK (ex-officio)
- Robin Perkins, KCADV (ex-officio)

**Others Present and via Webinar**

- Alicia Bures, Volunteers of America Mid-State
- Amanda Couch, Welcome House
- Dave Swenson, Department of Veteran Affairs
- Kandice Whitehouse, Elizabeth’s Village
- Kristin Murley, LifeSkills
- Stephanie Savage, Volunteers of America Mid-State
- Anne Vandervort, Volunteers of America Mid-State
- Bev Merrill, Welcome House
- Tish Shupe, Clark County Community Services
- Andrea Miller, KCADV

- Donna Wyatt, Pennyroyal
- Paula Howard, Mountain Comprehensive Care Center, Inc.
- Peggy Tucker, CILO
- Curtis Stauffer, Kentucky Housing Corporation
- Shaye Rabold, Kentucky Housing Corporation
- Rosemary Lockett, Kentucky Housing Corporation
- Danielle Humes, Kentucky Housing Corporation
- Ashley VonHatten, Kentucky Housing Corporation
- Tisha Callis, Kentucky Housing Corporation

### **Introductions and Approval of the Minutes**

Paul Semisch introduced the two new KY Balance of State Continuum of Care (KY BoS CoC) Advisory Board At-Large members Sameera Jackson and Lydia Jefferson.

Kristy Dangle and Shaye Rabold verified the K-Count discussion regarding the Observation tool is correctly stated in the November 15, 2018 minutes and determined it accurately reflects the intent (at the time of the meeting) to remove question 10 from the Observation tool.

A motion to approve the minutes from the November 15, 2018 board meeting was made by Marty Jones and seconded by Kenzie Strubank. The motion passed unanimously.

### **KHC Updates**

Curtis Stauffer shared with the Board the Housing Contract Administration (HCA) reorganization is fully underway, with HCA being split into two teams, Single-Family Programs and Homeless Services. The Single-Family Programs, under Keli Reynolds, will include single-family development, homeowner occupied rehab, weatherization, Help Desk management, Chaffee and Olmstead. The Homeless Services Team will include a new Homeless Services manager, with Kenzie Strubank accepting and starting this position on January 28, 2019. Under the Homeless Service team, a Data and Reporting group was created and will be supervised by Danielle Humes. Danielle and Ashley VonHatten will work closely to create reports and analyze coordinated entry data. New position openings will include a reporting specialist, weatherization assistance program technical administrator, and two project specialists. Curtis asked for everyone's patience with the transition, and the continued use of the HCA Help Desk to ensure timely responses, create a paper trail, and track questions that arise across the board.

With the current government shutdown, a delay in the CoC Planning Grant extension has occurred, which has caused the Housing First training to be delayed as well. Details will be shared as they become available, but the training will most likely occur in March instead of February.

### **Continuum of Care Updates**

Shaye stated the main focus under Continuum of Care (CoC) for the month of January is the Point-in-Time Count (PIT and/or K-Count). The 2018 CoC competition award announcements are delayed due to the continued government shutdown. HUD originally stated announcements would be distributed in January, however, the timeframe is now unclear.

Rosemary Lockett explained how the government shutdown will affect draws. Agencies drawing on 2017 CoC grants, prior to the government shutdown, will continue as normal, unless their end date is December 31, 2018. These agencies cannot make the final draw until the government reopens. The accessibility of draws is determined by information in eLOCCS and agencies can submit an HCA Help Desk ticket to determine the status. KHC does not have eLOCCS access for direct grantees with new 2017 projects. These agencies should create an account and determine if funds are accessible. KHC homeless matching funds for KHC subrecipients are available to bridge the gap and are not contingent to the project being setup in eLOCCS.

## **Committee Reports**

### **Coordinated Entry**

Kenzie and Ashley reported the next Coordinated Entry Committee meeting is scheduled for February 4, 2019 at 11am. Discussion topics include new Committee Chair, HUD Data and Management Guide, coordinated entry evaluation process, and new data reporting elements occurring with Danielle and her team. Detailed update to occur at next Board meeting.

