
TUCSON PLANNING COUNCIL FOR THE HOMELESS

Executive Committee

June 25, 2009 Minutes

Co-chairs: Linda Kot & Dia Barney

<p>Next Meeting: July 30, 2009, 3:00 – 4:30 p.m. Veterans Administration Mental Health Building 3601 S. 6th Avenue, Building 90</p>

<p>Report to TPCCH General Meeting</p>

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| <ul style="list-style-type: none">■ HUD Focus Groups/Executive Committee motion re: mileage■ Operating Policies & Census Workgroups updates■ Tentative: www.PimaCountyHousingSearch.org update■ Housing Inventory Chart Update (in CoS Committee report) |
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TOPICS DISCUSSED

1. **Minutes.** Steve Nelson moved and Don Blascak seconded that the minutes of the previous meeting be accepted as presented. **Motion passed.**
2. **Executive Committee Meetings.**
 - **Review of Responsibilities.** Linda Kot reviewed with members the responsibilities of the Executive Committee as outlined in the TPCCH Operating Policies. She noted that the facilitation of bi-annual orientation and review/update sessions preceding the general council meeting has not been routinely done. She requested volunteers for various responsibilities.
 - **Next steps. a.)** Linda will email Lori Block regarding contract renewals due.
 - b.)** Steve Nelson will continue with contract review.
 - c.)** Beth Carey will continue as budget liaison.
 - **Membership Committee Meetings.** Linda noted that the Membership Committee needs an Executive Committee member to replace Kevin Jackson, who is rotating off the Executive Committee. Marty Twohill volunteered.
 - **Next step.** Linda will contact Kevin to see if he will continue as a TPCCH general member on the Membership Committee.
 - **New Meeting Day/Time/Location.** Consensus was to continue to meet on Thursdays two weeks before the General Council meeting. Marty Twohill volunteered to host the meeting on July 30th at the Veterans Administration Mental Health Building, #90, Steve offered to host at the new Jackson Employment Center in August.
3. **TPCCH, the Future TPCCH and Funding.** Linda noted that the Arizona Department of Housing (ADOH) has been funding TPCCH's annual Continuum of Care (CoC) consultants' contract and matching HMIS funds. Future ADOH funding is uncertain. The Executive Committee needs to watch carefully whether funds will be available, and develop a contingency plan for continuing these necessities. This includes seeking alternative funding if needed. Holding the planned executive directors meeting will be an important step in developing a contingency plan and seeking alternative funding.

Steve noted that HEARTH Act implementation may eventually resolve this situation. There is a set-aside for administration funds for collaborating agencies (such as a continuum of care) that equals 3% of the community's total HUD funding. At current funding levels, this would bring TPCCH approximately \$199,000 and would more than compensate for any loss of funds from ADOH. Another part of the

TPCH, the Future TPCH and Funding cont'd.

legislation sets aside an amount equal to 5% of a community's total HUD funding for administrative costs by a unified funding agency (which must be a 501(c)3 organization) that acts as grantee, accepts one HUD contract, and administers the grants of all community recipients. Both the community and HUD must approve the unified funding agency.

Beth noted that focus groups on HUD's operation under the HEARTH Act are planned for July 21st and 22nd. There will be one group each for representatives of the state's continua of care and for HUD grantees. The initial focus group plan is to ask all representatives to come to Phoenix, which may be difficult for organizations currently experiencing travel restrictions because of budget cuts. The Continuum of Services Committee yesterday asked that a video conference through the local HUD offices be substituted for in-person attendance. Beth is relaying that request. Linda suggested that TPCH consider paying mileage if needed to ensure representation. The suggestion was accepted by consensus.

