
TUCSON PIMA COLLABORATION TO END HOMELESSNESS

Continuum of Services Committee

October 26, 2011 Minutes

Convener / Chair: Jennifer Andersen

Next Meeting: November 30, 2011, 8:30 -10:00 a.m. Location TBD
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Report to TPCH General Meeting



TOPICS DISCUSSED

- 1. Minutes.** Pam Moseley moved and Susanna Rodriguez seconded that the minutes of the September meeting be approved with a change to reflect that the HMIS budget “has been level for several years”. **Motion passed.**
- 2. E-Snaps submission.** TPCH’s application to the 2012 HUD continuum of care competition has been submitted. Steven Wind suggested establishing the following to improve future submissions.
 - * Early review of the sheltered and unsheltered point-in-time surveys particularly in regard to bed capacities and subpopulation information (especially chronic homelessness).
 - * A review process for Annual Performance Reports (APR) as they are generated. APRs appeared somewhat weak this year and resulted in a much lower than usual “employed at exit” rate.
 - * A process for tracking dedicated “chronically homeless” beds throughout the year.
 - * A strategic review of the Exhibit 1 questions to ensure that activities are carried through and data prepared in advance of the annual submission
 - * Concentration on carrying through and regularly reporting on the continuum’s strategic planning.

Pam suggested close cooperation between the CoS and HMIS Committees on the APR, data quality and chronically homeless beds tracking. Participants discussed possibility of reallocating some of the community’s funds to HMIS to meet the increasing demands on that system. Steve Nelson said that HMIS demand will increase as Emergency Solutions Grants (ESG) are implemented, and that he believes funds exist for reallocation. He noted that, in her recent visit to Tucson, HUD SNAPS Director Ann Oliva said that her office is able to continue offering bonus programs because it aggressively recaptures grant funds that are not expended. Susanna Rodriguez volunteered to review the final APRs and grant inventory worksheets (GIW) to determine if the community has unexpended funds.

 - o **Next step.** Susanna will report regarding any unexpended funds found in the APRs/GIW review.
- 3. Strategic planning next steps.** Steven Wind noted that it is time to establish a coordination committee to oversee the compilation of goals, objectives, action steps, benchmarks and tracking/reporting regarding same and ensure regular reporting on the strategic planning process. Definitions are needed for the number and composition of the committee; the committee’s mission and responsibilities; and to determine and assign to committees the continuum-wide priority areas, task descriptions and timelines. He suggested that the CoS Committee begin these activities. LeCroy & Milligan has hours remaining on the continuum of care consultant contract with which they can assist in coordination committee formation and development of priorities and committee task assignments.

Beth Carey noted that, within SAAF, each department develops goals that go into the organization’s goals and that each department is responsible for both departmental and organizational goals. Steven noted that copying this may not be practical because, for instance, TPCH does not have a “homeless veterans committee” or a “homeless families committee”. This makes assignment of tasks to committees important.

Participants discussed the importance of gaining “buy-in” from all TPCH members, especially for those priorities determined by HUD and the Federal Strategic Plan (FSP). TPCH must also seek buy-in from other community organizations and local governments.

Strategic planning next steps cont'd.

Consensus was that the CoS Committee should: become the coordination committee; promote transparency by inviting all TPCCH members to participate; and seek out representation of populations, such as homeless youth and health care providers, that are not currently represented on the committee. Consensus was to dedicate the majority of committee meeting time to strategic planning over the next three months. Meetings would increase to two hours, with one and one-half hours dedicated to strategic planning coordination.

Pam noted that it will be important to invite public officials to participated and keep them informed of the strategic planning process as the process progresses.

- o **Next steps.** a.) Steve will email a one-page summary of the FSP to administrative coordinator Settle Madden.
- b.) Settle will seek the previously prepared PTEH summary.
- c.) Settle will send said summaries to CoS Committee members.

4. **Street Count Update.** Jennifer reported and invited committee participants to the next Street Count Workgroup meeting on October 31st. The workgroup is currently concentrating on improving the survey tool, establishing the date and time of the count, and determining the balance of surveyed and fixed site counting. The workgroup believes that it will need more funding to do the count effectively than was budgeted. It is seeking additional funding sources for \$5,000-\$10,000 to provide incentives for interviewees, and identification (such as t-shirts) and “thank you” for volunteers as well as incidentals. She said that the workgroup is also considering whether there are questions from the vulnerability index that should be included in the street count survey tool. The workgroup currently thinks they need 300 volunteers to conduct the count effectively. They hope to engage outreach workers in rural areas, including food banks’ representatives, to count homeless people in their vicinities over a two-week period referencing the specific day of the count.
5. **HMIS Shelter Count.** Jennifer noted that yesterday’s HUD webinar emphasized that there does not need to be a separate sheltered count. It can be done through HMIS and can generate Housing Inventory Chart information. The only thing on the HIC that would not be in HMIS currently is McKinney-Vento funding status and distinguishing among households without children, households with children, and households composed of only children (persons under age 18, such as siblings living together or a teen mother and child).
6. **Holiday meeting dates.** The next two regular meetings would be immediately before Thanksgiving and Christmas. Participants discussed alternatives and agreed to meet on Wednesday, November 30th and Wednesday, December 14th, 8:30-10:30 a.m., location to be determined based on room availability.
7. **Next meeting:** Wednesday, November 30th, 8:30-10:30 a.m., location to be determined.

Attendance

Name		Organization	Email
Jennifer	Andersen	New Beginnings for Women & Children	jandersen@nbwctucson.org
Beth	Carey	SAAF	bcarey@saaf.org
Elizabeth	Livingston	City of Tucson	elizabeth.livingston@tucsonaz.org
Charles	Learned	SAVAHCS	charles.learned@va.gov
Michael	Mandel	Primavera Foundation	mmandel@primavera.org
Pam	Moseley	Pima County CDNC	pamela.moseley@pima.gov
Joe	Ochoa	Compass Health care	jochoa@compass.org
Steve	Nelson	Sullivan Jackson Employment Center	steve.nelson@pima.gov
Susanna	Rodriguez	City of Tucson	susanna.rodriguez@tucsonaz.gor
Michelle	Urban	Emerge!	michelleu@emergecenter.org
Mary Pat	Sullivan	Community member	mpsullivan110@yahoo.com
Steven	Wind	LeCroy & Milligan	steven@lecroymilligan.com