### **Performance Measures**

Performance Measures Committee met on January 9, 2019. Marty Jones reviewed the meeting stating Ashley presented the results of the surveys distributed to the lower performing rapid re-housing (RRH) projects from the most recent CoC competition. There were three barriers consistently identified across the projects to obtaining permanent housing (PH) which included maintaining client contact, participants' criminal backgrounds and location of/availability of units. Follow up with agencies to gather more specific information related to criminal backgrounds will be completed.

Carol Anne Sell presented two reports which examined the performance of RRH projects from across the Kentucky BoS as it pertains to exits to PH. Based on the reports, around 80-85% of participants are exiting to PH. KHC staff will work on broad measures for gauging performance at the Local Prioritization Community (LPC) level and report back to the committee.

The Committee agreed areas of technical assistance should include client contact, landlord recruitment, and targeted trainings for emergency shelter and transitional housing projects. It was decided to revisit formally recommending targets to the Board until intermediate goals were established. Shaye stated an April or May timeframe for specific benchmarks for the CoC competition would ensure KHC and the Committee are aligned regarding expectations. Danielle hopes to add a dedicated staff person to participate in meetings and provide data analysis.

Bev Merrill stated there are issues with HMIS data in RRH. If the housing move-in date is prior to entry date, the data is not calculating. Housing move-in date should be after entry date. Danielle reported new CoC APR in fall of 2018 does not calculate zero to seven days after move-in and is actively working with the vendor to resolve issue.

### **Governance Committee**

Paul reported a special meeting of the full CoC membership occurred on December 6, 2018. Sameera Jackson was elected to the Board as an At-Large member and amendments to the CoC Bylaws were approved. Approved amendments are italicized and underlined below:

- Article V, Section 4 (second sentence in paragraph): The minutes will be posted on the Continuum Web page (or designated communications mechanism) two business days prior to the next meeting of the CoC or BOS CoC Board.
- Article VI, Section 2.: The Advisory Board of the BOS CoC shall be comprised of at minimum 12 directors and maximum of 17 voting directors.
- Article VI, Section 2.b: Three (3) to five (5) directors shall be nominated by a majority vote of the current Advisory Board. These three (3) to five (5) directors will be recruited from non-CoC/ESG funded agencies and must serve within one of the following categories...
- Article VI, Section 3: The first paragraph of this section (on bottom of page 5) will remain unchanged as the regional representatives need to be nominated and voted in at the regional level. The second paragraph (at the top of page 6) will be amended as follows:
  - o The three (3) to five (5) Board appointed positions must agree to serve in said capacity and will be recruited from BOS agencies not currently funded by ESG or CoC. These directors will be nominated by the Governance Committee and elected by a majority vote of the CoC Advisory Board. If elected after the start of the fiscal year on July 1st, their Board term will be retroactive to July 1st to ensure consistency with the terms of other Board members.
- Article VI, KY BOS CoC Collaborative Applicant (page 7 of bylaws):
  - o #14: Monitor the performance of ESG and CoC recipients and subrecipients, evaluating outcomes and compliance, and taking corrective action...
  - o #15: Monitor the performance of Local Prioritization Communities (LPC), evaluating outcomes and compliance, and taking corrective action...

Next steps of the Committee include filling two At-Large positions and replacing Kenzie as Region 6 representative, with the process streamlined by revisions to Bylaws.

Shaye asked if Kenzie's vacancy will be replaced with nominations during the CoC Region 6 meeting or if the Bylaws state a procedure for filling vacancies. Paul stated the following from the Bylaws: "Section 8: Resignation and Vacancies: In the event of a mid-term vacancy, the Governance Committee is responsible for submitting nominations for a new representative to the Advisory Board at least two weeks in advance of a Board meeting to be voted on by the Board. The newly elected representative shall complete the original term of service." It was determined that Kenzie's vacancy will be filled through Governance Committee nomination and vote by Board, with new representative finishing Kenzie's one-and-a-half-year remaining term.

