



**Kentucky CoC Balance of State Board
Meeting Minutes
July 28, 2015**

The Kentucky CoC Balance of State Board met on July 28, 2015, at Kentucky Housing Corporation (KHC) in Frankfort, Kentucky. A quorum was present with the following members in attendance:

KY BoS CoC Board Members Present and via GoToWebinar:

- Debbie Sivis, Shelter of Hope, Chairperson
- Jodie Brandenburg, Kentucky River Foothills Development Council, Inc.
- Adrienne Bush, Hazard-Perry County Community Ministries
- Paul Semisch, Gateway Homeless Coalition
- Linda Young, Welcome House
- Michelle Yoebstl, Barren River Area Safe Space
- Brad George, Housing and Homeless Coalition Board Member
- Marty Jones, CAC of Lexington
- Sharon Hendrickson, Kentucky River Community Care
- Steve Clark, Heartland CARES

KYBoS CoC Board Members Absent

- Cyndee Burton, Matthew 25 Aids Services, Inc.
- Alisa Barton, Salvation Army of Hopkinsville
- Marsha Croxton, Women's Crisis Center

Others Present:

- Curtis Stauffer, Housing and Homeless Coalition
- Andrea Walden, Kentucky Coalition Against Domestic Violence
- Anna Coleman, Westcare
- Helen Jones, Department of Education
- Rosemary Luckett, Kentucky Housing Corporation
- Lynn Chrisman, Kentucky Housing Corporation
- Carol Anne Sell, Kentucky Housing Corporation
- Ruth Ann Cooper, Kentucky Housing Corporation

- Jennifer Oberlin, Kentucky Housing Corporation
- Davey King, Kentucky Housing Corporation

Approval of June 16, 2015 Minutes

The committee reviewed the minutes of the June 16, 2015, meeting. The board conducted a consensus vote and the minutes were approved as presented.

CoC Scoring Criteria Discussion

Lynn Chrisman presented the 2015 Kentucky Balance of State (BoS) CoC Renewal Scoring Criteria and addressed several questions on the scoring criteria that required the board's input and approval.

1. **Priority Area – Housing Stability:** Currently there are two questions on the scoring criteria that are redundant. 1) TH Programs: Participants moving from Transitional Housing to a Permanent Housing destination at exit. 2) All Programs: Percentage of clients exiting to permanent housing destinations. Ms. Chrisman recommended that the TH Program question be struck from the scoring criteria since the All Program question addresses the same permanent housing destinations.
2. **Destination Scoring Criteria Questions:** There are several questions on the scoring criteria sheet that award percentage points based on the permanent housing destination of clients exiting the programs. This year, there are six agencies that reported “no exits”. In the past, these agencies would have received 0 points for reporting “no exits”. Ms. Chrisman asked if the Board would like to award these agencies 0 points for no exits, which would push these projects to the bottom of the scoring process, or award these agencies full points for having no exits and clients remaining in permanent housing. The Board agreed to award these agencies full points on the questions regarding “no exits” on the scoring criteria.

The board also discussed the permanent destination scoring issue surrounding the death of a client. The board agreed to award full points, where applicable, on the scoring criteria sheet for agencies that report the death of a client as a permanent destination.

Marty Jones reported a glitch in the HMIS data quality, whereby a client disappears from the program and information is entered into HMIS as “unknown” destination. This is a HUD valid destination. However, when the reports are run, this information is reported as “missing data”.

A motion was made by Adrienne Bush and seconded by Brad George to remove the destination “Do Not Know/Disappeared” from the BoS scoring criteria due to a glitch in the HMIS data quality that results in false reporting.

3. Lynn Chrisman called the members attention to a handout, the 2015 Range/Median Information for CoC Renewal Scoring Criteria. Based on the new HUD performance measures, she reviewed the BoS proposed performance measures and range/median

information and stated the board may revise the criteria any way they see fit for the scoring process. A lengthy discussion followed regarding each category. The following recommendations were approved as follows:

- All programs: Percentage of clients remaining in PH or exiting to permanent housing destinations - 90% goal.
- All programs: Participants with one or more source(s) of non-cash benefits by program exit – 80% goal.
- All programs: Participants age 18 and older who maintained or increased their total income (from all sources except employment) as of the end of the reporting period or program exit – 50% goal.
- PH/TH programs: Average daily bed utilization – 85%.
- All Programs: Percentage of client entries from streets/emergency shelter only – 60%
- All Programs: Percentage of clients with no income at program entry – 40% goal.

A motion was made by Sharon Hendrickson and seconded by Paul Semisch to approve all recommendations discussed above. A vote was taken and the motion carried.

CoC Listserv Update

Jennifer Oberlin provided an update on the BaseCamp online listserv. She stated that this service is being used by the Region 6 Pilot Project and it seems to be working out well for them. She offered to setup this service for the CoC Advisory Board members for their use in communicating with each other rather than through emails. BaseCamp will allow users to see the entire chain of conversation along with any attached reference documents. A discussion followed on the uses of the listserv. The board conducted a consensus vote and directed Jennifer to setup the Advisory Board as users of the BaseCamp listserv.

