
TUCSON PIMA COLLABORATION TO END HOMELESSNESS

Continuum of Services Committee

April 27, 2011 Minutes

Co-chair/convener: Jennifer Andersen

Next Meeting: Weds., May 25, 2011, 8:30–10:00 a.m., Pantano Rm., Sentinel Bldg., 320 N. Commerce Park Loop

Report to TPCCH General Meeting May 12th
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| <ul style="list-style-type: none">■ Submission of 2011 Street Count data for approval■ Call for formation of and volunteers for Strategic Planning Workgroup.
Motion: “That TPCCH form a workgroup to collaborate with the CoC consultants in the design and implementation of this year’s strategic planning process.” |
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TOPICS DISCUSSED

1. **Minutes.** Linda Kot moved and Beth Carey seconded that the minutes of the previous meeting be approved as presented. **Motion passed.**
2. **Shelter Count Update.** Jennifer Andersen reported. The review group met, requested a number of clarifications (most of which have been made) and prepared the sheltered count information for the continuum of care consultants to enter into the HMIS Housing Inventory Chart and the HUD Data Exchange (HDX). This information is due into the HDX on May 31st. Jennifer noted that there is a formula for determining bed capacity that accounts for family occupancy, and that HUD insists that the number of beds for the year to be entered into the HIC is determined by the number of beds used (or the number of persons in all units, including dual purpose units) on the night of the shelter count. The HIC, the point-in-time count, and HMIS must all agree before being entered into the HDX.
 - **Next step.** The CoC consultant will contact individual organizations regarding any remaining discrepancies regarding bed capacity.
3. **Street Count next steps.** Jennifer and Leslie Carlson reported. This year’s count appears to have produced a much lower number of homeless persons than previously counted, indicating an undercount. Participants reviewed the design of the count, the raw numbers, and the HUD guidance, and then noted that Leslie is consulting with local and Phoenix statisticians about the proper method of interpretation and reporting, and awaiting answers. Jennifer noted that there are areas in which to place notes about the Street Count results in both HDX and Exhibit 1, as needed, when the CoC consultant enters the data.
 - **Next step. a.)** Leslie will continue to work with the data and statisticians
 - b.)** The Street Count co-chairs and this committee will review the results by email before submitting for General Council approval on May 12th.
4. **Strategic Plan.** Jennifer noted that LeCroy & Milligan has included strategic planning as part of their annual contract. They have requested that TPCCH form a workgroup to design and implement a strategic planning process over the summer to align the continuum’s, city/county, and federal strategic plans with measurable objectives for one, five and 10 years. It was noted that implementation and assignment of responsibility will be important parts of this discussion.

It was noted that the committee also needs to review and provide input on the City’s annual action plan.

 - **Next steps. a.)** Jennifer will submit the motion “That TPCCH form a workgroup to collaborate with the CoC consultants in the design and implementation of this year’s strategic planning process.”
 - b.)** When/if the motion passes, Jennifer will request volunteers for the strategic planning workgroup.
 - c.)** Leslie Carlson will forward the City plan to Jennifer and the TPCCH administrative coordinator for distribution with note of the urgency to read and comment by May 8th.

- 5. **Election of Chair 2011-2012.** Jennifer noted that she has consulted with Mary Pat Sullivan, and they have agreed to serve next year as the committee’s chair and co-chair. Beth Carey moved that the committee accept their service as the slate. The committee vote will be held in May.
- 6. **Next Meeting.** Wednesday, May 25, 2011, 8:30 a.m. – 10:00 p.m., Pantano Room, City Sentinel Building, 320 N. Commerce Park Loop.

Submitted by Settle Madden

Attendance

Name		Organization	Email
Jennifer	Andersen	New Beginnings for Women & Children	jandersen@nbwctucson.org
Beth	Carey	SAAF	bcarey@saaf.org
Leslie	Carlson	PTEH Coordinator	lcarlson@cox.net
Kelly	Evans	Emerge!	kellye@emergecenter.org
Linda	Kot	Primavera Foundation	lkot@primavera.org