



Kentucky Housing Corporation
KY Balance of State Continuum of Care – Advisory Board Meeting
10:00am – 2:00pm EST, Tuesday, June 21, 2016
KHC – 127 Building – 1047 US Highway 127S, Frankfort, KY

The Kentucky BoS CoC Advisory Board met on June 21, 2016, at Kentucky Housing Corporation in Frankfort, Kentucky. A quorum was present with the following members:

KY BoS CoC Board Members Present and via Webinar

- Debbie Sivis, Shelter of Hope, Chairperson
- Paul Semisch, Gateway Homeless Coalition
- Adrienne Bush, Hazard-Perry County Community Ministries
- Michelle Yoebstl, Barren River Area Safe Space
- Linda Young, Welcome House
- Alisa Barton, Salvation Army of Hopkinsville
- Cyndee Burton, Matthew 25 Aids Services, Inc.
- Marty Jones, CAC of Lexington

KY BoS CoC Board Members Absent

- Brad George, Housing and Homeless Coalition
- Marsha Croxton, Women's Crisis Center
- Steve Clark, Heartland CARES
- Sharon Hendrickson, Kentucky River Community Care
- Jodie Brandenburg, Kentucky River Foothills Development Council, Inc.

Others Present and via Webinar

- Kenzie Strubank, Housing and Homeless Coalition of Kentucky
- Barbara Johnson, Mountain Comprehensive Care Center
- Vickie Johnson, Kentucky Coalition Against Domestic Violence
- Jarrett Spisak, Brighton Center
- Kevin Finn, Strategies to End Homelessness
- Sonja Redmon, HUD
- Anna Coleman, West Care
- John Vissman, Children's Law Center, Inc.
- Shaye Rabold, Kentucky Housing Corporation
- Rosemary Luckett, Kentucky Housing Corporation
- Keli Reynolds, Kentucky Housing Corporation
- Antwoine Linton, Kentucky Housing Corporation
- Heather Harvey, Kentucky Housing Corporation

- Danielle Humes, Kentucky Housing Corporation
- Jill House, Kentucky Housing Corporation
- Anne Colly Rose, Kentucky Housing Corporation
- Lena Columbia, Kentucky Housing Corporation
- Terry Helton, Kentucky Housing Corporation
- Ashley VonHatten, Kentucky Housing Corporation

Approval of Minutes

Chairperson Debbie Sivis welcomed everyone and completed roll call. A motion was made by Adrienne Bush to approve minutes from April 13, 2016 with a second motion from Paul Semisch. The motion passed.

Housing Contract Administration (HCA) Staff Changes and Reorganization

Shaye Rabold explained HCA now has fewer staff and stated it has moved away from program representatives to program functions. She introduced the following staff members and their functions/titles.

- Terry Helton, Application Process Specialist II
- Ashley VonHatten, Application Specialist I
- Heather Harvey, Reporting Specialist II
- Keli Reynolds, Manager, Contract Documentation
- Antwoine Linton, Financial Management Specialist II
- Brenda Denny, Financial Management Specialist
- Rosemary Lockett, Manager, Program Quality
- Jill House, Technical Assistance Specialist II
- Anne Colly Rose, Technical Assistance Specialist II
- Margaret Ann Smith, Technical Assistance Specialist I
- Lena Columbia, Training/System Admin Specialist II
- Danielle Humes, Training/System Admin
- Kathy Lykins, Quality Assurance Specialist II
- Donna Sullivan, Quality Assurance Specialist I
- Rita Kirtley, Program Specialist II
- Angie McGaughey, Contract Management Specialist I

Shaye stated Technical Assistance (TA) has divided the state into specific regions for each TA to be the primary contact. Paul Semisch asked if persons seeking help should go straight to the contact person or through the Help Desk. Shaye advised to start with the Help Desk and then pick up the phone if needed. The Help Desk allows KHC to keep track of requests and ensures these requests will not get misplaced in someone's personal email. Keli Reynolds added someone is always managing the Help Desk. Debbie Sivis asked if the TAs are supposed to be knowledgeable in all areas. Jill House and Rosemary agreed they should be able to find the answer but, as Shaye stated, not expected to know every detail.

