
TUCSON PLANNING COUNCIL FOR THE HOMELESS

Continuum of Services Committee

March 24, 2010 Minutes

Co-chairs: Jennifer Andersen, Val Quadros

Next Meeting: Wednesday, April 21, 2010, 10:30 a.m. – 12:00 p.m. Santa Cruz Rm, Sentinel Bldg., 320 N. Commerce Park Loop

Report to TPCCH General Meeting April 8th

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| <ul style="list-style-type: none">■ Formation of workgroups to: review Exhibit 1 narrative, reconcile HIC data, and design processes for R&R and gaps analysis supplementation.■ Consideration of conducting a gaps analysis at May General Council■ Review and comment on HEARTH Act regulations when published |
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TOPICS DISCUSSED

1. **Minutes.** Steven Nelson moved and Susanna Rodriguez seconded that the February minutes be accepted as presented. **Motion passed.**
2. **Review of CoC consultant 2009 recommendations.** Jennifer noted that decisions on these recommendations affect completion of the committee's timeline, and asked Steven Wind to lead discussion. Participants reviewed and addressed recommendations as follows.
 - **Exhibit 1 narrative.** The recommendation was a thorough review of the 2009 Exhibit 1 narrative to identify ways to improve it in 2010. Participants' suggestions included: transferring responsibility for the foster care portion of the discharge planning narrative to the TPCCH Homeless Youth Committee in which foster care providers actively participate; adding the area's receipt of Neighborhood Stabilization Program (NSP) and Homeless Prevention and Rapid Re-housing (HPRP) funding to the narrative; and requesting narrative feedback from each TPCCH committee.

Consensus was to establish a narrative review workgroup. Pat Carnes agreed to convene. Participants nominated Beth Carey, Barbara Montrose, and Craig Littlefield.

 - **Next steps. a.)** Jennifer Andersen will invite participation from the nominees.
 - b.)** The narrative review workgroup will report at the May CoS committee meeting.
 - **Housing Inventory Chart (HIC).** The recommendation was to reconcile all information from HMIS, the 2009 Exhibit 1 HIC, and the 2010 point-in-time counts to ensure accuracy of entries into the new US Department of Housing and Urban Development (HUD) data exchange (HDX), anticipated April 1st. The HDX eHIC will replace the Exhibit 1 HIC. The co-chairs noted that HUD asked a number of specific questions about differences between the 2009 HUD Exhibit 1 HIC and TPCCH's HMIS. This committee will be responsible for data entry to the HDX.

Consensus was to create a workgroup to reconcile HIC data. Jennifer agreed to convene the workgroup. Charles Learned, Leslie Carlson and Michael Mandel volunteered.

 - **Next step. a.)** Jennifer will invite HMIS administrator Don Logue to participate.
 - b.)** HIC workgroup will report at the April CoS meeting.
 - **Annual Progress Reports (APRs).** The recommendation is to ensure that no submitted APRs include conflicting data, which some did last year. Participants discussed. Consensus was that the accession of all HUD-funded entities to the HMIS system, and their use of HMIS system to produce APRs, should eliminate the majority of these inconsistencies, except among agencies serving domestic violence victims.
 - **Next step.** Steven Wind will consult with HMIS administrators about APR generation through HMIS and the software's ability to accommodate HUD's new APR format, and then report back.

Review of CoC consultant 2009 recommendations cont'd.

