



Kentucky Housing Corporation
KY Balance of State Continuum of Care – Advisory Board Meeting
10:00 a.m. ET, Thursday, November 15, 2018
KHC – West Annex – 1231 Louisville Rd. Frankfort, KY 40601

The Kentucky BoS CoC Advisory Board met on November 15, 2018 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)
- Kristy Dangel, Women’s Crisis Center (Region 3)
- Danielle Amrine, Welcome House (Region 3)
- Paul Semisch, Gateway Housing (Region 4, Chairperson)
- Rebecca 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)

KY BoS CoC Board Members Absent

- Cyndee Burton, Matthew 25 (Region 2)
- Michelle Yoebstl, BRASS (Region 2)
- Adrienne Bush, HHCK (ex-officio)
- Robin Perkins, KCADV (ex-officio)

Others Present and via Webinar

- Candace Aulick, Welcome House
- Sameera Jackson, WellCare
- Ashley Straka, Gateway Housing
- Lynn Childers, CARES
- Paula Howard, Mountain Comprehensive Care Center, Inc
- Bev Merrill, Welcome House
- Tish Shupe, Clark County Community Services
- Tiffany Neri, Brighton Center
- Debbie Sivis, Shelter of Hope
- Andrea Miller, KCADV
- Peggy Tucker, CILO
- Donna Wyatt, Pennyroyal

- Curtis Stauffer, Kentucky Housing Corporation
- Shaye Rabold, Kentucky Housing Corporation
- Rosemary Lockett, Kentucky Housing Corporation
- Danielle Humes, Kentucky Housing Corporation
- Margaret Ann Smith, Kentucky Housing Corporation
- Ashley VonHatten, Kentucky Housing Corporation
- Tisha Callis, Kentucky Housing Corporation

Approval of the Minutes

A motion to approve the minutes from the October 18, 2018 board meeting was made by Kenzie Strubank and seconded by Marty Jones. The motion passed unanimously.

KHC Updates

Shaye Rabold clarified the dates for the 2019 K-Count trainings because there were some errors in the November 14, KHC eGram: Region 1 and 2 are correct. Region 3 updated to Tuesday, January 15th. Region 4 updated to Wednesday, January 16th. Region 5 and 6 are correct. Updates will be sent out via eGram November 21, 2018 with above stated corrections.

Curtis Stauffer shared with the Board the Housing Contract Management (HCA) reorganization has been approved. Over the next few months, HCA will be transitioning into the new model, which will be a hybrid model where specialists with subject area knowledge and expertise with help manage contracts from beginning to end supported by technical staff, quality assurance, monitoring staff and a data team. There will be two teams, Single-Family Programs and Homeless Services. The Single-Family Programs 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. Shaye will manage special projects such as the CoC application, K-Count, and Youth Homelessness Demonstration Project. Ashley VonHatten will be stepping into the CoC Systems Specialist role where she will continue to manage the Coordinated Entry System and administer duties of the advisory board. The plan will ideally be implemented within the next couple of months. HCA has also received approval to hire additional staff. New position openings will be included in upcoming eGrams. A supervisor position for the HMIS data team will be added, which will give more data analysis capacity. Because of all the changes it may take a little longer to process some of the administrative tasks over the next few weeks. Curtis asked for everyone's patience with the transition, and to reach out to him directly if any serious problems occur. Curtis encouraged feedback from partners.

Rosemary Lockett informed the Board she will be retiring in the spring. Rosemary has been with KHC for 26 years in January, nearly all of it working with homeless programs. Curtis stated Rosemary will be helping with the transition of the teams and providing support to everyone in the remainder of her time here with KHC. Numerous members and partners wished Rosemary the best of luck and thanked her for her service.

Curtis stated that he went to a conference in Miami hosted by HUD's Region 4 Office. They discussed the new systems analysis tools and HDX 2.0, but acknowledged several features are still under development. HUD's goal is to use the database to monitor work and identify gaps in systems and performance. HUD's estimated timeline for the 2019 CoC Application is May or June for the opening of

eSnaps, with the application due date around the end of August. There was also a presentation by the SNAPS lead program monitor, which emphasized their intention to increase the number of CoC grant monitorings they will conduct in the coming year, including for planning grants. HUD has never formally monitored a planning grant for the KY BoS CoC. Their focus will be on eligibility documents, financial backup documentation, and time and activity reports. The conference was very productive, with a good showing from Kentucky.