CoC Regional Meetings and Board Elections

Shaye gave a brief summary of regional CoC meetings and stated it was beneficial to put faces with names. The primary focus of the meeting was to focus on HUD policy priorities and to ensure the BoS CoC and projects are making every effort to align with them. The elections for the Board are as follows:

- Region 1 Alisa Barton – reelected
- Region 2 Michelle Yoebstl – reelected
- Region 3 Jennifer Schofner – elected
- Region 4 Debbie Sivis – reelected
- Region 5 Sharon Hendrickson – reelected
- Region 6 Kenzie Strubank – elected

Debbie stated the newly elected members would begin their term on July 1, 2016. Shaye asked the Board to ensure there is a clear mechanism in the by-laws to include representatives from specific stakeholder groups on the Board beyond just the two representatives elected per CoC region. She stated points were lost on the 2015 CoC application as some groups are not clearly represented on the Board; ie, local government, law enforcement, PHA, youth organizations. Shaye said the Board should consider amending the language/process in the bylaws. Debbie suggested discussing it at the BoS State meeting and indicated the Board can have up to 20 members. Marty Jones stated the first step would be to amend the bylaws and then discuss how to fill the position. Adrienne Bush would like KHC staff to come back with a plan and Shaye suggested Helen Jones, from the Department of Education, would be a great representative for the Board and can help bring the message to recruit people. Debbie stated a bylaw committee was needed and stated herself and Paul would work on the amendments. Marty and Ashley VonHatten will also serve on the committee.

2015 CoC Application Score/Lessons Learned Discussion

Shaye said for the 2015 CoC application there were over 100 multipoint questions and KHC only received the overall score for 10 questions. She said there were two main reasons Tier 2 projects were ranked lower, (1) transitional housing projects ranked lower and (2) projects not promoting Low Barrier/Housing First. KHC also lost points for not being able to clearly demonstrate that PHAs have a homeless preference in their administration plans. Rosemary Luckett said HUD chose the top 5 PHAs in KY and Shaye stated KHC was scored on what percentage/number of vouchers were given to people who were homeless at entry; however, even though the PHA had a preference for homeless they were not tracking (and not being asked by HUD to track) the number of persons homeless at entry. Shaye said other applications are being reviewed to see how other states have partnered with their PHA. Debbie would like KHC to start collecting this information now, in order to have for 2016 application. Linda Young would prefer the state to track this information. Shaye said moving forward the application team will go through each 2015 questions and create a list of things to know/start collecting from our partners.

Shaye went on to discuss the 160/200 score for the 2015 CoC application. The weighted median score was 158. The highest score was 188 and the lowest 49.5. Shaye said the “CoCs that scored higher than the weighted median score were more likely to gain funding to their Annual Renewal Demand. Kevin Finn and Shaye had a discussion regarding the bonus funding and Kevin stated if KHC had applied for all of the bonus funding they would have received more. Shaye said that was possible, but not guaranteed depending on where the new projects were ranked. Kevin said Strategies to End Homelessness rank their projects within the CoC and since they applied for the entire bonus funding, almost all of it was received. Adrienne asked if KHC had agencies apply for all \$800,000 and Rosemary stated only had two agencies apply for the \$500,000.

Break from 11:35am – 11:45am.

Shaye said, based on our scores, we did well on leveraging and HMIS and areas of improvement were CoC engagement, system performance and accessing mainstream benefits. Shaye went on to discuss where we lost points (based on the 10 questions we were able to review) and actions we have taken.

- Lost 2 points regarding PHAs
- Lost 1 point regarding Housing First
- Lost 5 points regarding performance based criteria

Shaye said there was an appeal sent regarding the points lost for performance based criteria. KHC has also communicated with the Kentucky Congressional Delegation regarding the appeal and participated in a phone call with Norm Sucharh from HUD. He stated we scored well overall, but stressed that transitional housing and SSO projects that were not low barrier and permanent housing projects that were not Housing First hurt us. If the TH projects at the top of Tier 2 were low barrier, it is likely they would have been funded. Shaye said we are reviewing other state's applications. For example, Wisconsin used an assessment tool and received more points. Rosemary said last year we didn't have the VI-SPDAT but Debbie stated we would for the 2016 application. Shaye said 75% of our projects are low barrier/Housing First and when we develop the score sheet we need to recognize what agencies cannot be Housing First. Vickie Johnson stated Victim Services Providers cannot be Housing First. Shaye recognized this and said the criteria would need to be different for VSP.

Shaye went on to discuss chronically homeless prioritization. She stated according to HUD the goal of chronically homeless can be addressed through (1) PSH, (2) dedicated beds and (3) prioritized. We are currently doing this through our coordinated entry but need to verify the order of priority is listed in the policies and procedures. Kenzie said they were in Region 6. Shaye said as a Board we should adopt order of priority for PSH. Adrienne moved to adopt CPD-14-012 Notice on Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status. Marty seconded motion. The motion passed.

Rosemary discussed the definition of geographical area. She stated HUD says if there are beds dedicated to chronically homeless; the bed has to be made available to all chronically homeless in your geographical area before it can be made available to non-chronically homeless persons. This is obviously a challenge for BoS, as it's not feasible that this could happen statewide. Norm said we could use smaller geographic areas such as a service area or coordinated entry prioritization committee to ensure there are no other chronically homeless at the time a bed becomes available.. Shaye said you can dedicate your beds to chronically homeless but as long as you have done your due diligence, you can put non-chronically homeless into beds. Kenzie asked if KHC can make a due diligence form and Marty agreed clear guidelines would be helpful. Rosemary said KHC could make a form.

