



**Kentucky CoC Balance of State Board
Meeting Minutes
June 16, 2015**

The Kentucky CoC Balance of State Board met on June 16, 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:

- 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
- Josie Kirker, Franklin County Women's Shelter
- Cyndee Burton, Matthew 25 Aids Services, Inc.
- Michelle Yoebstl, Barren River Area Safe Space

KY BoS CoC Board Members participating via GoToWebinars:

- Alisa Barton, Salvation Army of Hopkinsville
- Marsha Croxton, Women's Crisis Center
- Sharon Hendrickson, Kentucky River Community Care

KY BoS CoC Board Members Absent:

- Steve Clark, Heartland CARES, Inc.

Others Present:

- Marty Jones, CAC of Lexington, Board Member Elect (via GoToWebinar)
- Curtis Stauffer, Housing and Homeless Coalition
- Andrea Walden, Kentucky Coalition Against Domestic Violence
- 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

Approval of March 25, 2015 Minutes

The committee reviewed the minutes of the March 25, 2015, meeting and the following corrections were noted:

- Paul Semisch was absent from the March 25, 2015 meeting
- Sharon Hendrickson was present via GoToWebinars
- Hazard Perry County Cooperative Ministries should read Hazard Perry County Community Ministries.

A motion was made by Paul Semisch and seconded by Linda Young to approve the minutes of the March 25, 2015 meeting as corrected. A vote was taken and the motion carried.

Debbie Sivis asked for discussion of whether or not the Board should assign the preparation of minutes to one of the Board members for future meetings. Several members pointed out the Board Bylaws state KHC staff will be responsible for the preparation of committee minutes and that a change to this process would require revisions to the Bylaws. After a discussion, it was decided to that KHC staff would continue to prepare the Board minutes.

CoC Board Training with Cloudburst and Lexington CoC

Debbie Sivis provided information regarding a Lexington CoC Board training she recently attended with Jennifer Oberlin, Rosemary Luckett and Michelle Yoebstl. The training was provided by the Cloudburst Group and was tailored for the Lexington CoC Board. Topics included board governance, board structure and the roles and responsibilities of the board members.

Debbie Sivis specifically pointed out the topic of Board membership. She stated the KY BoS CoC Board membership is heavy with grantee agencies and needed more diversity as required by the HUD Interim Rule. The membership should include other non-profit homeless providers, medical providers, faith-based organizations, social service providers, PHAs, school district representatives, etc. Involvement of non-CoC partners would allow the BoS to be in compliance with the Interim Rule, as well as, serve to eliminate conflict of interest situations as the Board members participates in the scoring and ranking process for CoC grants. A lengthy discussion followed on ways to pursue agencies to join the Board in their efforts to alleviate homelessness in the BoS. It was also mentioned that HUD is stressing the importance of forming partnerships with housing authorities to enhance the Continuum's homeless efforts. Debbie Sivis stated she has spoken with several agencies to discuss their interest in joining the Board and she encouraged the other members to do the same. It was strongly suggested that emphases should be placed on agencies that will be an active participant on the CoC Board and become involved with the HMIS and the VI-SPDAT. Curtis Stauffer offered to work on policies for non-CoC participating agencies.

Marty Jones asked if KHC could somehow link funding for affordable housing with participation in the CoC. To elaborate further, could a multi-family development project get extra points for their funding request if they participate in the CoC regional meetings or were involved in some manner. KHC staff to discuss with appropriate department and report back.

Addressing Request Letters of Support for Consistency

Debbie Sivis called on Jennifer Oberlin to provide an update on addressing requests for letters of support within the CoC. Jennifer stated at the last meeting that Curtis Stauffer had volunteered to form a committee that would review each request for a letter of support on behalf of the CoC. Curtis made contacts with each of the following to request a member be named for the review committee: Louisville CoC, Lexington CoC, HHCK, KHC, and KY BoS CoC Board Member, Alisa Barton. The committee will review each request to make sure the project is consistent and helps meet the goals of the CoC, which are to provide affordable housing resources, provide homeless services, etc., and does not counteract the goals of the CoC. The Board stressed the review committee needs to endorse the project, not the agency itself. Curtis volunteered to work on policies for the reviewing committee and will report back to the Board committee at the next meeting.

CoC Listserv Update

Debbie Sivis called on Jennifer Oberlin to discuss the creation of a Listserv. At the last meeting, it was requested that KHC staff explore avenues to allow conversations to occur across the continuum. Jennifer was able to locate two possibilities: 1) establish a google group, at no cost, however users would have to establish a separate Gmail account; 2) access the Basecamp system, at a minimal monthly cost of \$20.

