

DURHAM HOMELESS SERVICES ADVISORY COMMITTEE

**WEDNESDAY, APRIL 25, 2012 – 3:00 p.m.
COMMITTEE ROOM – 2ND FLOOR – CITY HALL**

The Durham Homeless Services Advisory Committee (HSAC) met on the above date and time with the following members present: Robert “Bo” Glenn (Vice-Chair), Reverend Warren Herndon, Stephen Hopkins, Kaaren Johanson, Fred Stoppelkamp, Reverend Chris Tuttle, County Commissioner Pam Karriker (for County Commissioner Michael Page), Mayor Pro Tempore Cora Cole-McFadden (Chair), City Manager Thomas J. Bonfield, Assistant County Manager Drew Cummings, Durham Public School Board Chair Minnie Forte-Brown and Executive Dean & Department Head Continuing Education, Durham Technical Community College, Sue Jackson.

Excused Absence: Committee Members John A. Bowman, and Homeless & At-Risk Liaison Jackie Love

Absent: Committee Members Joyce Payne, Deborah Bailey, NCCU, Durham County Commissioner Michael Page and Bob Williamson, Homeless Coordinator, Durham VA Medical Center.

Staff Absent: Interim Director Reginald Johnson, Department of Community Development

Also Present: Lloyd Schmeidler (Department of Community Development), Jack Preiss, Deputy City Manager Keith Chadwell, Catherine Pleil (Durham IHN), Deborah Bueese (Housing for New Hope), Joi Stepney, (HNH) and Sr. Executive Assistant Sheila Bullock (Office of the City Clerk).

Subject: Call to Order/Welcome

Mayor Pro Tempore Cole-McFadden (Chair) called the meeting to order at 3:00 p.m. She welcomed everyone in attendance and recognized County Commissioner Pam Karriker who was sitting in for County Commissioner Michael Page. Afterwards, Mayor Pro Tempore Cole-McFadden (Chair) asked for a moment of silent meditation.

Subject: Public Comment Period

No public comments were made.

Subject: Approval of March 28, 2012 Minutes

Motion by Committee Member Hopkins, seconded by City Manager Bonfield to approve the March 28, 2012 minutes was unanimously approved at 3:03 p.m.

Subject: Inter-Local Agreement Update

Vice Chair Glenn noted that some time ago the HSAC adopted an inter-local agreement. The Committee decided the document should be reviewed by the following: Durham Centre, Durham County Department of Social Services, City of Durham Department of Community Development, City Manager, County Manager, City Attorney and County Attorney.

Throughout this review process changes were being made mostly to ensure proper terminology and that legal requirements were met.

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After much review, Vice-Chair Glenn feels the agreement is ready to go to the City and County government bodies.

Mayor Pro Tempore Cole-McFadden (Chair) commented that when the inter-local agreement goes before the bodies, Committee Members are free to voice any concerns or comments that they may have during the Work Session.

Committee Member Hopkins wanted to reiterate his previous voiced objections that he felt it was not appropriate for the HSAC to draft an agreement for the City and the County. He stated it was the Attorney's responsibility to create an inter-local agreement.

Deputy City Manager Keith Chadwell, on behalf of Interim Director Reginald Johnson and staff, extended an acknowledgement to Vice-Chair Glenn for his leadership on the creation of the inter-local agreement. He expressed appreciation for Vice-Chair Glenn's patience during this process.

Subject: Subcommittees

Mayor Pro Tempore Cole-McFadden (Chair) stated that they will rely on the Subcommittee Chairs to make sure that each body is working with them.

After reading over the responsibilities of the subcommittees, City Manager Bonfield commented that he was not clear if the subcommittees were to report back to HSAC regarding policy issues and other topics. Mayor Pro Tempore Cole-McFadden (Chair) stated that they would be reporting back to the HSAC. Discussion followed concerning staffing of the subcommittees and how the work would be done for them. Mayor Pro Tempore Cole-McFadden (Chair) stated that they would let Mr. Johnson handle this.

Deputy City Manager Chadwell noted that they do plan to staff each subcommittee. Other questions asked regarding the subcommittees were: how often would they meet and the frequency of reports to the HSAC. Mayor Pro Tempore Cole-McFadden (Chair) hopes that by June subcommittees would began to report back as to what they are doing.

In response to Committee Member Johanson's question about the status of the vacant position that would assist HSAC, Deputy City Manager Chadwell anticipates a recommendation for hire would be made within the next two weeks for this position.

Additional comments were made concerning whether or not staff would be present at each subcommittee meeting to take notes and assist; staff's duties, will meetings be posted and adherence to the open meetings law as it pertains to the subcommittees.

City Manager Bonfield will follow up on the open meetings law requirements.

Subject: Unified Funding Agency

According to Deputy City Manager Chadwell, he stated that he is not aware that the City has formally or informally asked HUD to become a unified agency. He shared that the discussion was held so that the City would be aware of what the options were and the process. He added that at this time the City has no interest in pursuing this avenue.