2016 CoC Application

Shaye stated the first steps for the 2016 CoC application are (1) send out intent to apply requests, (2) identify money to reallocate, (3) recruit new projects for PH bonus and any available reallocated funds, and (4) develop scoring tool/process. The scoring/ranking committee will consist of Alisa Barton, Cyndee Burton, Anna Coleman and Shaye Rabold. We also need to put in the scoring criteria language the Board can change the scoring/ranking based on guidance provided by HUD and criteria that could affect the competitiveness of the CoC. These criteria will be listed in the review and ranking process document, which will be approved by the Board and made public. Shaye said Norm stated HUD will be issuing a document with an example of a good scoring tool. He also indicated it would come out after the NOFA and possibility in three weeks. Shaye said that timeframe points to the NOFA coming out around July 1.

Paul asked if it has always been HUD's practice to give such limited sampling or scoring. Rosemary stated this was the first year HUD has sent out such sampling and stated everyone would appeal if they were given the opportunity.

Performance Measures

Heather Harvey presented a PowerPoint on System Performance Measures (available on Basecamp). She reviewed the HUD system performance measures:

1. Length of time persons remain homeless
2. The extent to which persons who exit homelessness to permanent housing destinations return to homelessness
3. Number of homeless persons
4. Employment and income growth for homeless persons
5. Number of persons who become homeless for the first time
6. Homelessness prevention and housing placement (this measure is for Category 3 only)
7. Successful housing placement

Heather stated rather than only looking at the performance of each project's APR, we need to take the view of a full system where CoCs will collectively identify gaps and improvements. There are 3 important time-frames to know, reporting period, look-back period and baseline period. The reporting period is October 1, 2014 – September 30, 2015. The look-back period is October 1, 2012. And the baseline period is October 1, 2012 – September 30, 2013. Heather explained the agencies will start running reports and cleaning up data and KHC is working out system nuances and running the reports for each measure, and working with Bowman. Danielle Humes said the next steps are overall data quality checks with project type, method for tracking emergency shelter utilization and federal partner programs and components being take care of by KHC. Heather's advice is to not panic. Everyone will have errors. Heather stated the two data cleanup reports are ART 260 and ART 631, with the deadline for KHC submission July 6, 2016 and our deadline submission to HUD as August 1, 2016. Danielle advised people to use the Help Desk and realized it will not be perfect but to make a valid effort to compete the data. Shaye also stated to do the best you can and contact Help Desk. Danielle provided a document (available on Basecamp) with step by step regarding how to run both ART 260 and 631. Shaye suggested providing a webinar next week as well to help with the process and Danielle agreed to the end of next week (week of June 27, 2016). Heather stated the BoS CoC next steps are developing policies and using data to set goals/benchmarks. Shaye stated we are being scored on how we are making progress towards our own local goals. She also recognizes there will be a variation for VSP. Shaye also said there are helpful videos on HUD's website. Heather said the final thoughts are to remember we need you and we are here to help you.

Other Business

Debbie asked the following questions on behalf of Curtis Stauffer.

- What role will KHC staff play on an ongoing basis in both the establishment and continued operation of the Local Prioritization Committees? Shaye stated KHC's role is to help establish communication, help with processes and procedures and calling meeting/running reports. She said KHC cannot manage every committee and the goal is to have the committee run without us.

- Will some of these funds be available to reimburse non-profit sub recipients who allocate staff time to the operation and coordination of the Local Prioritization Committees? Rosemary answered the grant only covers 16 supportive services and cannot be used at the coordination level but only at the client level. Kenzie asked why it was pursued this way and Rosemary said when the NOFA came through we were pretty vague in how it could be used; however, staff time is an eligible charge. For example, if CARES does the VI-SPDAT for surrounding counties then they could get reimbursed. Rosemary stated there is still a lot of planning that needs to take place.
- What is the status of the statewide 211 project? Rosemary stated there are no updates at this time.
- Can KHC provide guidance on how staff time can be billed to CoC grants for conducting Common Assessments on clients, determining eligibility status, and referring to LPCs, even if clients end up being referred to another housing provider by the LPC? Rosemary said it can be billed under outreach, can be used as match and can be billed under case management. Kenzie suggested KHC put out an email/document with eligible billing codes. It was agreed this was a good idea.

Michelle Yoebstl said they have started meeting in Bowling Green and inquired about the VI-SPDAT in HMIS. Debbie stated the individual and family 2.0 versions were in HMIS. Shaye wants either the BoS to determine process for family versus individual when it comes to scoring or leave it up to the regions.

The next BoS CoC meeting was scheduled for July 21, 2016; however, if the NOFA has not come out it will be rescheduled.

Debbie adjourned meeting at 2:00pm.