Jennifer stated the Basecamp system has been used by KHC staff as they work with BoS CoC working groups across the nation. The system will allow users to produce a continuous stream of communication with each other regarding questions or concerns to determine how other agencies handle different situations that arise. The Board asked KHC staff to determine if the CoC Planning Grant would be an appropriate source for funding the \$20 monthly fee. The Board agreed to pursue the Basecamp system as a viable communication tool for the KY BoS CoC agencies.

Regional Meeting Updates

Debbie Sivis called on Jennifer Oberlin to provide an update on the CoC Regional Meetings that were held across the state recently. Jennifer stated KHC was very pleased with the outcome of the meetings. Chris Taylor, HUD Field Office Director, attended each meeting to discuss the Mayors Challenge to End Veteran Homeless program. Other discussion topics included the VI-SPDAT, Performance Goals, Coordinated Assessment, and program updates.

Lynn Chrisman reported the results for the CoC Board Member elections held at each regional meeting:

Region 1 - Steve Clark, Heartland Cares

Region 2 – Cyndee Burton, Matthew 25 Aids Services
Region 3 – Linda Young, Welcome House
Region 4 – Paul Semisch, Gateway Homeless Coalition
Region 5 – Adrienne Bush, Hazard-Perry County Community Ministries
Region 6 – Marty Jones, Community Action Council of Lexington

VI-SPDAT (Policies, Procedures, Evaluation Tools)

Debbie Sivis stated the KY BoS needs to develop VI-SPDAT policies and procedures, as well as an evaluation tool. She directed the members' attention to the handouts from the West Virginia BoS CoC, Louisville Metro CoC and the District of Columbia Coordinated Entry Policy and Procedures Manual. She felt portions of each of these documents could be pulled and used to help develop the policies for the BoS. She also discussed the need to involve all the BoS CoC agencies as these policies and procedures are developed and suggested an evaluation tool or survey would be a good resource to gather information. The survey would be used by agencies to provide feedback on what should or should not be included in the policies, including feedback from those agencies that are currently using the VI-SPDAT. A lengthy discussion followed with Board members suggesting various questions that might be asked on the evaluation tool.

The Board members established a Policy and Procedure Subcommittee with the following member: Adrienne Bush, Paul Semisch, Michelle Yoebstl and Debbie Sivis.

The Board members also established a subcommittee to develop a Survey Monkey evaluation tool with the following members: Marty Jones, Adrienne Bush, Debbie Sivis and Carol Anne Sell.

The members then discussed visibility issues they have experienced when using the VI-SPDAT. Those agencies that have a centralized intake process are having issues with viewing clients through the VI-SPDAT. Currently the VI-SPDAT is located under the Program Placement tab. In order to allow visibility for all agencies, the VI-SPDAT should be placed under the Assessment tab.

A motion was made by Adrienne Bush and seconded by Jodie Brandenburg to have KHC staff work to move the VI-SPDAT from the Program Placement tab to the Assessment tab to allow visibility by all agencies. A vote was taken and the motion carried.

Jennifer Oberlin stated Region 6 is still on target to launch their 2-1-1 pilot project on July 1, 2015. It was reiterated that all agencies should be using the VI-SPDAT, but everyone is required to begin using the system by July 1, 2015. KCH staff will issue an eGram with general guidance for agencies as they begin the process of using the VI-SPDAT.

KYHMIS Staff Updates

Debbie Sivis called on Jennifer Oberlin to give an update on KYHMIS staff. Jennifer stated that Polly Lloyd has accepted another position outside of KHC. KHC has currently assigned 2 ½ staff members to work with KYHMIS.

Some members of the Board expressed concern over the constant turnover of KHC HMIS staff along with other program staff. It was suggested that the Board write a letter to the KHC Executive Director expressing their concerns.

Conflict of Interest Examples

Debbie Sivis discussed examples of conflict of interest language to be considered by the Policy and Procedure Subcommittee in developing the policies.

Scoring Criteria 2015 NOFA

Debbie Sivis asked Cyndee Burton to give a report on the Scoring and Ranking Subcommittee review of the 2015 KY BoS CoC Renewal Regional Scoring Criteria. Cyndee Burton pointed out several areas of discussion and recommendations by the committee for a CoC Board vote:

- Grantees will be given until July 1, 2015 to clean up all data in HMIS or a comparable data base before any reports will be pulled for scoring.

A voice vote was taken and approved by the full CoC Board to allow grantees until July 1, 2015 to clean up all data in HMIS or a comparable data base before any reports will be pulled for scoring.