Region 6 Pilot Project/ Coordinated Entry, Access, Assessment

Jennifer Oberlin and Marty Jones provided an update on the Region 6 Pilot Project. HUD requires the KY CoC (118 counties) to decide and vote upon a Common Assessment Model. This model would allow a client to present themselves at any homeless assistance provider across the CoC, and uniformly be assessed for eligibility, type of service and resources available across the state. On July 1, 2015, the pilot project was implemented in Region 6, encompassing 18 counties with a variety of CoC projects. Weekly meetings are being held to evaluate the processes moving forward.

The Coordinated Entry/Access/Assessment Policies & Procedures Subcommittee was named at a previous Advisory Board meeting and tasked with developing the policies and procedures for the coordinated assessment process. Jennifer distributed a draft copy of the policies and

procedures stating this is a fluid document. She anticipates these weekly meetings will subside, but for now the weekly meetings are providing a very good knowledge base for all partners at the table. She encouraged the board members to continue to invite other non-homeless entities to attend the weekly meetings to share their expertise.

Marty Jones discussed the VI-SPDAT assessment tool. He stated resources are a big challenge when you have, for example, six projects that could serve the client or when all the projects are located in a large rural area. The board members conducted a lengthy discussion regarding the SPDAT and VI-SPDAT process and various situations that could arise with use of these tools. Based on several questions, Rosemary Luckett clarified that the SPDAT and VI-SPDAT are not HUD mandated tools, but the common assessment is HUD mandated. The board resolved to allow the Region 6 Pilot Project to work out the issues encountered during these evaluation processes.

Expanded 211 Update

Jennifer Oberlin provided an update on the Expanded 211 Update. She and Davey King met with the Executive Director of United Way of the Bluegrass, and Nathan Thompson who is spearheading the expansion of the 211 initiative. United Way of KY has appointed a committee to explore the expansion of 211 across the state. As part of the coordinated entry and assessment process, there should always be accessible resources for the individuals. The client would call 211 and the assessment would be given to the client and the referral would be made to the most appropriate agency in the area the client is calling from.

HMIS Grants

Jennifer Oberlin stated that through the 2015 CoC NOFA, the KY BOS will have the opportunity to apply for support funds to help fund the coordinated entry and assessment. This is the last time HUD will offer funding to assist in this process. The board further discussed the expansion of the 211 system across the state, avenues of funding the help support the system and methods of contracting with United Way for this call center service. KHC will research other state call centers and resources they use to fund their systems and report back to the board.

TA Update

Jennifer Oberlin stated per the board's direction, she requested TA assistance from HUD for a session to discuss the coordinated entry and assessment process across the state. She will keep the board informed of that status of the TA session.

KYHMIS Staff Updates

Davey King addressed the board regarding HMIS staff updates. Currently, KHC has three staff assigned to HMIS: Carol Anne Sell, Anne Colly Rose and Lena Columbia. He announced that Carol Anne Sell will be leaving the corporation in mid-August. Davey then informed the board about the realignment plan for the Housing Contract Administration department, which includes HMIS. This process will occur from this point through April 2016. In light of Ms. Sell's departure, KHC will contract with an outside entity to help with support of the HMIS system for

the next 6-8 months. The board members had several questions regarding the realignment plan.

Davey referenced the Board's letter that was recently sent to Ms. Kathryn Peters, Executive Director of KHC regarding HMIS department staffing issues, goals, provision of good customer service, etc.

KCDVA

Jennifer Oberlin called on Andrea Walden with KCDVA to address concerns that many of the VSP agencies have regarding the assessment process for domestic violence victims. In referencing the latest draft version of the policies and procedures, the KCDVA Board had several concerns of how to address DV clients when presenting to a non-VSP agency. Andrea stated KCDVA has worked very hard develop a method of how to handle sensitive and confidential information and retaining that information. The KCDVA Board submitted several questions to Jennifer and Jennifer will place them on BaseCamp so that the advisory board can review these questions for consideration.

Jennifer Oberlin stated the Pilot Project is recommending that DV clients be given only 1 VI-SPDAT at entry, which can be given on paper. What will be turned in for the weekly meetings will be simply the acuity score from the VI-SPDAT but it will be attested as accurate by at least two employees of the VSP. This will allow the VSP's to shred the VI-SPDAT once completed so that no potentially incriminating evidence will be in the individual's file. Andrea Walden and Jennifer Oberlin will continue to research the VAWA act and bring back recommended procedures to be use for the VSPs.

KHC Multi-family Update

Jennifer Oberlin provided an update on asking housing developers to join in local discussions regarding housing and service needs for clients in their areas. She has spoken with several multi-family developers and they are receptive to participating during QAP 2016 funding round to participate in these local discussions. She encouraged the board members to make their contacts as well.

Additional Items

The next meeting of the CoC Advisory Board will be held on Wednesday, August 27, 2015, at 10:00 a.m. at the KHC office.

Adjournment

There being no further business before the board, the meeting was adjourned.