Subject: CoC Check-Up Process and Action Plan

Lloyd Schmeidler directed the Subcommittee's attention to the handout "Durham Continuum of Care 2012-2013 Action Plan" and provided a review of the CoC Check-up Process and a discussion about the plan.

Mr. Schmeidler reported that staff developed the Action Plan based on the results of the CoC survey that stakeholders completed. At the last HSAC meeting staff invited comments and suggestions for improvement of the plan. Per this request, Committee Member Love asked that something be added to the plan regarding homeless youth. Mr. Schmeidler stated that this has been done. HUD has since changed the deadline for submitting the Action Plan to June 30th.

Concerning any revisions that needed to be made, City Manager Bonfield asked if the expectation was that HSAC would adopt the Action Plan before it was sent to HUD.

Mayor Pro Tempore Cole-McFadden (Chair) stated that if there were any revisions needed she felt that the Committee should see them first.

Additional conversation followed regarding how revisions should be made to the Action Plan before submitting to HUD. Mayor Pro Tempore Cole-McFadden (Chair) asked the Committee to submit any comments about the action plan to Reginald Johnson and cc her.

Since the first draft of the plan has already been submitted, Mr. Schmeidler pointed out that further revisions could be made and downloaded to HUD as well. The Committee decided that any final comments should be brought to the May 23rd meeting of HSAC.

Subject: Annual Homeless Assessment Report (AHAR)

Mr. Schmeidler summarized information contained in the Annual Homeless Assessment Report (AHAR). Data from this report comes from the Homeless Management Information System (HMIS) and includes information on homeless veterans. However, it does not include data on unsheltered people

The Department of Social Services will be implementing the Coordinated Intake Process initiative for homeless households with children on May 17th.

City Manager Bonfield shared his concern about the consistency of data contained in CHIN. Committee Member Cummings made comments about how confusing some of the percentages were regarding the AHAR Length of Stay Comparison table.

Vice-Chair Glenn felt that it would be helpful if numbers from the AHAR were provided to County and City officials in case they had questions. Mayor Pro Tempore Cole-McFadden (Chair) asked City Manager Bonfield to make sure the information gets distributed to the City and the County.

Committee Member Herndon asked that information in the AHAR also be sent to Reverend Spencer Bradford. Mayor Pro Tempore Cole-McFadden (Chair) suggested that prior to sending information to Reverend Bradford that information be submitted to the City Council and County Commissioners immediately.

Other discussion included the process in which TROSA beds were counted, non-use of the CHIN System by the Durham Rescue Mission, demographics characteristics of sheltered homeless persons and the number of families with homeless children in school.

In response to Committee Member Johanson's question as to whether the Durham Rescue Mission was getting their information into the CHIN system, Mr. Schmeidler feels this will not happen without further conversation with the Durham Rescue Mission administration.

Mayor Pro Tempore Cole-McFadden (Chair) announced that at the May 2012 meeting of HSAC, Committee Member Love would be providing a presentation on youth and homelessness. Also, the Committee will ask Kevin Dick (OEWD) to assist homeless persons with workforce development.

The Committee also talked about how to track individuals who, for whatever reason, leave permanent supportive housing. Mr. Schmeidler noted that CHIN is working to develop a report to track people who come back into the homeless system.

Subject: Point-In-Time Count, Housing Inventory Count and Estimate of Unmet Need

The following update was given by Committee Member Johanson:

- Mr. Schmeidler has completed the information submitted by the providers that will be going to HUD;
- Data collected on the demographics & needs survey is being analyzed further by RTI and may not be complete until May 26, 2012; and
- RTI's total report will include a summary providing statistics about homelessness in the country, Durham, and surrounding regions. Report will also provide some recommendations for Durham.

Mr. Schmeidler informed the Committee that April 30, 2012 is the deadline to submit the following information to HUD:

- Point-In-Time Count
- Housing Inventory Count
- Estimate of Unmet Need

City Manager Bonfield suggested holding a press conference immediately prior to the next HSAC meeting if information is ready. Mayor Pro Tempore Cole-McFadden (Chair) agreed.

Subject: Announcements & Updates

- Committee Member Love will be giving a presentation at the HSAC meeting in May on youth and homelessness;
- Next HSAC meeting is Wednesday, May 23, 2012 at 3:00 p.m., 2nd Floor Committee Room, City Hall;
- DCIA meeting will be held on Thursday, April 26, 2012 at Duke Memorial Church at 4:00 p.m. Committee Member Warren noted that the purpose of the meeting is to provide a comprehensive approach to assist individuals coming to many of the faith organizations seeking support.

Subject: Adjournment

With no further business to come before the Committee, the meeting was adjourned at 4:13 p.m.

Respectfully Submitted

Sheila Bullock
Office of the City Clerk