The Kentucky BoS CoC Advisory Board met on November 14, 2017, 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
- Jennifer Shofner, Transitions
- Sharon Hendrickson, Kentucky River Community Care
- Jackie Long, Mountain Comprehensive Care Center, Inc.
- Marty Jones, Community Action Council of Lexington
- Kenzie Strubank, Homeless and Housing Coalition of Kentucky
- Michelle Yoebstl, Barren River Area Safe Space
- Kristy Dangel, Women’s Crisis Center
- Cyndee Burton, Matthew 25 Aids Services, Inc.
- Steve Clark, Heartland CAReS

**KY BoS CoC Board Members Absent**
- Alisa Barton, The Salvation Army of Hopkinsville

**Others Present and via Webinar**
- Bev Merrill, Welcome House of Northern Kentucky
- Adrienne Bush, Homeless and Housing Coalition of Kentucky
- Jennifer Smith, KCEOC Community Action
- Elizabeth Geary, Kentucky Coalition Against Domestic Violence
- Deanna Stone, Veterans Affair
- Shaye Rabold, Kentucky Housing Corporation
- Rosemary Luckett, Kentucky Housing Corporation
- Anne Colly Rose, Kentucky Housing Corporation
- Ashley VonHatten, Kentucky Housing Corporation
- Rachelle Foley, Kentucky Housing Corporation
- Jamie Pinkston, Kentucky Housing Corporation

**Agenda Time Limits**

Meeting called to order @ 10:04 am and Debbie Sivis began with announcing a time limit for the items of the agenda.

**Approval of Minutes**

Debbie Sivis verified that everyone had received a copy of the minutes from the previous board meeting held October 17, 2017 and requested approval. Paul Semisch made a motion to approve, with
amendment to minutes with a correction to the date of September 11, 2017 to October 17, 2017. Cyndee Burton seconded, and motion carried.

No questions/comments; proceeded to next line of business.

**ESG Update**

Shaye Rabold began by updating the board that the 2017 ESG Funding recommendations from the end of last month (October) had been approved, agencies notified accordingly (via email & US mail) and in the eGram.

The allocation amount for this specific funding year was little over $2.3 million with a supplementary amount of $500,000. equaling, approximately $2.8 million. There were 40 applicants of which 34 were funded. A total of 25 agencies (out of the 34) received the Block Grant funding, which enables them to be eligible for renewal in 2018 without going through a competitive round. The other 9 agencies were funded via the one-time supplemental funds that are not renewable through the 2018 allocation process. Therefore, their next opportunity to receive additional funding is through the next competitive application process anticipated for the spring of 2019 with a grant start date of July 1, 2019. These agencies will need to allow for elasticity in their budgeting from this current (2017) funding round until the 2019 ESG funding round.

Debbie asked if there is any way to see how their own agencies ranked, or do the agencies need to submit an Open Records Request form? Shaye responded by telling the Board although this is public information, it’s KHC’s practice not to do so except to the individual applicants. Until this changes, people will need to submit an Open Records Request.

Debbie questioned how soon the Grant Agreements will be executed and Shaye responded that the internal deadline is on or around 12/18/2017.

Shaye concluded with the following information regarding the scoring mechanism of the 2017 ESG Funding Round:

- Highest score 100%
- Median score 91%
- Lowest score 43%
- Lowest score funded 85% (85% + are agencies that were funded)
- Average score 89%

With that said, 85% was not a bad outcome, but just competitive.

Adrienne stated that she would be interested in knowing how much was allocated by component.

Marty Jones asked if the grant agreements would include language required RRH to be used through the coordinated entry system. Shaye said yes.

Jackie Long asked how the agencies were to know if they were awarded with Block Grant or Supplemental funds. Shaye responded by directing the Board that this information was disclosed in all the congratulatory letters, but for the agency in question, they were funded with the Block Grant.

No questions/comments; proceeded to next line of business.
Committee Reports

Coordinated Entry

Adrienne Bush referred to the Coordinated Entry Committee Minutes that had been posted on Basecamp preceding the meeting (copies were also made available during the meeting). Via communication amongst the committee and Margaret McFaddin (TDA, Inc.) the CoC Coordinated Entry Process Self-Assessment was reviewed. The Policies and Procedures were approved with suggested revisions. The revised copy should be received today (11/14/2017) and no later than tomorrow (11/15/2017) with a copy to the CoC Board at the next scheduled Advisory Board Meeting.

