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# TUCSON PLANNING COUNCIL FOR THE HOMELESS

## Continuum of Services Committee

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### October 27, 2010 Minutes

Co-chairs: Jennifer Andersen and Mary Pat Sullivan

<b>Next Meeting:</b> November 17, 2010, 8:30-10:00 a.m., Pantano Rm. Sentinel Bldg., 320 N. Commerce Park Loop
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<b>Report to TPCH General Meeting November 18<sup>th</sup></b>
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| ■ CoC Application submission November 10 <sup>th</sup> |
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### TOPICS DISCUSSED

1. **Minutes.** Susanna Rodriguez moved and Nick Jones seconded that the minutes of the September meeting be approved as presented. **Motion passed.**
2. **Exhibit 1.**
  - **Workgroup report.** Steven Wind reported. The group met several times, reviewed last year's narrative and noted areas for continued use improvement. Most of the Exhibit 1, including all of sections 3-4, is completed. Two announcements were sent to obtain required member information, and 18 responses received. Participants discussed how best to obtain this information. Suggestions included asking for the data on yearly membership forms or using Survey Monkey to ask members for an annual update. Barbara Montrose noted that it would be helpful to include definitions of terms that HUD uses when requesting this annual data.

Participants also discussed the list of participants in the continuum of care's (CoC) planning process, and whether to include non-voting members and congregations that participate in the winter shelter programs. Consensus was to include both the voting and general members, and mention the number of congregations that participate in winter shelter programs in the narrative.

    - **Next step.** a.) TPCH administrative coordinator will forward the text membership list (previously done) and attendance tracker to Steven.
      - b.) Committee will discuss how to ensure annual updates at a future meeting.
      - c.) Exhibit 1 Workgroup will meet again Thursday, October 28<sup>th</sup>, and Tuesday, November 2<sup>nd</sup>, 3:00-5:00 p.m. at LeCroy & Milligan.
  - **APR coordination update.** Steven reported that only one Annual Performance Review (APR) is lacking before compiling the continuum performance data.
3. **Exhibit II.**
  - **Outstanding data.** Steven noted that he returned submitted five Exhibit IIs for correction or clarification, and awaits replies. Because of differences in the paper and electronic Annual Performance Reports to which HUD is gradually transitioning, only the paper APR forms are being used to compile this year's CoC application.
  - **Bonus Project.** The bonus project, as well as all grant renewals, was approved at the October 22<sup>nd</sup> Special General Council meeting.

- 4. Education Policy.** Participants received, reviewed and discussed copies of the recent paper detail HUD expectations for working with the homeless children and youth from the National Association for the Education of Homeless Children and Youth. It was noted that: some responsibilities described belong to the schools and others to the CoC; and that the Homeless Youth Committee currently works with school McKinney-Vento liaisons, who rarely attend General Council and may not need to do so. After discussion, the committee's consensus was to encourage the Homeless Youth Committee to continue working with the McKinney-Vento liaisons. It was noted that HUD expects CoCs to work closely with Head Start programs, and that this may best be done on an agency-by-agency basis. Barbara Montrose suggested developing a universal referral form for schools' to use to refer children and families to HUD programs.
- 5. Homeless Street Count.** HUD has announced that the 2011 street counts should not only identify chronically homeless persons, but also chronically homeless families and veterans, and that guidance will be provided in November. Participants discussed: the high overall and chronically homeless numbers in our community; how other cities have approached identifying chronically homeless persons; and how these expectations could be met. Consensus was that some form of survey will be required, and that it may be very challenging to meet these expectations this year. Leslie Carlson noted that geographic sampling and/or events are allowed under HUD's previous guidance regarding street counts, and could facilitate the use of a brief questionnaire. Barbara noted that, since our community's high homeless numbers are generally thought to be related to the desirability of being in a mild climate in winter; the questionnaire should ask whether the interviewee lives here year-round or seasonally.
- **Next step.** Leslie and Lori Block will take the committee's concerns and ideas to the Street Count Workgroup.
- 6. Next Meeting.** Wednesday, November 17<sup>th</sup>, 8:30 – 10:00 a.m., Sentinel Building, 320 N. Commerce Park Loop.
- **Next step.** Susanna Rodriguez will reserve a room.

Submitted by Settle Madden

## Attendance

Name	Organization	Email
Joyce Alcantar	City of Tucson	joyce.alcantar@tucsonaz.gov
Jennifer Andersen	New Beginnings for Women & Children	jandersen@nbwctucson.org
Lori Block	Interfaith Coalition for the Homeless	lori.block@ichtucson.org
Beth Carey	Southern Arizona AIDS Foundation	bcarey@saaf.org
Leslie Carlson	PTEH Implementation Coordinator	lacarlson@cox.net
Nick Jones	Old Pueblo Community Services	nickjones@helptucson.org
Linda Kot	Primavera Foundation	lkot@primavera.org
Barbara Montrose	Community Partnership of Southern Arizona	barbara.montrose@cpsa-rbha.org
Steven Nelson	Pima County, Jackson Employment	steve.nelson@pima.gov
Susanna Rodriguez	City of Tucson	susanna.rodriguez@tucsonaz.gov
Mary Pat Sullivan	Community member	mpsullivan110@yahoo.com
Steven Wind	Le Croy & Milligan, CoC Consultant	steven@lecroymilligan.com