- The KHC Applicant Scorecard will be used for capacity scoring for all CoC new and renewal projects in the 2015 CoC funding cycle. An Applicant Scorecard will be submitted for each new and renewal project applying for funds in the 2015 cycle.
- KHC staff will include CoC-specific questions on the Applicant Scorecard to include unspent funds from recent grant terms.
- Length of Time of Homeless for transitional housing projects will not be scored in 2015 but will be included to collect data and to make providers aware it will be scored on in 2016.

A voice vote was taken and approved by the full CoC Board that Length of Time of Homeless for transitional housing projects will not be scored in 2015 but will be included to collect data and to make providers aware it will be scored on in 2016.

- New questions on the 2015 KY BoS CoC Renewal Scoring Criteria will include the following:
 - For all Programs – Percentage of clients exiting to permanent housing destinations.
 - For all Programs – Participants with one or more source(s) of non-cash benefits by program exit.
 - For 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.
 - For PH/TH Programs- Average daily bed utilization
 - For all Programs - Percentage of client entries from streets/emergency shelter only.
 - For all programs - Percentage of clients with no income at program entry.

- The scoring for new categories in which no benchmark has been established by HUD will be based on the overall BoS APR percentage from January 1, 2014 through December 31, 2014.

The Board discussed percentages and median possibilities to use for scoring these new categories. It was decided the Ranking and Scoring Advisory Subcommittee would work on several examples of scoring methods and submit via email to the Board members for a vote.

- Applicants applying for funds for a project conversion may request no more in funding than they currently receive for their CoC project. For example, if an applicant's current TH project receives \$100,000 in CoC Program funding annually, then they can request no more than \$100,000 in funding for their project conversion.

A motion was made by Josie Kirker and seconded by Linda Young to approve applicants applying for funds for a project conversion may request no more in funding than they currently receive for their CoC project. A vote was taken and the motion carried. Adrienne Bush, Paul Semisch and Jodie Brandenburg abstained from voting.

Lynn Chrisman explained the KHC Corporate Scorecard and the Applicant Profile section capacity scorecard. The scorecard is used corporate-wide to help determine the agency capacity, past funding history, monitoring history, etc. A recommendation was made that all agencies applying for CoC funds be required to complete a separate scorecard for each of their CoC programs.

A voice vote was taken and approved by the full board to require all CoC agencies applying for funds to complete a separate KHC Corporate Scorecard for each of their CoC programs.

Lynn Chrisman stated in the past, the scorecard did not have specific CoC questions, however, this year the scorecard will contain CoC specific questions. A lengthy discussion followed on two questions directed toward possible scores that would be derived from the percentage of unused funds during 2010, 2011, 2012 and possibly 15 points that could be scored if a project had corrected the unused funds situation through a budget amendment process. It was suggested the points be reduced from 15 to 10 to help balance the scoring process.

A motion was made by Josie Kirker and seconded by Adrienne Bush to add all discussed CoC specific questions to the scorecard. A vote was taken with two opposed votes – Paul Semisch and Linda Young. The motion was approved and carried.

USICH System Design Clinic

Jen Oberlin discussed a training offered by the National Alliance to End Homelessness designed to help communities move from a collection of individual programs that address homelessness to a crisis response system that makes strategic, data driven decisions.

Communities work with instructors to develop concrete governance strategies and action plans for becoming a high-functioning crisis response system. The training is 1 ½ days at the cost of \$8,500, however, they are not available until October 2015. She stated that is one option, but the KHC staff could pursue other options as well. KHC Staff will ask for HUD TA funds to pay for the cost of the training.

A motion was made by Linda Young and seconded by Adrienne Bush to pursue the Board training through NEAH. A vote was taken and the motion carried.

Updates

Curtis Stauffer briefed the Board on the following items:

1. VAWA 2013: Rule states CoCs are responsible for developing a coordinated referral process for victims of domestic violence and all CoC member agencies are required to abide by the rule and have a plan of assistance put in place to serve these clients. He stated HUD has issued a model plan and the suggested this be used by the Policy and Procedures Subcommittee in developing upcoming policies.
2. In Louisville, a working group has been organized around the LGBTQ shelter issues. With the 2-1-1 process, consideration must be given to developing appropriate language for use when working with trans people in compliance with HUD regulations. The working group is developing a template for simple intake use to ensure these clients will be asked the same questions across the state and assistance is provided for their safety.
3. Louisville COC is working with managed care organization and the Cabinet for Health and Family Services to offer trainings on how to bill Medicaid for case management services. It was recommended that KHC and the Louisville CoC reach out to the Cabinet for Health and Family Services to offer a training for BoS agencies in the very near future.

Next Meeting

The next meeting of the KY BoS CoC Board will be on July 28, 2015 at 10:30 a.m. at the Kentucky Housing Corporation.

Adjournment

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