

**GA-506 Marietta/Cobb Continuum of Care
Board of Directors Meeting
November 15, 2016**

Minutes

Members Attending: Jeri Barr, Carolyn Bridges, Tyler Driver, Bryan Stephens, Holly Tuchman, Falecia Stewart, Karen Carter, Fran Sutton

Guests Attending: Rachel Castillo, Yvonne DePina

Staff Attending: Lee Freeman-Smith, Joan Toder

Welcome

The meeting was called to order by Bryan Stephens and Holly Tuchman, Co-Chairs. Holly thanked everyone for their prayers and thoughts during the last few months.

Attendance and Proxy

Karen Carter confirmed attendance and quorum was in place.

The following proxies were presented: Reuben Green gave to Karen, Jim Hartsfield gave to Karen, and Chris Fields gave to Rachel Castillo

Minutes

Karen presented the September 20, 2016 minutes.

Motion: To accept the September 20 minutes

Moved First: Jeri Barr

Seconded By: Fran Sutton

None Opposed

HMIS Update

Carolyn Bridges shared that DCA has signed the contract with Eccovia for Client Track. Joan reported that the FY14 APR's are due on November 30, 2016. The AHAR draft was due October 31, 2016 with final on December 1, 2016. She is waiting to see if they will come back with questions. DCA is conducting webinars about data cleaning and encouraged folks to participate. She has been working with Dave Totten at DCA about the data migration. They will be going back 7 years to collect data. (1/1/2009-Present)

They will be migrating HMIS and Non-HMIS data. Cobb will be a pilot project for the data migration before it is completely rolled out. She is running reports and testing the system. Need to clean up as much data as possible before the migration. Joan will send list of all projects. There are customized fields that are up for discussion for migration. She is asking for us to not delete any projects or data.

Holly discussed her concerns with DCA not being consistent with requirements with other funders. Data is not clean with Apricot. Holly will be reaching out to Christy Hahn to discuss.

Coordinated Entry

Carolyn reported that the committee includes: Rachel Castillo-MUST, Troy Cosby-PATH Team at Hope Atlanta, Stacy Hull-CSB, Cassi Haberler-YWCA, Robert Jordan-Extension, Camilla Worrell-Family Promise of Cobb, Karen Latendresse-St. Vincent De Paul, Kathleen Vaughn-CDBG Office, Carolyn Bridges, Lee Freeman-Smith, and Joan Toder-CFR

The committee has met several times since July and looked at the broad picture of Coordinated Entry and various models from across the country. We have discussed a variety of tactics including a no wrong door approach, limited entry points, or a single point of entry. We looked at various sub-populations and whether to implement in stages, start with a single sub-population or have a full-blown process including all populations. We are hampered by being in the middle of trying to switch to a new HMIS system and having limited knowledge of the new software and all its features.

We have made a couple of key decisions.

- We need to use the same language. (Intake, Assessment, Screening, etc.) We use the same common words but they have different meanings for each organization.
- We will start with one sub-population and focus on veterans.
- We will have a limited number of points of entry at least until we know if we have been awarded the CE grant to hire a coordinator.

We have also been talking with Hope Atlanta's SSVF program to see how they screen, assess, and place persons. We need to tie in with VASH and coordinate a CoC by-name list of identified veterans needing services with the SSVF list. We have been working on an initial screening tool that would be used by all the points of entry to identify if the person is homeless by the HUD standards, has no resources to obtain housing, and meets the criteria for veteran.

We have two more meetings this year. (November 28 and December 12 at 12pm at the Mansour Conference Center)

PIT Count Task Force

Lee Freeman-Smith reported that a committee has been established to focus on the 2017 count and a couple of meetings have taken place. During the last meeting, the committee chose to do a combination methodology using 1, 2, and 3 for the count.

1. Recruit many volunteers, break out the county by six sectors, have a captain per sector, and scout camps
2. Service based count- surveyed clients as they came in for services during a period of time, HUD will allow you to survey for seven days
3. Use HMIS data

We are hoping using all 3 will give us a much more thorough count. We will have the following trainings:

Training Dates

Sheltered and Unsheltered Training:

January 18	10:30am-12:30pm	Mansour Conference Center
January 19	1:00pm-3:00pm	Mansour Conference Center

Unsheltered Training:

January 19	6:00pm-8:00pm	Kennesaw State University
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Our next meeting is November 15 at 2pm at the Mansour Conference Center.

Monitoring Committee

Carolyn reported that we need to pull together the initial monitoring group to discuss and make recommendations for the 2017 monitoring process. (Rachel, Cassi, Joan, Lee, and Carolyn) We will meet by the end of the year.

After HUD's HMIS monitoring, we have to establish a procedure to review files for accuracy and completeness of HMIS and HUD required information. We have established a file review committee containing representation from CFR, MUST, CSB, Extension, YWCA, and Hope Atlanta.

HUD has released monitoring forms which Joan will share.

Advisory Council

Jeri Barr reported that due to the changes of employment with Sam Olens and Shan Cooper and the CoC needing to clearly identify their needs, the council is taking a sabbatical.

We have approached the commissioners to help us pay for a broad needs assessment of the county. In the meantime, the CoC needs to consider completing a strategic plan so we have future direction.

We talked about collecting data during the upcoming PIT Count.

Announcements/General Discussion

The Cobb Collaborative Homeless Memorial and Vigil was held on November 11 at the KSU Marietta campus. It was a great partnership with the KSU Care Center Program.

The fall general membership will be in conjunction with the Cobb Collaborative at MUST Ministries on December 14 from 11:30am-1:00pm. Our main topics will be the 2017 PIT Count, Affordable Housing, and Coordinated Entry.

Jeri asked if anyone was working with Open Doors. MUST and YWCA currently have a grant with them. They are not as active in Cobb. Jeri, Holly, and Chris will meet with Dave Loefell to continue the discussion around affordable housing.

Carolyn asked if anyone was interested in Soar training. Carolyn will send out information.

Next Meeting

Board Meeting- January 17, 12pm at the Mansour Conference Center

Action Item	POC	Closure Date
Send minutes	Lee Freeman-Smith	November 22
Send monitoring information from HUD	Lee Freeman-Smith	November 22
Send information about Soar training	Carolyn Bridges	November 22
Convene monitoring committee to debrief	Carolyn Bridges/Lee Freeman-Smith	By end of year
Discuss concerns with DCA	Holly Tuchman	
Meet with Dave Loeffel about Open Doors	Jeri, Holly, Chris	