2019 ESG Application discussion:

Shaye stated a competitive application round for the Emergency Solutions Grant (ESG) program will be held in the spring of 2019 (ideally out in March and due in April). Debbie Sivis asked if the application would still follow the two-year funding round. Shaye said it was written into the 2018 Action Plan to remain a two-year funding cycle, but part of the process is feedback from the community. KHC intends to keep the same language in the 2019 Action Plan.

Like the CoC competition, there will be scoring elements relating to Coordinated Entry. Specifically, applicants will be evaluated on the extent to which emergency shelters are completing the VI-SPDAT and making referrals to the community's Local Prioritization List and the extent to which Rapid Rehousing enrollments are coming through the Coordinated Entry process. Client level outcomes will continue to be scoring elements, including exits to permanent housing and returns to homelessness. Individual project performance will be compared to overall system performance for each individual component type. In response to a question about whether the CoC Board would see the scoring criteria in advance and approve it, she explained the scoring criteria for ESG does not need to be approved by the Board as the final decision is the recipient's (KHC); however, if the board adopts specific policies relating to HUD-funded programs then the recipient would verify its implementation through the application process. She reminded the Board that the ESG recipient (KHC) is required to consult with the CoC on ESG allocations. Shaye requested and welcomed all feedback and comments, ideally by the end of the year if possible and asked for suggestions on how to handle feedback. A discussion with Kenzie and Paul Semisch determined persons can email Shaye directly and an eGram identifying feedback components were both good ideas.

HCA form 152: Update

After further research on HCA Form 152, and digging through a lot of HUD guidance, it was determined to switch the form from mandatory to optional. The intent of the form is to help agencies complete due diligence to determine the availability of income. HCA is still updating the language and guidance. It is an optional form but Curtis strongly encouraged agencies to use it when appropriate, as it can protect the project during an audit from HUD.

Rosemary, Paul, and Kenzie verified the form is only intended for rental programs and PSH leasing programs (if the client pays a portion of the rent and/or occupancy fee).

Curtis informed the Board KHC is awaiting a request to extend last year's CoC planning grant and, if approved, is planning to use the funds for a system-wide CoC training focused on Housing First. Curtis has reached out to Tom Beatty to discuss a joint training because the Cabinet is interested in holding a similar training.

Committee Reports

Coordinated Entry:

Kenzie and Ashley are working on the annual coordinated entry training for planned for December. After the training, the committee's focus will be updating the Coordinated Entry Policies and Procedures. Feedback is welcome for both the training and policies updates. The committee would like to roll out policy updates at the CoC Regional spring meetings.

Performance Measures:

Marty reviewed the SPM Committee's decision regarding performance targets related to length of time of homeless and maintenance of/exits to permanent housing. The Committee decided that BoS CoC should establish 90% as the standard for the BoS for maintaining or exiting to permanent housing for PSH projects. It also discussed establishing performance targets for Local Prioritization Communities as well as ES/PSH but decided more information was needed and decided to hold off establishing intermediate goals and formally recommending the performance targets to the Advisory Board until feedback could be gathered on the proposed targets. Information from agencies will be gathered to help guide trainings and technical assistance for performance improvement.

Action items from the committee meeting are as follows:

1. Review APRs of LPCs to collect data related to length of time of homeless and exits to permanent housing.
2. Develop survey to gather information from lower performing projects.
3. Investigate if exits to permanent housing for ES/ TH can be determined separately from RRH.

Marty confirmed the board did not need to take action yet as the committee has decided to gather more information prior to making final recommendations. Marty also verified the target of 90% for exists to permanent housing only included PSH and not RRH at this time.

Governance Committee:

Paul stated Sameera Jackson with WellCare has been nominated for board membership. Sameera is the CommUnity Connections Supervisor with WellCare and has an extensive background in client advocacy. Sameera would serve as one of the "at large" members from an organization representing the public interest. Per the current KY BoS CoC Bylaws, the Board must approve the nomination and then the full CoC Membership will need to approve her appointment to the board at a special meeting.

The Governance Committee asked the Board to approve Sameera Jackson for board membership. A motion to approve was made by Marty and seconded by Kristy Dangle. The motion passed unanimously.

Review of Bylaws: Committee members presented revisions to the KY BoS CoC Bylaws. Per the existing Bylaws, the Board must approve changes and then the full CoC membership must also approve the changes at a special meeting. Revisions 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...

