

## Governance Advisory Board Meeting Minutes

June 18, 2020

### *Members Present:*

Betsy Long ( <i>DES</i> )	Karia Basta ( <i>ADOH</i> )
Camie Rasband ( <i>Catholic Charities</i> )	Nay Covington ( <i>Mohave County</i> )- phone
Carole Benedict ( <i>U.S. Vets</i> )	Ricardo Fernando ( <i>DHS</i> )- phone
Cristina Benitez ( <i>AZCH</i> )- phone	Ross Altenbaugh ( <i>Flagstaff Shelter Services</i> )
Denise Cox ( <i>Health Choice</i> )	Silvia Chavez ( <i>AZDE</i> )
Jessi Hans ( <i>CCJ</i> )	Terrance Watkins ( <i>Community Partners</i> )

### *Staff & Guests*

Candee Stanton ( <i>Consultant</i> )	Melissa Swain ( <i>ADOH</i> )
Chavon Woods ( <i>ADOH</i> )	Ryan Vernick ( <i>ADOH</i> )

Everyone was welcomed, and the meeting was called to order at 9:05 a.m. Everyone introduced themselves. The minutes from the previous meeting were reviewed; a motion was made by Cristina to approve the minutes, seconded by Carole, with unanimous approval. The action items from the last meeting were as follows:

- Ryan will get clarification from AHC the reasons why diversion is not appropriate for someone with an SMI. *Diversion IS appropriate.*
- Karia will ask David Bridge w/ AHCCCS what the next step is to get broader Medicaid coding allowances. *Completed.*
- Karia will contact Idaho to see how they were successful in being granted UFA status. *Moved ahead with submitting UFA application without this information.*
- Candee will finalize technical edits [of the CE Policy]. *Completed.*
- ADOH will post an Informational Bulletin with the CE Policy as an approved policy. *See [Bulletin #07-20](#).*
- Denise will send Ryan the link for the AHC PowerPoint presentation on Built for Zero. *Completed.*

### Annual Review of Governance Charter

The group discussed the changes needed for updating the charter.

**Action Item:** Ryan will send the Governance Charter out with the minutes for further review and feedback.

## **Membership**

Both Camie and Ricardo agreed to extend their positions on the board for another two years (Carole made the motion and Cristina seconded with unanimous approval). Carole's membership will end as of the end of the month of June, so applications were reviewed to fill this position and the position vacated by Adriane Clarke when she resigned. Of the three candidates, two were voted for membership:

- Joanna Carr with the Arizona Housing Coalition (motioned by Carole, seconded by Jessi, Karia abstained)
- Maria-Elena Ochoa with Against Abuse, Inc. (motioned by Carole, seconded by Terrance, unanimous approval)

With Carole's departure, her co-chair position also needs to be filled by a member; Camie agreed to take on this role after being nominated by Carole with unanimous approval.

## **Built for Zero**

BFZ has been a topic being discussed for several months, with a proposed primary focus on veteran subpopulations and a secondary focus on chronically homeless subpopulations in three counties; Nay in Mohave County is willing to be the lead agency, with Yavapai and Coconino Counties on board due to higher veteran homeless populations. A sub-committee of the Veterans' Committee was formed to flush out the details and develop an issue paper for presentation/consideration to the GAB. Ryan provided an overview of the discussions with the Veterans' Committee and presented an overview of the key points in the issue paper. Community Solutions provides the technical assistance to help communities implement Built for Zero strategies. They offer two cohorts per year with the next starting in August 2020.

After discussion of what commitments of time and effort by the three counties would be, it was motioned by Jessi, seconded by Terrance, with unanimous approval to table the application for six months in order to see if the various national/state crises of COVID-19 and wildfires subside or still be a major focus of staff and resources. The GAB felt taking on another major element along with everything else that is going on would be too burdensome of an undertaking at this point.

## **HMIS COVID-19 Risk Assessment**

CRN has been seeking guidance whether to add additional fields for tracking COVID-19 risks during the pandemic in order to adopt a workflow to capture information about the impact of COVID-19 with individuals being served. The proposed workflow has been implemented in Maricopa County. This issue had been discussed at a previous meeting with the GAB deciding not to implement additional data collection strategies. Between GAB meetings Ryan and Karia had additional discussions with our HUD TA provider as to whether this data capture is going to be required by HUD in the future. The TA Provider indicated that the data is not required but that HUD has provided guidance and is encouraging CoCs to consider this additional data collection., HUD provided a guidance document

from which CRN developed a workflow and what the sub-assessments would look like; both the HMIS Committee and the CE Committee reviewed these documents and provided comments for the GAB that provided updated information about the process.

