



Wake County CoC Governance Board

Pre-Meeting Packet

December 16, 2021

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Section I. Consent Agenda

Consent agenda items are voted on as a package. Any Board Member may request to move an item off the consent agenda to be more thoroughly considered. Any such items will be discussed as a regular agenda item at the next Board Meeting.

The following will be voted on at the September 23, 2021 CoC Governance Board meeting:

November 18, 2021 Governance Board Minutes

Posted here: <https://wakecoc.org/governing-board/>

Wake County CoC Governance Board Meeting	
MINUTES	Date: 11/18/2021
	Time: 11:00-12:15 PM EST
Topic:	Governance Items, Committee & Workgroup Updates, Partnership Updates, Community Actions
Location:	Virtual – Microsoft Teams
Facilitator:	Marni Cahill, CoC Board Chair
Board Members Attendance:	Allison Strickland, Ann Oshel, Barkley Sample, David Harris, Edward Barberio, Katie Gonzalez, Kathy Johnson, Lamont Taylor, Michelle Mazingo, Priscilla Batts, Rick Miller-Haraway, Wendy Clark, Natalie Mabon, Denis Elliott, Mary Mosley, Nicole Wilson, John Niffenegger
Interested Parties Attendance:	Thurston Alexander-Smith, Nikki McIntyre, Arlene Smith, Darlene McClain, Seaira Green, Amanda Renfroe, Vanessa Kopp, Lakeisha George, Stephen Gruver, Danielle Butler, Diane Cilento, Frank Baldiga, Takiyah Knight, Tosheria Brown, Cecile Williams, Jacqueline Sapaugh, Nichele Wilson, Paige Felton, Scott Ferris, Shawn Walker, Sophia Sibert
Raleigh Wake Partnership to End and Prevent Homelessness:	Jenn Von Egidy, Jasmin Volkel, Allison Sickels, Eric Doll, Kim Crawford, Megan Soros, Thadeous Carr

Agenda	
1	Welcome, Roll Call, Consent Agenda <ul style="list-style-type: none"> • The consent agenda and all governance items are posted in the Pre-Meeting Packet. The consent agenda passed by unanimous consent.
2	Governance Items <ul style="list-style-type: none"> • Amend Allison Sickels to Allison Strickland • Meeting minutes pass by general consent • HMIS Transition <ul style="list-style-type: none"> ○ DAC met on November 17th to discuss the HMIS transition ○ 2 recommendations: <ul style="list-style-type: none"> ○ Move forward with the HMIS software transition ○ Move forward with Raleigh/Wake CoC becoming our own HMIS lead

	<ul style="list-style-type: none"> ○ Ann asks when the transition would take place and asks about cost differences. Vanessa says the transition will take place January 2022 and be done by June 2022. Kim clarifies that the software transition will be funded with ESG SV dollars. Kim anticipates that the overall transition will be about \$300,000. The annual renewal is expected to stay around the same cost of \$55-75,000 not including staff. There is a possibility that cost will decrease without having a middleman, Kim states. ○ Kathy asks for clarification on timeline and if all agencies would be using the new system by July 1, 2022. Is there an alternate date in case we do not make that date? Vanessa answers that this is the ideal start time and that an alternate date should not have a large effect. ● The motion to approve the recommendations as stated on the slides have passed with unanimous consent. ● Kim makes a point of clarification that the NC HMIS committee meets every month and at the next meeting the Partnership will provide their intent to leave the NC HMIS/MCAH group on July 1, 2022.
3	<p>Committee & Workgroup Reports</p> <ul style="list-style-type: none"> - Point-In-Time Workgroup <ul style="list-style-type: none"> ● Point in Time Count is set for Wednesday, January 26, 2022 ● The Street Outreach Workgroup assisted with identifying locations for PIT count outside of City of Raleigh ● PIT workgroup meets next on November 22nd at noon - Policies & Procedures Workgroup <ul style="list-style-type: none"> ● Policy and Procedures Workgroup is reviewing the Coordinated Access Policies and Procedures <ul style="list-style-type: none"> ▪ Compliance with HUD regulations ▪ Flexibility to meet our system's demands and capacity ▪ Feedback from listening session ● David provides reminder that PIT group did some working identifying agencies at workgroup - Data Advisory Committee <ul style="list-style-type: none"> ● Met on November 17th ● CoC data quality was discussed ● Committee decided to review data monthly by agency and by project type (ES, TH, SO, HP, RRH, PSH) for timeliness, completeness, and accuracy <ul style="list-style-type: none"> ○ Use the Annual Performance Report (APR) to review timeliness and accuracy ○ Use data completeness report Card (DR) ○ Overall looking at missing data and will share this data on a monthly basis ● Funding Review Committee <ul style="list-style-type: none"> ● FRC received 2 appeals <ul style="list-style-type: none"> ○ CASA – Families at Home (fully reallocated) ○ Wake Co. Human Services – Wake Rental Assistance (Partial Reallocation) ● FRC reviewed appeal letters and all materials related to the appeal <ul style="list-style-type: none"> ○ Appeals did not provide information that changed the FRC's recommendation for reallocation ○ Determined to uphold the Ranked List of Projects ● EHV Workgroup <ul style="list-style-type: none"> ○ Continues to meet every other Tuesday