- **Next steps. a.)** Steve will email links to HEARTH Act summaries to members, who are also advised to visit www.hudhre.gov
 - b.)** Beth Carey will forward any additional information on the planned HUD focus groups that she receives.
 - c.)** Co-chairs will remind Margaret Kish that a meeting with her and executive directors of local homeless-serving agencies is much needed.
 - d.)** Motion to pay from the TPCH general fund, if needed, mileage for invited representatives who could not otherwise attend HUD focus groups will be brought to the General Council.
4. **HUD Webcast July 15th.** Linda noted that Susanna Rodriguez is arranging for TPCH members and the Continuum of Care consultants to attend this HUD webcast at the Tucson HUD Office. The webcast's purpose is to explain continuum registration for the electronic application. The webcast will also include instructions on how to complete and submit the Supportive Housing Program (SHP) and Shelter Plus Care (SPC) Grants Inventory Worksheets. Steve noted that it is very important that all SHP and SPC grantees and sponsors understand this process. Because of misunderstandings, last year's TPCH Housing Inventory Chart (HIC) included beds that are not dedicated to homeless persons. This may have contributed to the continuum's low score on its HUD application. It would also affect the community's eligibility to participate in the Annual Homelessness Assessment Report to Congress (AHAR). AHAR participation earns a continuum extra points on its HUD application. A community is eligible to participate in AHAR when 75% of the homeless beds (regardless of whether they are HUD-funded) within the community are tracked in its HMIS system. The 75% HMIS bed-tracking goal would not be achievable if the TPCH HIC included beds that are not dedicated to homeless persons and, therefore, not tracked in HMIS.
 5. **Housing Inventory Chart (HIC).** Steve reported that the CoS subcommittee's work on this year's HIC is nearing completion. Steven Wind of CoC consultants LeCroy & Milligan has verified all data except that from the Salvation Army, which last year included in its reported numbers beds in three programs that do not serve homeless people.
 - **Next steps: a.)** Steve will advise Steven Wind to work with Kim Ward at the Salvation Army to compile a correct report of that agency's homeless beds.
 - b.)** An HIC update will be placed on the General Council agenda
 6. **Committee Co-chairs.** Committees will be asked to again report their 2009-2010 co-chairs at the next General Council meeting.
 - **Next step. a.)** Settle Madden will forward the completed list of committee co-chairs.
 - b.)** TPCH Co-chairs will ask committee co-chairs to come to General Council one-half hour early for a brief orientation.
 7. **Committee Updates.** No motions for General Council were brought forth from committees.
 - **Next step.** Dia Barney will read the monthly minutes and report on motions and issues to the Executive Committee.

8. Old Business.

- **HPRP Update.** The City of Tucson and Pima County submitted their proposals for using the nearly \$3.6 million available for Homelessness Prevention and Rapid Re-Housing Programs (HPRP) through the American Reinvestment and Recovery Act. They have also formed a design group (of which committee members Linda and Jodie Barnes are part) to work for seven weeks to broadly define community needs and general individual/family eligibility. The expectation is that contracts for administering funds will be in place by September 30th.
 - **Next Step.** Linda and Jodie will report regularly on design group progress to the Executive Committee and General Council.
- **Pima County Housing Website Presentation.**
 - **Next step.** Because Gary Bachman could not attend, Linda will email him to check whether a presentation on www.PimaCountyHousingSearch.org should be scheduled.
- **General Council Presentations/Operating Policies Workgroup.** Steve and Don Blascak reported. They have reviewed the operating policies and made preliminary revisions, including statements of the principles and best practices by which members relate agency to agency, and agency to client. They will continue their work, and try to be inclusive of changes that will result from HEARTH Act passage.
 - **Next steps. a.)** Operating Policies Workgroup presentation will be placed on the July General Council Agenda.
 - b.) Workgroup will complete an operating policies draft for distribution in August, and discussion by the General Council in September.
- **Executive Directors Meeting.** As discussed, co-chairs will continue to urge the calling of this meeting.
- **Hand Claps.** Handclaps were suggested for the following.
 - Tucson Veterans Serving Veterans for a successful June 20th Veterans Stand Down
 - The Homeless Youth Committee for organizing and conducting Inter-Agency Training Day.
- **Census Liaisons.** Linda reported that she forwarded the volunteer names to Joy Wilcox , who has made initial contact with the volunteers.
 - **Next step.** A brief report on the “Census Workgroup” will be places on the General Council agenda.
- **Annual Budget.** The Board must complete the 2009-2010 annual budget for General Council review in August.

9. Next Meeting. Thursday, July 30th, 3:00-4:30 p.m., Veterans Administration Mental Health Building (Bldg. #90), 3601 S. 6th Avenue.

Submitted by Settle Madden

Attendance

Jodie Barnes	City of Tucson	jodie.barnes@tucsonaz.gov
Dia Barney	COPE Community services	dbarney@copebhs.com
Don Blascak	Interfaith Coalition for the Homeless	dblascak@comcast.net
Beth Carey	Southern Arizona AIDS Foundation	bcarey@saaf.org
Sylvia Cuestas	Christian Faith Center	scuestas@pima.gov
Lisa Griffin	Open Inn	lgriffin@openinn.org
Linda Kot	Primavera Foundation	lkot@primavera.org
Steven Nelson	Jackson Employment Center	steve.netlson@pima.gov
Marty Twohill	Veterans Administration/SAVAHCS	martin.twohill@med.va.gov