Kenzie Strubank made mention of the meeting she & Ashley VonHatten had with the United Way concerning how the 2-1-1. The effort now is by early spring 2019 to start the 2-1-1 Statewide, via Area Development Districts (ADD). United Way 2-1-1 is a confidential free service that helps people find the local resources needed 24/7. The intention is to make the system accessible through over-the-phone assessments. Documentation of a person’s homelessness remains a hurdle. Kenzie said she will keep the Board in the loop, but just wanted to present this to request some thoughts, maybe toolkits, training etc.

Debbie agreed this is good because it had been considered before, but couldn’t get all the United Way agencies on board. Kenzie confirmed that she was informed that this time it will be statewide, with Adrienne adding that in the past some United Way agencies had some function issues.

No questions/comments; proceeded to next line of business.

Performance Measures

Marty reported that the Performance Measures (PM) Committee has a meeting scheduled for November 29, 2017.

No questions/comments; proceeded to next line of business.

Governance

Debbie shared that the bylaws had been revised, corrected and posted on Basecamp (copies also made available during the meeting). She brought to the boards attention that the Governance Committee was added as a standing committee. It was felt there was no need for an Executive Committee.

The effort is to have the bylaws complete and ready for the upcoming Statewide Meeting (December 7, 2017).

Adrienne led the board in vocal appreciation to Debbie for all her hard work in preparing the bylaws.

Debbie Sivis made a motion to accept, Cyndee Burton seconded, and motion carried.

No questions/comments; proceeded to next line of business.

Youth Homelessness Demonstration Program

Shaye stated that on Friday (11/17/2017) she will be submitting sections of the Coordinated Community Plan to HUD for further feedback. She reminded the Board that approval from the Board is required prior to the final submission to HUD on December 20. She requested a meeting of the Board be scheduled for the week before Christmas.
Shaye commented that the experience with YHDP has been fascinating and interesting. Several other community’s plans have been looked at, some have good components, but none of them are perfect.

*The Promise Zone* designation would strengthen the community’s own effort at community revitalization. Kentucky’s Promise Zone consist of 13 school districts in high poverty, rural areas. Cyndee remarked of a grant via the department of Mental Health in which was received (Region 2 area) for a youth drop-in center. Shaye concluded that KHC is considering using SOS funds for drop-in centers possibly in 2 rural counties. Kristy added that in Northern KY (Region 3) there are three “drop-in centers” and they have been very valuable.

The Board agreed to meet via webinar on Tuesday, December 19 at 10 a.m. ET.

No questions/comments; proceeded to next line of business.

Debbie suggested a 10-minute break (11:11 am). Meeting resumed at 11:21 am with Debbie calling the meeting back to order.

**Upcoming Meetings/Trainings**

Debbie began by stating that the Annual (Statewide) BoS CoC meeting is scheduled via “go-to-webinar” for December 7, 2017 and the registration for this has been announced in the eGram and posted on Basecamp. (Jamie Pinkston sent emails invitations with registration information to the attendees from the 2016 meeting.)

The following are suggested preliminary topics of dialogue (subject to order and change):

- Committee Reports:
  - BoS CoC Advisory Board Bylaws
  - Coordinated Entry Policy & Procedure
  - System Performance Measures
    - 2015-2016 Performance
- Youth Homeless Demonstration Program
- Upcoming Meetings/Trainings
  - Regional Spring Meetings
  - Advisory Board Schedule
  - K-Count Training Dates (Regional)
- Advocacy

In the meantime, Board composed and agreed upon a tentative schedule the dates for the *K-Count (PITC) Trainings*. Representative from the Board will be responsible for reserving a location for their area. Kristy suggested that the importance of the K-Count and the purpose of the trainings be emphasized at the Statewide (Annual) BoS CoC Meeting (12/07/2017) in efforts to build strong participation.