Curtis stated the board is driven by the vast majority of its members being funded agencies and this creates conflict of interest. HUD has been increasingly emphasizing the importance of diversifying board membership beyond CoC-funded agencies. He agreed with the suggestion to increase the number of “at large” members from three to five.

- Article VI, Section 3: The committee discussed the desire to have a consistent voting process for regional representatives and for the 3-5 “at large” directors. 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:
 - 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.
 - We will delete the rest of that paragraph (on top of page 6) currently contained in the bylaws. The proposed changes will allow us to vote in new “at large” members anytime throughout the fiscal year without having to call a meeting of the full CoC membership.
- Article VI, KY BOS CoC Collaborative Applicant (page 7 of bylaws):
 - #14: Monitor the performance of ESG and CoC recipients and subrecipients, evaluating outcomes and compliance, and taking corrective action...
 - #15: Monitor the performance of Local Prioritization Communities (LPC), evaluating outcomes and compliance, and taking corrective action...

Review of MOU between KHC and KY BOS CoC Advisory Board: Committee members reviewed the MOU and will recommend the following revisions to the full CoC membership (revisions are italicized and underlined). These proposed revisions will be consistent with the proposed changes mentioned above in the bylaws:

- KY BOS CoC Collaborative Applicant (page 2):
 - #13: Monitor the performance of ESG and CoC recipients and subrecipients, evaluating outcomes and compliance, and taking corrective action...
 - #14: Monitor the performance of Local Prioritization Communities (LPC), evaluating outcomes and compliance, and taking corrective action...

Shaye suggested Article VI, Section 2.B should state “shall be approved” following the nominations by the Governance Committee and not “shall be nominated.” It was also suggested the Board members be listed on the KHC website with Shaye requesting which specific contact information should be displayed.

Paul asked the Board for approval of these amendments to the Bylaws, with a motion made by Kenzie and seconded by Marty. The motion passed unanimously.

It was determined a brief webinar meeting with the Full BoS CoC Membership will occur on December 6th, 2018, allowing the membership two weeks to review the Bylaws.

K-Count

2019 K-Count date across all three Kentucky CoCs will be January 30th, 2019.

The K-Count subcommittee met on November 8th, 2018 to finalize the 2019 K-Count surveys. The 2019 K-Count subcommittee agreed upon using an Unsheltered Survey and a separate Observation Tool (per HUD sample tools). The committee approved the final draft of both tools with minor edits to both.

- Unsheltered Survey: Add Special Education language and updated numbering
- Observation Tool: Remove all “Not Sure/Other” from the tool, seek HUD guidance on Q6

In addition, the committee presented to the Board the Sheltered Survey to be used by emergency shelters and transitional housing programs.

Members of the subcommittee will be working with KHC’s HCA Department to develop content and facilitate the 2019 K-Count Local Leadership & Planning Meeting scheduled for December 4th, 2018 at 2pm.

Shaye wanted all to be aware that on the unsheltered survey will no longer capture information on precariously housed at the request of the K-Count committee.

Paul asked if question 10 (Is this person homeless?) on the Observation survey is answered “possibly” how does it affect our ability to count this person for the count? After discussion, Shaye suggested to remove question 10, which was agreed upon.

Shaye says the Sheltered Count Form will be completed by Emergency Shelters and Transitional Housing Programs that do not enter information into HMIS and should be completed the night of the count. It is extremely important to write the name of the shelter on question 6 (program name) as this information will be used for the HIC.

It was asked if the Emergency Cold Shelter of Northern Kentucky will have to complete the survey, as they are entered in a trail HMIS project. Shaye advised it depends on the information the shelter is collecting but will most likely they will have to complete the survey.

Shaye reminded the Board it is approving the content only and allowing the subcommittee and KHC to make any adjustments to numbers and/or formatting. A motion was made by Marty and seconded by Kristy to approve the surveys. The motions passed unanimously.

The K-Count trainings will focus on the surveys, include information on how to complete from the front line, how to train other volunteers, and how to have a trauma-informed approach. Feedback is always welcome.

The webinar on December 4th, 2018 will focus on coordination of the K-Count and how to help non-HUD funded agencies participate, and how to recruit volunteers to the participate in the street count. Also, in the November 14, 2018 eGram there is a Survey Monkey link, which allows people to commit to a LPC and/or county to help coordinate or lead the count.

Other business:

With no other business to discuss, the next CoC Board meeting was scheduled for January 17th, 2019 and the meeting was adjourned.