	<ul style="list-style-type: none"> ○ EHV referred clients are being entered into HMIS ○ 1 EHV recipient has been housed and a few others are very close to being housed ● Street Outreach Workgroup <ul style="list-style-type: none"> ○ Encampment Policy: Draft completed and handed over to the city of Raleigh for further development ○ Point in Time Count: Street outreach agencies provided locations of engagement for PIT week ○ GIS Mapping: Wake County is setting up a demo of an app for SO agencies to track encampment and organize engagement. ● White Flag Workgroup <ul style="list-style-type: none"> ○ White Flag declared last Saturday Night and Monday Night: <ul style="list-style-type: none"> ▪ Salvation Army – families ▪ Healing Transitions – single women ▪ St. John’s – all other demographics ○ Kim shared that a total of about 100 families were at these locations for both nights ○ Data Entry – HMIS Help Desk has created a “How To” document ○ Marketing and PR – White Flag declarations will be made every Friday for the following week (Monday-Sunday) ○ Budget – We still have no contracts (funding) for White Flag. Already are experiencing supply issues ● Anticipated Winter #s: <ul style="list-style-type: none"> ○ Men – 70 ○ Women – 25 ○ Families- 35-40 ● Operations to be handled by St. John’s MCC: <ul style="list-style-type: none"> ○ Staffing, food cleaning, etc. ● Temporary sites: <ul style="list-style-type: none"> ○ Salvation Army – families ○ Urban Ministries – single women ○ St. John’s – all other demographics ● Severe Weather Emergency “White Flag” Policies and Procedures updated and will be posted on the website. ● These are temporary sites until January 1st when salvation army will drop off and the main sites will be Urban Ministries and St. John’s. ● White flag has been declared Friday the 19th, Saturday the 20th, Monday the 22nd and Tuesday the 23rd.
2	Partnership/CoC Lead Updates <ul style="list-style-type: none"> - CoC Collaborative Application <ul style="list-style-type: none"> ● CoC consolidated application submitted on November 14, 2021 ● Expect to receive notice of awards in early 2022 - HMIS Updates <ul style="list-style-type: none"> ● Sharing QSOBAA sent out the week of September 27th <ul style="list-style-type: none"> ○ Two-way sharing agreement has been signed ○ One-way sharing agreement expired prior to all agencies signing and had to be re-sent. Currently at 16/22 signatures.

