
TUCSON PLANNING COUNCIL FOR THE HOMELESS

Executive Committee

January 8, 2008 Minutes

Co-Chair/conveners Linda Kot

Next Meeting: Thursday, February 5, 2009, Sabino Room Sentinel Bldg., 320 N. Commerce Park Loop

Report to TPCCH General Meeting January 15th
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| <ul style="list-style-type: none">■ LeCroy & Milligan selected as 2008-2009 Continuum of Care Consultant■ HMIS presentation (30 min.)■ Discussion of offer of social security application training 10 min■ Jacki Taylor, Arizona Coalition to End Homelessness presentation |
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TOPICS DISCUSSED

1. **Minutes.** Minutes of the previous meeting were accepted by unanimous consensus.
2. **Continuum of Services Hiring of Consultant.** Susanna Rodriguez reported on behalf of the CoC Consultant interviewing work group, Pat Carnes, Val Quadros, and Susanna. After interviewing each candidate with identical questions and a scoring system; the group reached consensus on, then obtained and checked references on the candidate with the highest score. The selected applicant is LeCroy & Milligan Associates. Participants discussed the involvement of the CoC Consultant in the upcoming point-in-time counts. Susanna noted that the CoS committee plans for the consultant to be involved.
 - **Next steps: a.)** Susanna will inform LeCroy & Milligan Associates and, on acceptance, arrange the contract with assistance from Steve Nelson and Lori Block.
 - **b.)** Based on acceptance, the CoS Committee will include the naming of LeCroy & Milligan Associates as the 2008-2009 Continuum of Care Consultant in its General Council report.
3. **HMIS.** Gary Bachman reported. All, except one, transitional housing and Shelter Plus Care programs are currently trained and participating in the system. The excepted agency is having scheduling difficulties. In February, emergency shelters will be added to HMIS.

The PTEH Implementation Coordinator, Leslie Carlson, will be meeting with the County and HMIS administrative personnel to discuss setting up a shelter tracking system using either the County's affordable housing website or the HMIS system.

With input from the HUD consultants and the county's attorneys, the HMIS governance model draft is nearly completed. When completed, it will be submitted to the HMIS Committee for review and/or amendment, and approval prior to being shared with the Executive Committee and brought forward to the General Council for consideration.

A presentation to the TPCCH General Council to update members and encourage participation is planned. Consensus was to schedule the HMIS presentation to General Council for the January 15th meeting.

 - **Next step:** HMIS presentation will be placed on the January General Council agenda.
4. **Settle's Hours.** Participants discussed the month's schedule and reached consensus to approve up to 115 hours of work for Administrative Coordinator Settle Madden for the month of January.

5. **Debra France, SSA.** Linda noted that this member of the Social Security Administration (SSA) Campbell Avenue Office has offered to provide training on using the online SS application to TPCH members who would like to have it. Participants discussed the offer and reached consensus to put the offer on the General Council agenda for a brief discussion.
 - **Next step:** Discussion of SS application training will be placed on the January 15th General Council agenda.
6. **Committee updates.** Kevin Jackson reported. The only significant issue brought forward by committees this month was the HMIS presentation, which has been placed on the General Council agenda.
7. **TPCH website.** Linda distributed a proposal from fiscal agent Lori Block for redesign of the TPCH website. Consensus was to go ahead if the additional space for site can be hosted.
8. **Winter shelter.** Don Blascak added that plans for Tucson Homeless Connect are going well with expanded services space available at Trinity Presbyterian Church. The Emergency Shelter Committee voted Tuesday to call Operation Deep Freeze for the nights of and following Tucson Homeless Connect (February 13th and 14th), provided that this will not exceed the total nights funded. There have been 13 ODF nights to date. Funds are available for a total of 30 nights. The committee has purchased and had delivered 68 new cots, and ordered an additional 16. Blanket storage transfers are scheduled for tomorrow from Tucson Iron and Metal to the St. Vincent de Paul warehouse and the Tucson Electric Power Ina Road facility. Loose blankets will be moved to the Salvation Army Hospitality House for immediate distribution. The Hospitality House has been experiencing an average of 106 persons in shelter on non-ODF night, and approximately 198 persons in shelter on ODF nights.
9. **“Need Help” Brochure New Listings.** Linda brought forth a request from Lori Block for guidance on inclusion of new listings in the “Need Help” brochure. Participants discussed the issue. Consensus was that all additions must conform to the brochure’s purpose of providing immediate, emergency help to the reader.
10. **Old Business.**
 - **John Enos retirement.** Linda has a card to pass at General Council. No plans for a retirement party have yet been announced. It is the general understanding that there will be no immediate replacement for John, but that HUD representative Noemi Ghirghi will accept oversight of all TPCH Supported Housing Program grants. She plans a trip to Tucson this summer.
 - **William Georgenes.** Linda noted that Primavera offered to work with this individual for whom the Pima County Health Department was unable to find identification, but has not heard from him. Don noted that the man continues to work with the TB Clinic and continues to live on the street, and has participated in ODF nights this season.
 - **Next step:** Don will contact the individual’s TB Clinic nurse regarding getting the individual into case management for potential admission to Project Hospitality.
 - **Membership Committee.** Jodie Barnes noted that the committee’s chair has resigned and that the committee hasn’t met. Another general member is needed.
 - **Next step:** Request for Membership Committee volunteer will be included in the committee’s report at the January 15th General Council.
 - **Guiding Principles (2009) and Structure and Strategic Planning.** Discussion was deferred until after a planned meeting (potentially in March) of member agency executive directors regarding their view of TPCH’S current status and future.
 - **Next Meeting:** The next meeting is scheduled for Thursday, February 6th, location to be determined. Consensus was to continue to meet at 2:00 p.m.
 - **Next step:** Jodie will check on the availability of a room at the Sentinel Building.

- 11. New Business.** The Arizona Coalition to End Homelessness Executive Director Jacki Taylor has requested time for a brief presentation and survey at the January 15th General Council. Consensus was to allot 10 minutes.
- **Next step:** ACEH presentation will be placed on the January 15th General Council agenda.
- 12. Next Meeting.** Thursday, February 6th, 2:00-3:30 p.m., Sabino Room, Sentinel Building, 320 N. Commerce Park Loop..

Submitted by Settle Madden

Attendance

Name	Organization	Email
Gary Bachman	Pima County CDNCD	gbachman@pima.gov
Jodie Barnes	City of Tucson	Jodie.barnes@tucsonaz.gov
Don Blascak	ICH	dblascak@comcast.net
Pat Carnes	Compass Health Care	pcarnes@compasshc.org
Kevin Jackson	Our Family Services	kjackson@ourfamilyservices.org
Linda Kot	Primavera Foundation	lkot@primavera.org
Steven Nelson	Jackson Employment	snelson@pima.gov
Val Quadros	La Frontera	vquadros@lafrontera.org
Susanna Rodriguez	City of Tucson	Susanna.rodriguez@tucsonaz.gov