

Governance Advisory Board Meeting Minutes

May 1-2, 2019

Members Present:

Adriane Clarke (*City of Surprise*)

Camie Rasband (*Catholic Charities*)

Carole Benedict (*US Vets*)

Cristina Benitez (*AZCH*)

Karia Basta (*ADOH*)

Ross Altenbaugh (*Flagstaff Shelter Services*)

Suzanne Payan (*CAHRA*)

Terrance Watkins (*Community Partners*)

Members Absent:

Barbara Mikkelsen (*Steward Health Choice*)

Jessi Hans (*CCJ*)

Nay Covington (*Mohave County*)

Ricardo Fernando (*DHS*)

Staff & Guests

Noemi Ghirghi (*HUD*)

Betsy Long (*DES*)

Ty Rosensteel (*Crisis Response Network*)

Candee Stanton (*Consultant*)

Melissa Swain (*ADOH*)

Glorianna Vercruyssen (*Crisis Response Network*)

Ryan Vernick (*ADOH*)

Everyone was welcomed, and the meeting was called to order at 9:05 a.m., and everyone introduced themselves.

Governance/Membership:

Suzanne's term is expiring in the next few months. Those up for renewal, Cristina, Barbara, and Adriane have agreed to continue per the Governance Charter; a motion was made by Carole and seconded by Camie with a unanimous vote to accept their renewals.

New members have accepted positions on the board: Ross, Terrance, Nay, and Jessi; a motion was made by Cristina and seconded by Suzanne with a unanimous vote to accept them to the Governance Advisory Board.

Carole's term as co-chair is up for renewal, and she has accepted. A motion was made by Cristina and seconded by Camie with a unanimous vote to extend Carole's co-chairpersonship to another term.

The interim rule of the HEARTH Act's duties (Federal Register volume 77 number 147 from July 31, 2012) were reviewed.

HMIS Update:

Ty gave an overview of what HMIS is and does, and an update on recent accomplishments and upcoming projects/deliverables, such as:

- Surveys after each submitted ticket in an effort to get feedback
- Trainings
- Monthly reporting
- Weekly meetings
- Onboarding new agencies
- Improving data quality
- Increased sharing of data/information
- Forecasting of system performance measures required by HUD with quarterly projections
- Dashboard availability around program evaluations
- Implementation of a CE hotline in Graham, Greenlee, Gila, and Santa Cruz Counties

Glorianna gave an overview of the onboarding of AzCH as the southern RBHA.

DES Update:

DES and ADOH are trying to be more mindful of the collaborative process and how to make things easier for sub-recipients.

Governance Charter Review:

Candee shared a highlighted copy with needed changes for discussion. Cristina motioned with a second from Terrance to add two voting board positions; however, after further discussion it was determined the motion wasn't specific enough, so the motion did not carry after a unanimous rejection. The motion was revised by Cristina and seconded by Ross to add two board positions, specifically one each for an ESG-funding agency and DOE; motion passed with unanimous acceptance.

Action Item: Candee will make the discussed changes and bring to the board for final approval.

Fiscal/Financial Policies and Procedures Review:

Karia gave an overview about ADOH's goal to become a UFA and the new fiscal/financial policies and procedures to which each sub-recipient will have to adhere. Carole made a motion and Cristina seconded to accept the written policy, with unanimous acceptance.

Candee and Camie gave an overview about the process the Coordinated Entry Committee just completed for drafting prioritization policies by comparing the HUD original handbook informing CE policies to the AZBoSCoC suggested policies. The draft policies will be cleaned up so the local

coalitions can start using the prioritization policy. Terrance made a motion to accept the changes, seconded by Cristina, with unanimous acceptance.

The Performance Measurement/Evaluation and Ranking document was reviewed. Terrance made a motion to leave the TH section as-is, seconded by Cristina, with unanimous acceptance. Regarding RRH, Karia made a motion to strive to reduce time from program acceptance and move-in to PH to 45 days; seconded by Cristina, with one opposed, so the motion passed. For the rest of the PH performance measures, Ross motioned to accept them as written, seconded by Camie with unanimous acceptance. Carole motioned to keep the PSH portion as written and for next year's strategic planning to incorporate wording in each contract for a move-on strategy; seconded by Cristina, with unanimous acceptance.

Standards to be developed were discussed. Adriane made a motion to address all of the system level performance measures in the strategic plan, with a second by Cristina; unanimously accepted.

Carole made a motion to table until tomorrow the discussion on performance measures; motion was seconded by Camie, with unanimous acceptance.

Gaps Analysis:

Different gaps, such as racial, employment, PIT, etc. were discussed.

Other Topics:

Noemi with HUD attended the first hour on day two to meet the GAB members and introduced herself.