	<ul style="list-style-type: none"> ○ HMIS licenses are at 198, HMIS team requested 20 additional licenses from MCAH ○ Vanessa asks what the data collection expectations are for White Flag and Eric states that it is expected there is a complete and accurate entry each White Flag night - Access Hub Updates <ul style="list-style-type: none"> ● Referrals/Prevention <ul style="list-style-type: none"> ○ Agencies are asking for no more referrals as they do not have the capacity. Do not have a process in place to be able to stop referrals. - HUD “Urgent Citizen Complaint” <ul style="list-style-type: none"> ● Notified on Monday November 15th of complaint of discrimination from the White House, Congressional office, and HUD OIG ● Details unknown, except that the allegation is that this family was discriminated against because the family composition is male HH with son ● HUD Greensboro Office is investigating. Has requested, from the CoC, for the last 3 CoC fiscal years (2018-2020): Due November 16, 2021 <ul style="list-style-type: none"> ○ Coordinated Entry Policy and Procedures ○ CoC Antidiscrimination Policy and Procedures/Grievance Policy ○ Program Operations Manual/Program Policy & Procedures ○ Kim states that many of these policies and procedures were several years old. Recommends that they be looked at and updated if necessary. ● Natalie asks what level of oversight/monitoring over the programs that we do fund. Kim states that the partnership does some random monitoring of ESG programs
3	<p>Community Actions & Updates</p> <ul style="list-style-type: none"> ● Vanessa shares that the county approved 10.5 million to the housing department. Vanessa discusses listening session that is being held 11/18 at 1pm. ● Jenn announces that Eric Doll will be the new CoC coordinator
4	Adjourn

<p>CoC Board Materials: https://wakecoc.org/governance-board/</p> <p>Next CoC Governance Board meeting: 12/16/2021 11:00-12:15 P.M.</p>

Section II. Board Meeting Supporting Materials

CoC Governance Board Meeting Materials

The agenda, Premeeting packet, slides, and minutes are all posted online! <https://wakecoc.org/governance-board/>

HMIS System Administration Licenses

The Wake County CoC Governance Board will go into a closed session or executive session during this period.

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Section III. General Updates

Data Advisory Committee

December 15, 2021

Date: 12/15/2021

Location: Teams meeting

Attendees: Allison Sickels, Emily Downing, Eric Doll, Jackie Sapaugh, Jasmin Volkel, Jenn Von Egidy, Kathy Johnson, Kim Crawford, Liz Lobaton, Thadeous Carr, Thurston Alexander-Smith, Vanessa Kopp

Open Vacancies Two vacancies on committee. Application will be shared in CoC Digest. Committee voted to contact two previous applicants [Regina Hardaway & Lisa Rowe] on interest in joining committee temporary as we move in to scoring and selection process. Email alternate candidates to Jasmin and Vanessa.

Topics

HMIS Transition Timeline This week (December 17th) Committee must notify RFP bidders that they have been selected to move forward into demonstrations

Phase 1 Scorecard Review Vendors were scored in this phase based on completion
6 vendors submitted

score for phase I	vendor
30	BitFocus
30	CaseWorthy
28	Eccovia
27	Social Solutions
26	FootHold
26	WellSky

Considerations Contact references for each vendor.
 Create a shared documents for vendor related questions by Friday January 7th so that vendors can hopefully address these questions in their Demos.
 Inquire about potential costs from vendors [view example bill from a CoC similar in size to NC-507.]

Software Demonstrations This committee will become the "Scoring and Selection Committee"

Committee will attend all software demonstrations and score the demos using Phase II score card.

Timeslots identified

Vendor	Timeslot identified
FootHold	Tuesday Jan 11, 9am
WellSky	Tuesday Jan 11, 10:45am
BitFocus	Wed Jan 12th 9am
CaseWorthy	Wed Jan 12th 10:45am
Eccovia	Thursday Jan 13th 9 am
Social Solutions	Thursday Jan 13th 10:45am
	these holds will be updated on committee calendars

Phase II Timeline

Jan 3-14th 2022	Software Demos
Wed Jan 19, 2022	Software Selections
Jan/Feb 2022	Contract Negotiations
Feb-June 2022	Data Migration/New System Implementation

**Monthly & Quarterly reporting
APR**

APR ran for Oct 2021 (start of HUD fiscal year) and Nov 2021

Focus

Total served
 Errors related to demos, relationship to HoH, client location, disabling condition, homeless History Interview, Housing Move-In Date, Destination
 Broken out by agency and project type.

DQ points we'd like to get to 0%

HoH and Client Location

Goal for DQ [Feb Meeting]

Discuss reasons why we might see these errors
 What impacts agency ability to get good DQ?
 How can we improve data collection across system?