- **Shelter Counts.** Steven Wind noted that improved instructions and a training on the PIT shelter count held in Tucson prior to the 2010 count have addressed many of the previous issues experienced in reporting the area's PIT shelter counts.
- **Street Count.** Steven Wind noted that he will work with the Street Count co-chairs to address any remaining concerns.
- **Grant Inventory Worksheet.** Some of last year's Exhibit 2 grant inventory worksheet funding amounts did not match the awards as communicated by HUD. He recommends sending each grantee their figures as soon as the HUD awards are received.
 - **Next step.** Committee will work with TPCCH co-chairs to assure that each grantee receives their HUD award worksheet copy prior to starting their Exhibit 2 submission.
- **Technical assistance.** The recommendation was to better manage the Continuum of Care (CoC) consultant time spent responding to technical assistance requests through the following process: a formal orientation meeting to help each responsible individual understand how to complete the HUD Exhibit 2; continued communication between Exhibit 2 completers and the CoC consultant; and establishment of a group of TPCCH members who are able and willing to answer technical questions. As part of that process, Steven Wind would submit and track any questions not answerable locally to the HUD help line.
Consensus was to adopt this process.
- **Rating and ranking (R&R).** The recommendation was to set up a workgroup to improve the clarity and specificity of both the request for proposal for bonus projects and the R&R process prior to release of HUD's NOVA, using HUD's conflict of interest guidelines to determine R&R panel participation eligibility. Consensus was to set up a workgroup to design the R&R process. Nancy Panico, Mary Pat Sullivan, Steven Wind, and Susanna Rodriguez volunteered. Mary Pat agreed to convene.
 - **Next step.** The R&R review workgroup will report at the April CoS meeting.
- **Gaps Analysis.** The recommendation was to better define the gaps analysis process to be used this year to supplement the automatic calculated in HDX of the gap between available beds and need. Steven Nelson noted that establishing an efficient process will become especially important when the HEARTH Act is implemented and the definition of homelessness expanded. Jennifer suggested that, pending the workgroup's recommendations, consideration be given to conducting gaps analysis at the May General Council. Consensus was to set up a workgroup to recommend a process. Steven Nelson, Steven Wind, Lori Block, Leslie Carlson, Kelly Evans, Nancy, and Val Quadros volunteered. Kelly agreed to convene.
 - **Next step.** The gaps analysis workgroup will report at the April CoS meeting.
- **Application timeline.** Participants reviewed the consultants' grant submission timeline distributed by email prior to the meeting. That timeline recommendation was phrased as "days before" the submission deadline.
- **Use of consultant's time.** Steven Wind noted that LeCroy & Milligan Associates spent significantly more hours preparing last year's HUD application than were specified in their contract. The recommendation was that a CoC consultant representative attend CoS Committee meetings only when there are specific agenda items for the consultant to address. **Consensus was to accept this recommendation.**

3. **Review/update committee timeline.** Consensus was to defer timeline review and completion to the May committee meeting. Steven Nelson asked that the committee include in its work and timeline the review of HEARTH Act regulations to be published by May 20th, and development and submission of comments on those regulations during the 90-day public comment period. Deadline for that publication is May 20th.
Consensus was to review and comment upon proposed HEARTH Act regulations during the public comment period.

4. **Next Meeting.** Because the co-chairs will not be available on the regular meeting date, consensus was to meet next on Wednesday, April 21st, 10:30 a.m. – 12:00 p.m. at the City of Tucson.
 - **Next step.** Susanna will reserve a room for the April 21st meeting. (Santa Cruz room reserved.)

Attendance

Name	Organization	Email
Jennifer Andersen	New Beginnings for Women & Children	jandersen@nbwctucson.org
Lori Block	Interfaith Coalition for the Homeless	lori.block@ichtucson.org
Leslie Carlson	PTEH Implementation Coordinator	lacarlson@cox.net
Pat Carnes	Compass Health Care	pcarnes@compasshc.org
Kelly Evans	<i>Emerge!</i> Center against Domestic Violence	kellye@emergecenter.org
Charles Learned	SAVAHCS	charles.learned@va.gov
Michael Mandel	Primavera Foundation	mmandel@primavera.org
Steven Nelson	Pima County, Jackson Employment	snelson@pima.gov
Nancy Panico	Open Inn	npanico@openinn.org
Val Quadros	La Frontera	vquadros@lafrontera.org
Susanna Rodriguez	City of Tucson	susanna.Rodriguez@tucsonaz.gov
Mary Pat Sullivan	Comin' Home	mpsullivan@cominhome.org
Steven Wind	LeCroy & Milligan, CoC Consultant	steven@lecroymilligan.com