
TUCSON PIMA COLLABORATION TO END HOMELESSNESS

Continuum of Services Committee

August 24, 2011 Minutes

Chair: Jennifer Andersen

Next Meeting: Wednesday September 28, 2011, 8:30-10:00 a.m., Pantano Rm. Sentinel Bldg., 320 N. Commerce Park Loop
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Report to General Council

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| ■ Strategic Planning process presentation. |
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TOPICS DISCUSSED

- 1. Minutes.** Steve Nelson moved and Linda Kot seconded that the minutes of the previous meeting be accepted as presented. **Motion passed.**
- 2. Strategic Planning Workgroup update.** Steve Nelson noted that the workgroup has defined parameters for a 12-month long process of strategic planning – involving all TPCH committees – for developing and measuring one- and five-year goals not only for individual programs but for the community as required by the HEARTH Act. The Continuum of Care (CoC) consultants will make a presentation about the process at the September 8th General Council meeting. The suggested process should include identification of a leadership team to steer active committee engagement, ensure engagement of other community partners, and align TPCH and community plans with the HEARTH Act and Federal Strategic Plan to End Homelessness (FSP).
- 3. Connecting with Discharge Planning Committee.** Jennifer noted that the committee has discussed reaching out to the HMIS Committee, and suggested that this Committee also needs to reach out to the Discharge Planning Committee regarding the input that will be expected from them for the upcoming HUD NOFA application and their role in strategic planning.
 - **Next step.** Linda Kot will provide the Discharge Planning chair with information from last year's Exhibit 1 and a request for the committee's input, and ask Primavera's staff who serve on the Discharge Planning Committee to help move along the discussion beginning at that committee's September 15th meeting.
- 4. Bonus Project Workgroup.** Jennifer noted that the committee annually creates a workgroup to create a request for proposal, evaluation tool, and review group for the annual bonus project, which this year will be for permanent supported housing for chronically homeless and/or families with a member with a disability. This year's bonus project will be for one year only. Workgroup members should not be affiliated with any agency considering apply for that project. Mary Pat Sullivan has agreed to serve on that workgroup. She estimated that the time commitment will be one or two meetings before the NOFA release, one meeting after release plus one, perhaps long, application review. Each member must be knowledgeable about the HUD threshold requirement's specified in the NOFA.
 - **Next step.** Members will consider serving and volunteer as they are able.
- 5. Next steps before/after NOFA Release.**
 - **Individual and community APRs.** Once the NOFA is released, the committee will need to act quickly to complete the Exhibit 1 of the application to HUD with the CoC consultants leading the compilation and writing process, Jennifer said. Participants discussed what the consultant will need and how a community Annual Performance Review (APR) could be created. Consensus was to table the APR conversation until after the NOFA release.
 - **Exhibit 2 contacts.** During the confirmation of the Grant Inventory Worksheet (GIW), the CoC consultant obtained written confirmations and recorded all grantee contacts, Steve said.

Next steps before/after NOFA Release cont'd.

- **Technical assistance.** The committee discussed whether the committee should plan to present another informal workshop to assist members with completion of their Exhibit 2s.
 - **Next step.** Steve will ask if the trainers who provided county employees with training on the new financial system will loan their facility and computers for a technical assistance session.
- **Exhibit 1 workgroup.** Jennifer noted that the committee each year forms a volunteer workgroup to assist with Exhibit 1 preparation. Committee members should plan to participate as they are able.

6. Old Business.

- **Additional HMIS and VA information.** Pam noted that the HMIS Committee is moving forward with data sharing training for the emergency shelters that will participate in the pilot data sharing project (Primavera, Gospel Rescue Mission, Salvation Army). The group has completed the design and memorandum of understanding regarding the sharing. Don Logue has recommended meeting with the VA and VA provider s to discuss how VA data and the HMIS system could work together. Steve noted that VA’s external providers are generally required to use HMIS. Discussion was that this is a pilot project, and the conversation with the VA should come after pilot project initiation. She noted that a few Emergency Solutions Grants (ESG) recipients still need to be brought aboard, and APR training expanded.
- **Committee definition and year’s activities.** Mary Pat Sullivan noted that the TPCH Membership Committee is asking each committee to review its definition in the Operating Policies and identify activities for the year in order to help better steer new participants into the most appropriate committee work. She read the current Continuum of Services definition, and participants discussed. Steve noted that the definition states that the committee reviews APRs, something that it has not done. Mary Pat noted that the HEARTH Act indicates that the committee will be required to do so in the future. Consensus was that the definition should remain as is until HEARTH Act regulations are released, with additions to indicate that the committee oversees the annual point-in-time shelter and street counts plus the continuum’s housing inventory and strategic planning process.
- **CAPR.** Pam noted that the Pima County Department of Community Development and Neighborhood Conservation (CDNC) is currently preparing its annual report regarding the overall use of federal funding and community accomplishments. She requested advice regarding reporting on the Tucson/Pima Plan To End Homelessness (PTEH). Consensus was that that she should include accomplishments from the PTEH implementation report submitted when the committee’s responsibilities were distributed throughout the continuum.

7. Next Meeting. Wednesday, September 28, 8:30-10:00 a.m., Pantano Room, 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
Linda	Kot	Primavera Foundation	lkot@primavera.org
Elizabeth	Livingston	City of Tucson	Elizabeth.livingston@tucsonaz.gov
Bill	Magnotto	La Frontera	bmagnotto@lafrontera.org
Michael	Mandel	Primavera Foundation	mmandel@primavera.org
Pam	Moseley	Pima County CDNC	pamela.moseley@pima.gov
Steve	Nelson	Sullivan Jackson Employment Center	steve.nelson@pima.gov
Joe	Ochoa	Compass Health Care	jochao@compasshc.org
Val	Quadros	La Frontera	vquadros@lafrontera.org
Susanna	Rodriguez	City of Tucson	susanna.rodriguez@tucsonaz.gov
Mary Pat	Sullivan	Community advocate	mpsullivan110@yahoo.com