Next meeting Wed. Jan 19th, 10AM

PIT Workgroup

December 6, 2021

Attendance: Erin Yates, Wendy Clark, Yobley Espinal, Deanna Hawkes, Renae Lockhart, Decorba White, Erin Daniell, Michael Kelly, Azalea Garza-Orozco, Paige Felton, Amirah Saintyl, Seaira Green, Kelsey Mosley, Kris Oak, Arlene Smith, Kennard France, Elliott Brooks, Emily Downing, Tracie Webb, Jasmin Volkel, Eric Doll, Jenn Von Egidy

This year:

1. in person count this year, encampments and common hangout areas for unsheltered homeless.
2. Use street outreach teams' knowledge.
3. Events at outreach centers.
4. Recruitment of volunteers and teams in addition to street outreach.

When will we be going out?

1. PM Shift 9pm
2. AM shift 6 or 7 am

How many teams can go to Cary-TFS Elliot will be going out. Cary police department will go to camps and let them know the count is going to happen. Cary will be taken by TFS.

Possible apps to use?

1. Myplaces for sites of encampments-linked through google earth, Eric Doll has a copy, Michael Kelly is emailing it to Jenn too.
2. Use harvest your data app-trainings in January,
 - a. Jasmin will send out sign up sheets closer to training dates
3. Possible app for PIT Count for volunteers to sign up, volunteer day and training day and slides sent out to people to give to volunteers.

Agencies:

1. Tri-Area Ministry Food Pantry-Emily will follow up
2. Agencies signed up for sites-partnership will investigate Western Wake to talk about PIT Count

Backpack drive:

1. pack items by Jan 17th
2. Good RX-Emily will look for some and Arlene will find out if we can get more.

Drop off locations: Need about 500 bags for outreach and events.

1. Towne Bank, finishing logistics.
2. Cary-looking for locations.

3. Healing transitions for a possible donation drop off.

Door hanger for PIT count-Still in the works.

What to do next?

1. Canvas areas before the count to find out if the site is still active.
2. Work with teams to update addresses-Jenn will send out excel spreadsheet, get an idea of how many volunteers are needed.

Next meeting 12/20/21 at 12pm

EHV Workgroup November 30, 2021

EHV Workgroup Meeting Materials are available here: <https://wakecoc.org/emergency-housing-vouchers-workgroup/>

Date	11.30.21
Attendees	Elliott Brooks, Alex Herring, Megan Soros, Samantha Weintraub, Paige Felton, Frank Baldiga, Karen Lassiter, Natalie Mabon, Laura McCann, Kennard France
Topic	Notes
Stats	
	Total EHV allotted - 138
	# EHV available - 79
	# EHV applicants applied - 59
	# Early stage application process [gathering documentation]- 18
	# Submitted initial paperwork- 20
	# EHV issued - 21 [executed voucher and leasing packet sent out]
	# of RFTA returned- 1
	# EHV housed - 2
	4 withdrawn from application process
	Information on the 59 in application process
Head of Household Gender	
22	Male
27	Female

1	Non-binary
1	Transgender
household type	
49	Singles
10	Families
Primary race listed for head of household in HMIS	
36	Black or African American (Non-Hispanic/Latino)
1	Black or African American (Hispanic/Latino)
19	White (Non-Hispanic/Latino)
1	White (Hispanic/Latino)
1	American Indian, Alaska Native, or indigenous (Hispanic/Latino)
1	American Indian, Alaska Native, or indigenous (Non-Hispanic/Latino)
Age of head of household	
9	Between (18-24)
28	age 25-54
22	55+
income/disability noted	
26	income listed in HMIS
41	disability noted in HMIS
1	Veteran
process flow/identified barriers	
gaining assistance using request form	no attendees on the call have received funds for assistance request forms that have been completed. Allison to follow up with all SO providers to get a list of those who have been referred for best tracking.
additional arrears	concerns raised around clients with rental arrears that are greater than the amount of financial assistance available. Perhaps these folks can also be assisted by the Landlord Engagement Unit once referrals can be made.
reimbursement for deposit	questions around if an agency covers fees (application, deposit, arrears can they be reimbursed through RHA? Allison to schedule a meeting with RHA representatives to clarify these points.)
inspection wait period	looking to find an estimated wait time on inspection of units.

reminder	
case conferencing	Will occur Thursday December 2nd

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