
TUCSON PLANNING COUNCIL FOR THE HOMELESS

Continuum of Services Committee

January 21, 2009 Minutes

Chairs: Susanna Rodriguez, Val Quadros

<p>Next Meeting: Wednesday, February 25, 2009 Rillito-Sabino Room, Sentinel Building 320 N. Commerce Park Loop</p>

<p>Report to TPCH General Meeting February 12th</p>

- | |
|-----------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none">■ Reminder of need for participation in the CoS Committee |
|-----------------------------------------------------------------------------------------------------------|

TOPICS DISCUSSED

1. **Minutes.** Beth Carey moved to accept the minutes of the previous meeting with changes as noted. Steve Nelson seconded? **Motion passed.**

2. **Shelter Survey.** Participants in charge of their agency's housing verified receipt of the annual DES shelter survey by both post and email. This survey incorporates feedback from community partners, and asks for bed capacity. It will provide the bed capacity information for which TPCH has surveyed in previous years. Definitions of terms used in the survey were included with the survey. Several participants noted that they think the new survey is clearer and easier to use. Co-chairs noted that copies of each survey should be sent to the TPCH continuum of care consultants. The shelter survey count is to occur the evening of January 27th. Surveys must be returned by February 6th.

It was suggested that the TPCH Co-chairs send a letter to the identified shelter survey recipients reminding them of the importance of timely shelter survey submission, and of the need to send the completed survey to the CoC consultants. Participants voted to do this.

 - **Next steps. a.)** A reminder to return the survey to both DES and the TPCH CoC Consultants will be included in the TPCH weekly announcements.
 - b.)** Committee co-chairs will draft a reminder letter for the TPCH Co-chairs to send to shelter survey recipients. Follow-up phone calls will also be made to survey recipients to encourage prompt submission and copying to the TPCH CoC consultants.

3. **Consultant.** Sally Dodds and Steve Wind of LeCroy & Milligan Associates, Inc reported. Sally said that they have already begun compiling materials and refining timelines. Steven has begun a checklist of data needs, data sources, reviews, and approval that includes the dates of electronic inputs, revisions, and submissions. He asked the committee's help to complete the contacts list, and to provide timelines and checklists from previous years to assist.
 - **Next step:** Committee members will provide LeCroy & Milligan with copies that they have of historical materials on the NOFA application preparation.

4. **Street Count Workgroup.** Leslie Carlson and Settle Madden reported. There are more than 120 volunteer enumerators. A fourth volunteer training was held Tuesday. There will be pilot use of surveys to at Open Inn and Primavera Relief & Referral. Open Inn will be open 4:00-7:30 p.m. the evening of January 27th to provide refreshment and bus passes to volunteers to be surveyed. Primavera R&R will open at 5:00 a.m. the morning of January 28th for drinks, food and a short voluntary survey.
- Leslie is working with the Catalina Community Center regarding the count for Catalina. Per HUD's guidance document on methodology, the Street Count will report the number of the center's self-identified homeless for the work week (5-day period) of the count as the number for Street Count reporting. Leslie is checking whether a similar method might be used to generate numbers for rural communities from the rural food banks' databases. Steve Nelson suggested checking how the question about homelessness is asked to guard against counting people who say that they are homeless because they may think that they must be homeless in order to get food.
5. **New Goals.** Participants reviewed the 10-year plan, objectives, and action steps chart created by the 2008 gaps analysis process. That process occurred before the 2008 HUD electronic application was available. When the application was available, it had no means for inputting community goals. Participants discussed the goals and objectives. It was noted that these goals were never adopted by General Council because the electronic HUD application did not allow for their inclusion. Consensus was to measure only the goals included in the application.
6. **Arizona Youth Demonstration Project Survey.** It was reported that there was good participation in this DES/ADOH project.
7. **New Business**
- **Consultant contact.** Steve Nelson asked how TPCH members should contact LeCroy & Milligan. Sally noted that she will be the main contact and distributed her business cards.
 - **Next step.** The consultant contact data will be included in the next TPCH weekly announcements.
 - **HUD Application availability.** The TPCH 2008 HUD Application Exhibit 1 has been posted at www.tpch.org. Need to include an announcement as available on request. PDF is all available as the 2008 esnaps database is locked.
 - **Next Step.** Housing inventory chart will be posted at www.tpch.org.
 - **Membership.** Barbara Montrose noted that participation in the committee seems to be decreasing. She suggested that members seek out agency's new personnel, and ask them to attend.
10. **Next meeting.** Wednesday, February 25th, 10:30 a.m.-12:00 p.m., Rillito-Sabino Room, City of Tucson Sentinel Building, 320 N. Commerce Park Loop.

Attendance

Jennifer Andersen	New Beginnings for Women & Children	jandersen@nbwctucson.org
Lori Block	ICH	lori.block@ichtucson.org
Beth Carey	SAAF	bcarey@saaf.org
Pat Carnes	Compass Health Care	pcarnes@compasshc.org
Sally Dodds	LeCroy & Milligan Associates	sallye@lecroymilligan.com
Kelly Evans	Emerge!	kellye@emergecenter.org
Barbara Montrose	CPSA	barbara.montrose@cpsa-rbha.org
Steven Nelson	Jackson Employment Center	snelson@pima.gov
Nancy Panico	Open Inn	npanico@openinn.org
Val Quadros	La Frontera	vquadros@lafrontera.org
Steven Wind	LeCroy & Milligan Associates	steven@lecroymilligan.com