
TUCSON PIMA COLLABORATION TO END HOMELESSNESS

Continuum of Services Committee

September 28, 2011 Minutes

Chair: Jennifer Andersen

Next Meeting: October 26, 2011, 8:30-10:00 a.m., Pantano Room, Sentinel Building, 320 N. Commerce Park Loop
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Report to TPCH General Meeting

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| ■ CoC submissions application preparations proceeding according to the approved timeline. |
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TOPICS DISCUSSED

- 1. Exhibit 1.** Steven Wind reported. The Exhibit 1 Workgroup has met three times and completed sections 1 and 2, and begun work on section 3, the performance measures, which is partially auto-filled from the HMIS system.
 - **APR questions.** About half of the 26 Annual Performance Reports (APR) needed to complete Exhibit 1 are still pending. However, a number of grantees are still within the 90 day window following their year's end and may not have completed their most recent APR.. Completion of this section is scheduled for weed after next. Susann Rodriguez noted that HUD has just emailed an extension of 10 days for the submission of APRs due to the recent, slow performance of the eSNAPS system.
 - **Next steps on timeline.** The CoC Grant Submission Timeline was approved by an electronic vote, and the bonus project notice of funding availability has been released to the TPCH list serve. Susanna asked how the Exhibit 2 for the selected bonus project should be handled given that it may not be possible for the selected recipient to have their Exhibit 2 prepared before the October 13th TPCH General Council meeting. It was noted that TPCH has always given the bonus project recipient extra time to finish their Exhibit 2. Uploading of the application is set for October 24th. Consensus was to give the chosen bonus project recipient or recipients until October 20th to complete an Exhibit 2.
 - **Next step.** Steven will send out an email notice of the Exhibit 2 deadline for the chosen bonus project applicant.
 - **Next workgroup meeting – objectives and outcomes.** Steven noted that he emailed a notice and reminder of the next meeting this morning. The workgroup was concerned about the submissions regarding the decline in 2011 Street Count numbers, and the medical and youth portions of discharge planning submissions. Overall there are no major obstacles and the workgroup is on schedule with the timeline.
 - **Next step. a.)** Steven and Nick Jones will work on the medical discharge portion of the Exhibit 1, about which the workgroup had some concerns.
 - b.)** Steven will consult with homeless youth service providers, including Open Inn, on the foster care discharge submission.
- 2. Bonus Project Workgroup update.** Steven Wind noted that the Bonus Project Notice of Funding Availability (NOFA) was distributed to the TPCH list serve, amended to show the correct item lines for the budget table for permanent supported housing, and the clarification re-distributed to the list serve. Steve Nelson, Susanna Rodriguez, Nick Jones, and Jennifer Andersen have volunteered to do the threshold review of the application due Monday, October 3rd at noon. Projects that meet threshold review, will then submit their grants by 3:00 p.m. on October 5th.

The threshold review volunteers may join Michael Mandel, Laurie Mazerbo, Kathleen Joy and Jennifer on the Rating and Ranking Workgroup.

- 3. Street Count Update.** Jennifer Andersen noted that 51homes Coordinator Sarah Taouil has agreed to step up as 2012 Street Count co-chair as Sylvia Cuestas steps down. They will meet Thursday, October 6th at 3:00 p.m. with other willing volunteers to get start planning. Part of their planning will be to discover how to include shelter efforts that do not use HMIS in the HMIS shelter count.

Jennifer noted that this committee is responsible for the shelter point-in-time count, although the Street Count Workgroup is not, and will need to understand and account for items – such as the numbers of persons “wait-listed” and “turned away” that are usually included in the state request for PIT sheltered data but are not accounted for in HMIS. Those numbers are important for documenting community need. She added that, as usual, the committee will need to work carefully on the bed capacity versus occupancy issue regarding family shelter and housing.

- 4. Minutes.** Steve Nelson moved and Susanna seconded that the minutes of the previous meeting be approved as presented with the correction of the affiliation of Michael Mandel. Motion passed.
- 5. Old Business/HMIS.** Pam Moseley reported that 10 more user licenses are being added to the system, all of which are assigned; and the committee had to postpone but still plans to have a discussion regarding veterans tracking with local Veterans Affairs representatives. It was noted that the HMIS budget has been level for several years. Reallocation of funding to HMIS is allowable, and may be practical next year. The committee is also working on how to appropriately identify 51homes Campaign clients in HMIS – and account also for tracking of other projects – so that measurements of the campaigns success can be made; and instituting data sharing among emergency shelters. Steve Nelson noted that these efforts are also adding indirect administrative costs to the HMIS budget.
- 6. Next meeting.** Wednesday, October 26th, 8:30-10:00 a.m., City Sentinel Building, 320 N. Commerce Park Loop.

Attendance

Name		Organization	Email
Jenifer	Andersen	New Beginnings for Women & Children	
Danielle	Bentley	La Frontera	dbentley@lafrontera.org
Beth	Carey	SAAF	bcarey@saaf.org
Danielle	Es	La Frontera	
Anna	Garcia	Emerge!	hotteller03@yahoo.com
Nick	Jones	Old Pueblo Community Services	nickjones@helptucson.org
Michael	Mandel	Primavera Foundation	mmandel@primavera.org
Pam	Moseley	Pima County CDNC	
Steve	Nelson	Sullivan Jackson Employment Center	steve.nelson@pima.gov
Joe	Ochoa	Compass	jochoa@compasshc.org
Val	Quadros	La Frontera	vquadros@lafrontera.org
Susanna	Rodriguez	City of Tucson	susanna.rodriquez@tucsonaz.gov
Michelle	Urban	Emerge!	michelleu@emergecenter.org
Steven	Wind	LeCroy & Milligan Associates	steven@lecroymilligan.com