

## **DURHAM HOMELESS SERVICES ADVISORY COMMITTEE**

**Wednesday, September 24, 2014**  
**Durham County Human Services Building**  
**414 E. Main Street - 2<sup>nd</sup> Floor Conference Room**  
**3:00 p.m.**

The Durham Homeless Services Advisory Committee (HSAC) met on the above date and time.

**Committee Members Present:** Chair John Bowman, Vice-Chair Mayme Webb-Bledsoe, Secretary Stephanie Williams, Edward Abdullah, Lindsey Jordan Arledge, VA Medical Center, Mayor Pro Tempore Cole-McFadden, City Manager Thomas J. Bonfield, Assistant County Manager Drew Cummings, Minnie Forte-Brown, Durham Public Schools Board (DPS), Janice Harper, North Carolina Central University, Sue Jackson, Executive Dean/Department Head, Continuing Education at Durham Technical Community College, Pam Karriker, Christian Assembly, Jackie Love, Homeless & At-Risk Liaison for Durham Public Schools, Charita McCollers, MSW, Lincoln Community Health Center, Fred Stoppelkamp, Durham Economic & Resource Center (DERC), Reverend Chris Tuttle, Westminster Presbyterian, and Latasha Williams, (Serving American Veterans Everywhere (SAVE)).

**Committee Members with Excused Absences:** Michael Becketts, Director, Department of Social Services (DSS).

**Committee Members Absent:** Captain Stan Harris, Durham County Sheriff's Department, Lois Harvin-Ravin, Durham County Veterans Services Officer, Reverend Warren Herndon, Shannon McLean, Chief Development Operations Officer, Durham Housing Authority and Jason Wimmer, OEWD

**Staff Present:** Director Reginald Johnson, Project Manager Matthew Schnars, Administrative Analyst Keshia Barnette (Department of Community Development) and Sheila Bullock, Senior Executive Assistant (Office of the City Clerk).

**Also Present:** Patrice Nelson, Director, Angela Holmes (Urban Ministries of Durham); Amelia Craven, Mark Spreng, Julia Gamble, Daniel Brenner (Duke School of Nursing); Quincy Jones (Lincoln Community Health Center Shelter Clinic); Anne Yeung (Community Empowerment Fund (CEF)); Joi Stepney (Housing for New Hope (HNH)); Catherine Pleil (Durham Interfaith Hospitality Network (IHN)); Ryan Fehrman, Director (Genesis Home); Dr. Sharon Elliott-Bynum (CAARE); Mike Robinson (VA); Omar Jones, Valjeanne Jones-Williams and Rick Alston (citizens).

### **Subject: Call to Order/Welcome**

Chair Bowman called the meeting to order at 3:05 p.m. and the HSAC's four goals of ending homelessness were read.

### **Subject: Minutes Review & Approval – August 27, 2014**

It was noted by Sheila Bullock, Senior Executive Assistant, City Clerk's Office, that Committee Member Jason Wimmer was listed as being "absent" at the August 27, 2014 meeting. However, Mr. Wimmer's absence should have been recorded as "excused."

**Motion** by Committee Member Stoppelkamp, seconded by Vice-Chair Webb-Bledsoe to approve the August 27, 2014 minutes with revisions was approved at 3:07 p.m.

**Subject: Public Comment Period**

No public comments were made.

**Subject: Duke Student Projects for HSAC**

Project Manager Matthew Schnars (Department of Community Development) announced that students from two public policy classes at Duke University will be assisting the Structure Subcommittee on projects regarding the Veterans Administration HUD-VASH voucher process as well as developing policies and procedures required under the CoC and ESG Interim Rules.

**Subject: HMIS System Administration**

Mr. Schnars gave some background information on the Homeless Management Information System (HMIS) and presented staff's recommendation to transfer management of Durham's HMIS from the N.C. Housing Coalition to the Michigan's Coalition Against Homelessness.

Some concerns expressed by HSAC members included whether data will have to be re-entered into the system and is money available for transition cost.

Mr. Schnars stated there is no requirement that client-level data be re-entered into the system and yes there is some budget surplus available that will cover some up-front costs.

In response to Committee Member McCollers question about whether the Performance Management team feels the Michigan group has a good sense of North Carolina's environment as it relates to its system and are they "up to speed" on knowing what North Carolina's needs are, Mr. Schnars stated yes and further elaborated.

Patrice Nelson (UMD) commented that the process of this transition requires an assessment be done. She wanted to know once this is done will there be an opportunity for the CoC to say they don't want to proceed and who would sign the contract for this system.

Additional discussion followed regarding the HMIS.

**Motion** by Mayor Pro Tempore Cole-McFadden, seconded by Secretary Williams to approve staff's recommendation to change Durham's HMIS Lead Agency to Michigan's Coalition Against Homelessness was approved at 3:38 p.m.