It would be beneficial to have a meeting with entitlement communities and agencies dealing with homelessness, since coordination is part of the requirements for obtaining CDBG monies. Only a couple of the communities who get their own CDBG funding, as opposed to being sub-grantees to ADOH, are participating in homelessness activities.

Strategic Planning Performance Measures:

1. Measure 1- Length of time persons remain homeless:
 - Reduce the numbers by 5% using the 2018 data
 - Have CE in all 13 counties in BoS
 - LCEH's will make contact with all shelters in their communities and report back during the LCEH meeting; agenda or meeting topics will be provided so everyone is on the same page
2. Measure 2- Persons who return to homelessness
 - LCEH's on a quarterly basis, will review the people returning to homelessness and take a subset to query the reasons why this has occurred; a list will be generated

from HMIS for this purpose, and LCEH's will report back during the quarterly meeting

- At the next LCEH meeting, will give a "train the trainer" presentation so the local coalitions know what is expected of them
3. Measure 3- Number of homeless persons
 - Implement diversion strategies/training
 4. Employment and income growth
 - Increase number of SOAR applications
 - Identify/recruit an employment partner and invite them to the LCEH quarterly meetings
 - Invite AHCCCS to discuss employment opportunities
 5. Number of persons who become homeless for the first time
 - Implement diversion strategies/training
 6. Not Applicable
 7. Successful placement from street outreach or retention/placement in PH
 - One possible suggestion is mail a postcard that could be redeemed for a "prize" like a food/toiletry box, as a way to get follow-up contact once people have exited

Action Item: David and Candee will develop some proposed action items and bring to the board for final approval.

Action Item: Melissa will send out the upcoming calendar dates to new board members.

Action Item: A list of contacts will be shared with all the agencies in the CoC so everyone has access to who does what and where.

Action Item: David will develop a map that shows where the projects are listed (PSH, TH, RRH, etc.).

Action Item: Karia will check emails regarding Tier 2 projects that were funded nationwide.

With no further business, the meeting was concluded at 11:49 a.m. on May 2, 2019.

	3/25/2019	05/01-05/02
Adriane Clarke (<i>City of Surprise</i>)	X	X
Barbara Mikkelsen (<i>Steward Health Choice</i>)		
Camie Rasband (<i>Catholic Charities</i>)	X	X
Carole Benedict (<i>US Vets</i>)	X	X
Cristina Benitez (<i>AZCH</i>)	X	X
Jessi Hans (<i>CCJ</i>)	N/A	
Karia Basta (<i>ADOH</i>)	X	X
Nay Covington (<i>Mohave County</i>)	N/A	
Ricardo Fernando (<i>DHS</i>)	X	
Ross Altenbaugh (<i>Flagstaff Shelter Services</i>)	N/A	X
Suzanne Payan (<i>CAHRA</i>)		X
Terrance Watkins (<i>Community Partners</i>)	N/A	X

Commonly used acronyms:

Achieve= ACHIEVE Human Services, Inc.+A53AA23:A50

ADOH= Arizona Department of Housing

AHCCCS= Arizona Health Care Cost Containment System

AZBoSCoC= Arizona Balance of State Continuum of Care

AZCH= Arizona Complete Health

BNL= By-Name List

CAHRA= Community Action Human Resources Agency

Catholic Charities Community Services

CCJ= Coalition for Compassion and Justice

CDBG= Community Development Block Grant

CE= Coordinated Entry

Community Partners Inc.

DES= Arizona Department of Economic Security

DOE= Arizona Department of Education

DV= Domestic Violence

ESG= Emergency Solutions Grant

GAB= Governance Advisory Board

HMIS= Homeless Management Information System

HUD= U.S. Department of Housing and Urban Development

JAVC= Jerry Ambrose Veterans Council

LCEH= Local Coalition to End Homelessness

NAVAHCS= Northern Arizona VA Health Care System

NOFA= Notice of Funding Available

OCCAC= Old Concho Community Assistance Center

PH= Permanent Housing

PIT= Point-in-Time Count

Primavera Foundation

PSH= Permanent Supportive Housing

RBHA= Regional Behavioral Health Authority

ROI= Release of Information
RRH= Rapid Rehousing
SAVAHCS= Southern Arizona VA Health Care System
SOAR= SSI/SSDI Outreach, Access, and Recovery
SSVF= Supportive Services for Veterans Families
Steward= Steward Health Choice Arizona
TA= Technical Assistance
TH= Transitional Housing
UFA= Unified Funding Agency
US Vets= U. S. Veterans Initiative
VA= U.S. Department Veterans Affairs
VAWA= The Violence Against Women Act of 1994
VI-SPDAT= Vulnerability Index- Service Prioritization Decision Assistance Tool
VOCA= Victims of Crime Act
WACOG= Western Arizona Council of Governments