Due to HIPAA violation concerns, Jessi motioned, seconded by Terrance with unanimous approval to table collecting this data until more information is obtained as to who/what/why it's being collected when health services agencies are already collecting this data and there doesn't seem to be a direct correlation with getting people housed.

***Action Item:* Ryan will seek additional information regarding collecting COVID-19-related data.**

### **Committee Updates**

- HMIS- updated all policies ([Data Quality](#), [Security](#), [Privacy](#)); missing ROIs is still an issue
- Veterans- the committee has been focused on BFZ; there is an open co-chair position; looking to recruit new agencies into HMIS
- CE- approval of the Policy Document; the Self-Assessment Tool is being finalized; a Cost Analysis form has also been distributed
- Training- has met twice; DES & AHC are working to develop a training program
- Scoring- in a holding pattern since this year's NOFA isn't out yet

### **PIT Update for 2020**

The data has been cleaned up and the ADOH [bulletin](#) has been published. In summary, 355 volunteers covering all 13 BOS counties for a total of 860 individuals interviewed, with 1175 people counted, of which 89% were adults (both alone and with other adults). County-specific PIT reports should be ready in early July.

### **Planning Contracts**

Things are moving along; next year the goal will be to tailor the planning dollars around CE using the Self-Assessment Tool to facilitate continuous improvement.

### **Systems Performance Measures Review**

SPMs were submitted to HUD late January/early February. The funded agency-specific dashboards should be available in the next couple of weeks; the county-specific dashboards should be available in October.

### **Strategic Plan Review and Update**

Discussion was initiated on reviewing the Strategic Planning, but due to time constraints the discussion will be rescheduled with several of the LCEH leads.

***Action Item:* ADOH will send the Strategic Plan out to the group for feedback/review.**

With no further business, the meeting was motioned for conclusion by Camie and seconded by Cristina, with a unanimous vote, and was concluded at 11:58 a.m.

	01/14/2020	04/21-23/20	06/18/20
Adriane Clarke ( <i>City of Surprise</i> )	X	Canceled	N/A
Denise Cox ( <i>Health Choice</i> )	X		X
Betsy Long ( <i>ADES</i> )	X		X
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> )	X		X
Karia Basta ( <i>ADOH</i> )	X		X
Nay Covington ( <i>Mohave County</i> )	X		X
Ricardo Fernando ( <i>DHS</i> )	X		X
Ross Altenbaugh ( <i>Flagstaff Shelter Services</i> )	X		X
Silvia Chavez ( <i>AZDE</i> )			X
Terrance Watkins ( <i>Community Partners</i> )	X		X

Commonly used acronyms:

Achieve= ACHIEVE Human Services, Inc.  
ADOH= Arizona Department of Housing  
AHCCCS= Arizona Health Care Cost Containment System  
AZBoSCoC= Arizona Balance of State Continuum of Care  
AZCH= Arizona Complete Health  
AZDE= Arizona Department of Education  
BNL= By-Name List  
BFZ= Built for Zero  
CAHRA= Community Action Human Resources Agency  
Catholic Charities Community Services  
CE= Coordinated Entry  
CRN= Crises Response Network (HMIS Managers)  
DES= Arizona Department of Economic Security  
DHS= Arizona Department of Health Services  
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  
NAVAHCS= Northern Arizona VA Health Care System  
NOFA= Notice of Funding Available from HUD  
OAT= Online Application Tracking (part of SOAR)  
OCCAC= Old Concho Community Assistance Center

PIT= Point-in-Time Count  
Primavera Foundation  
PSH= Permanent Supportive Housing  
RBHA= Regional Behavioral Health Authority  
RFI= Request for Information  
RFP= Request for Proposal  
ROI= Release of Information  
RRH= Rapid Rehousing  
SAMHSA= Substance Abuse & Mental Health Services  
SAVAHCS= Southern Arizona VA Health Care System  
SOAR= SSI/SSDI Outreach, Access, and Recovery  
SSVF= Supportive Services for Veterans Families  
SPM= System Performance Measures  
Steward= Steward Health Choice  
TA= Technical Assistance  
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