### **K-Count**

Kenzie reported K-Count regional trainings have begun, are going well, and have had high attendance. Shaye stated it was valuable to have Kenzie and Kristy Dangle participate in trainings and share their experience. Although some areas struggle with participation due to lack of service providers, it is rewarding to see new agencies and faces throughout the trainings. The final training will be in London, Kentucky on January 18, 2019 with a K-Count webinar to follow on January 23, 2019.

The Housing Inventory Count (HIC) webinar is scheduled for January 22, 2019 and will walk participants through the HIC form. Webinar will be recorded and posted to KHC webinar as reference tool.

It was determined question 10, "Is this person homeless?" on the K-Count Observation tool will remain.

### **Advocacy Updates**

Adrienne Bush provided an update on the government shutdown. Senate leadership is key and HHCK recommends contacting Senator McConnell's office. HHCK is circulating an organizational sign-on letter, which is available through Basecamp, Facebook, and Twitter. Adrienne plans on delivering the letter to McConnell's office by January 18, 2019. Shaye reminded agencies who contact McConnell to state draws cannot be accessed for funding Congress has already allocated.

Curtis and Adrienne discussed Supplemental Nutrition Assistance Program (SNAP) benefits. Providers are urged to inform clients SNAP payment will be issued at the end of January and will include February's payment too. There is no guarantee March payments will be paid. It is also unclear how the shutdown will affect the SNAP recertification process.

Current Social Security benefits are not being interrupted but new applications are not being processed. The Medicaid Wavier is scheduled for April 1, 2019 implementation. The wavier has again been challenged in Federal court and it is unclear if it will be delayed or overturned. Department for Medicaid Services started mandating mandatory copays for everyone January 1, 2019.

Violence Against Women Act (VAWA) does not have any funding, however, the VAWA protections established in 2013 are still active.

Adrienne stated HHCK will be at the capital on February 14, 2019 to discuss the 2020 Housing Vision campaign. This event is not considered lobbying but is considered advocacy. HHCK will have a separate event (through Habitat for Humanity) set up outside the capital and urges AmeriCorps members to attend their event. Kentucky appropriates zero dollars of state funding to affordable housing. It is important to have discussions around affordable housing and identify how it needs to be supported throughout Kentucky.

### **Other business**

Regional CoC meetings scheduled as follows with times and locations to be determined:

Region 1 – Tuesday, April 2, 2019

Region 2 – Wednesday, April 3, 2019

Region 3 – Monday, April 15, 2019

Region 4- Thursday, April 18, 2019

Region 5 – Tuesday, April 23, 2019

Region 6 – Tuesday, April 30, 2019

These dates are subject to change so members were advised to monitor KHC eGrams for official dates.

Adrienne asked when the FY19 ESG application will open. KHC plans on opening the application in March, with applications due in April; however, the timing of the 2019 ESG allocation from HUD is unclear. KHC will complete the ESG competition but funding will not begin until July 1, 2019 at the earliest. If an agency received funding in FY18, it has 24 months to spend the funds and it may be necessary to stretch those funds.

Adrienne asked for the timeframe regarding KHC's 2019 Annual Action plan. The plan maps out how KHC will allocate ESG and HOPWA funds, as well as HOME funds between HOME TBRA and single/multi-family development. The public meeting is scheduled for the end of February, allowing the opportunity for public comment.

KHC will issue Notices of Funding Availability for Single Family Homebuyer Development and AHTF Home Repair on February 11, 2019. The applications will have two separate NOFAs and include new construction, acquisition rehab and re-sell, and owner-occupied repair.

The Next Advisory Board meeting was scheduled for Thursday, March 21, 2019 10 a.m. ET.

With no further business, the meeting was adjourned.