- Region 1  01/11/2018  1:00 pm CT  Hopkinsville  *The Salvation Army*
- Region 2  01/12/2018  10:00 am CT  Bowling Green  BRASS
- Region 3  01/18/2018  2:00 pm EST  Florence  J. Shofner
- Region 4  01/19/2018  10:00 am EST  Morehead  P. Semisch (Library)
- Region 5  01/09/2018  9:00 am EST  London  R. Foley (Laurel Library)
- Region 6  01/16/2018  10:00 am EST  Clark  K. Strubank/M. Jones

*(Alisa Barton was not present during the meeting and Shaye requested Rachelle to contact Alisa about scheduling the training for the specified date & time.)*

On 01/24/2017 a “go-to-webinar” will be scheduled to rally the agencies participation which will include the Housing Inventory Count (HIC).
Kenzie questioned as to when the survey will be drafted and Board approved? Adrienne said that the survey does not require Board Approval. Jennifer Shofner reiterated that her community (Region 3) was not happy with last years and she feels the survey should just be the information that HUD needs & leave it at that. Jackie Long agreed.

Shaye told Jennifer and the Board that she appreciated the input and the concerns mentioned are totally understood. She emphasized the survey contains 95% of what HUD requires to be reported and KHC makes every effort to cut out as much as possible all the while keeping the information accurate. She stated that the K-Count is really the only opportunity to have statewide access to persons who are unsheltered or staying in non-funded shelters. She said it is an opportunity to learn about causes of homelessness and other factors that should be taken into account when improving our system. Kristy asked if it (survey) is not completed, is it counted. Shaye said that to be counted, a person must also report gender, age, race, and ethnicity. The rest of the information is important, but HUD will not accept data unless there is corresponding demographic information.

Kenzie asked when will this be available to view and is this something that we can work on with other CoC to see what they are doing? Shaye stated that staff will begin working on it sometime in December 2017 and yes, she has checked with other CoC’s, as well as observed what HUD gives as an example. There is HUD required information at the beginning of the survey, it’s a give & take, not perfect but as a reminder, the PITC is the only time we have, as a CoC, to obtain this HUD required information, so it’s of the utmost importance to have it as accurate as possible. Recommendations were by Steve Clark & Jennifer to make sure the eGram, posters, etc. be done a couple of weeks prior in efforts to pull the communities together.

Shaye acknowledged the boards concerns about the survey and stated she will make every effort to have a draft of the PITC ready by the December 19, 2017 Board webinar, which will include a copy of the YHDP submission that is currently pending to be made to HUD this Friday (November 17, 2017).

Board composed and agreed upon a tentative schedule the dates for the BoS CoC Advisory Board Meetings for 2018 as follows:

- 01/17/2018
- 03/15/2018
- 05/17/2018
- 07/19/2018

Currently meetings are scheduled bi-monthly (every other month) unless other issues deem a necessary Advisory Board meeting, which would include adequate notice. All meetings are 10 am – 2 pm EST

Debbie suggested using the month of April 2018 for the required Regional Meetings. Those meeting will be chaired by a regional representative. Following are the scheduled dates:

- Region 1 04/19/2018
- Region 2 04/20/2018
- Region 3 04/17/2018
- Region 4 04/11/2018
- Region 5 04/12/2018
- Region 6 04/10/2018

Debbie confirmed the meeting/training calendar has been established and everyone is cognizant of their responsibilities, where pertinent, to the scheduled meetings/trainings.
**Advocacy**

Adrienne reminded everyone of the National Alliance to End Homelessness (NAEH) Call-In today (as posted on Basecamp) and reiterated that this is something all agencies need to participate in, in effort to let congress know that we need to make ending homelessness a priority.

Adrienne said she does not know what the FY18 McKinney-Vento budget looks like yet.

Adrienne also reported the Medicaid Academy is a great opportunity and urges the staff of the shelters and other programs to get involved in. The application process has been extended until this Friday, November 17, 2017. The Application and webinar addresses have already been posted (November 9) on Basecamp. There is no commitment, but the Academy will give you access to Supportive Housing by helping providers learn how to build to Medicare as a reoccurring source of revenue.

*No questions/comments; proceeded to next line of business.*

**Other Business**

Kenzie gave a shout out of thanks to the Ashley VonHatten, Margaret Ann Smith and Danielle Humes for their Coordinated Entry trainings, adding the training have been extremely helpful.

Debbie ended the meeting with a reminder concerning the following upcoming webinars:

- Annual (Statewide) BoS CoC Meeting being held via webinar **Thursday, December 7, 2017 10:00 AM EST**.
- Review the YHDP submission and (possible) review the PITC survey during Board meeting via webinar is **Tuesday, December 19, 2018 10:00 am EST**.

No questions/comments; proceeded to next line of business.

**Adjourn**

Debbie extended her thanks to everyone for their time.

Debbie adjourned the meeting, by consensus, at 12:28 p.m.