**Subject: Standardized Assessment Tool – Fred Stoppelkamp, Chair, Housing Results Team**

Committee Member Stoppelkamp (Chair, Housing Results Team) provided a brief update on the need for adopting a standardized assessment tool that would determine eligibility for housing the chronically homeless and establishing a prioritized wait list.

Mayor Pro Tempore Cole-McFadden wanted to know what emphasis was being placed on housing Veterans because the Obama Administration has this item as a top priority.

Mr. Schnars stated that housing Veterans *is* a top priority and part of the prioritization process includes Veterans.

Chair Bowman pointed out that according to a memo that members received; there is no cost to use the tool. Committee Member Stoppelkamp commented there is no cost to use the tool nor for the training.

Committee Member Forte-Brown commented that in relation to performance management; this would create a standard for prioritizing.

Julia Gamble (Duke University School of Nursing) stated that an organization she had worked for used the earlier version of the assessment tool and she really liked it. However, she cautioned that the tool may not always highlight the person who has not connected with systems over time. That person could be most at-risk. She suggests that service providers may want to work with these individuals to have them moved from the list based on extenuating circumstances.

Further discussion and comments followed regarding the use of the assessment tool.

**Motion** by the Housing Results Team that the HSAC adopt the standardized assessment tool that Durham will use was approved unanimously at 3:48 p.m.

Committee Member Stoppelkamp reported that the Housing Results Team will be reviewing the scores and overseeing the process on how to get people in permanent supportive housing. There are only two units available through Housing for New Hope that have permanent supportive housing for people without income and eight units for people with income. The Housing Results Team has reached out to the private sector to see how they can help with creating units. They are also working with Alliance and other behavioral managements to see how they can get the supportive piece. The group is trying to exhaust everything in trying to create more permanent supportive housing for the chronically homeless. Committee Member Stoppelkamp encourages the HSAC as well as the Housing Results Team to get involved in the conversation with the Planning Department right from the start so they can be heard on the issue of affordable housing.

**Subject: Respite Research – Donna Biederman, Duke University School of Nursing**

Dr. Donna Biederman, Assistant Professor (Duke University School of Nursing) gave an update on findings from a study entitled “Assessing the Need for Medical Respite: Perceptions of Service Providers and Homeless Persons.”

**Subject: Governance Charter – Chris Tuttle, Chair Structure Subcommittee**

In complying with the requirements of the Interim Rule, CoC’s must adopt a Governance Charter. The Structure Subcommittee is working on a draft Governance Charter and will be presenting it to the HSAC within the next few months. Committee Member Tuttle noted that in addition, the Committee will be receiving assistance from some Duke students who will help dig into those policies and procedures.

The Structure Subcommittee will also be putting together a regular schedule of joint meetings as required by the Interim Rule. HSAC and all stakeholders will be participating in these meetings each year. Duke students will also be assisting with this project.

Mayor Pro Tempore Cole-McFadden stated that Committee Member Tuttle mentioned the Duke Students but there are some outstanding students at North Carolina Central University (NCCU) and she would like for them to be just as involved with the work of HSAC as Duke University students are.

Mr. Schnars explained that NCCU students are very involved, especially with the HSAC's Youth Subcommittee.

Committee Member Janice Harper, Assistant Vice-Chancellor for University Programs, NCCU, stated she could work with Mr. Schnars in getting NCCU students. She added that these students are eager and ready to work.

**Subject: 2014 CoC Process Update**

Mr. Schnars informed HSAC members that because of HUD's early release of the CoC NOFA on September 16, 2014 applications are due to HUD by October 30, 2014. However, the CoC is required to notify applicants at least ten days prior to submission to HUD whether they will be included in the combined application to HUD and the amounts.

An official vote on the scoring and ranking of applications is needed by the HSAC no later than October 20, 2014. Because the next regular meeting of the HSAC is after October 20, 2014, staff recommends having a special meeting on October 15, 2014; time to be announced. The meeting will be hosted at the Department of Community Development and at least 13 HSAC members would need to be in attendance to have a quorum to vote.

Chair Bowman stated that the HSAC special meeting would be held on Wednesday, October 15, 2014.

**Subject: Reminders & Announcements**

- Project Homeless Connect - Friday, October 10, 2014, 9:00 a.m.-2:00 p.m.  
Durham Bulls Athletic Park
- Next HSAC Meeting – October 22, 2014, 3:00 p.m. – 4:30 p.m.

**Subject: Adjourn**

With no further business to come before the Committee, Chair Bowman adjourned the meeting at 4:27 p.m.

Respectfully Submitted

Sheila Bullock  
Office of the City Clerk