

Governance Advisory Board Meeting Minutes

October 28, 2019

Members Present:

Betsy Long (DES)	Karia Basta (ADOH)
Camie Rasband (Catholic Charities)	Nay Covington (Mohave County)
Carole Benedict (U.S. Vets)	Ricardo Fernando (DHS)- phone
Cristina Benitez (AZCH)- phone	Ross Altenbaugh (Flagstaff Shelter Services)
Eric Marcus (Steward)	Terrance Watkins (Community Partners)
Jessi Hans (CCJ)	

Members Absent:

Adriane Clarke (City of Surprise)	Silvia Chavez (AZDE)
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Staff & Guests

Candee Stanton (Consultant)	Melissa Swain (ADOH)
Chavon Woods (ADOH)	Ryan Vernick (ADOH)
Christy Parker (DES)	

Everyone was welcomed, and the meeting was called to order at 2:13 p.m., and everyone introduced themselves. The minutes from the previous meeting were reviewed; a motion was made by Ross to approve the minutes, seconded by Nay, with unanimous approval.

Membership:

Some LCEH's are having trouble recruiting members and having consistent attendance.

***Action Item:* Ryan will develop a one-page synopsis of what the LCEH's do that can be handed out as a recruitment tool.**

Eric Marcus is replacing Barbara Mikkelsen as the northern RBHA representative, and Silvia Chavez will be filling the newly added Department of Education board member position.

***Action Item:* Ryan will verify with Betsy if she will be the DV representative or if someone else from DES will fill that role.**

No member positions are currently up for renewal or recruitment, except Carole's position in 2020.

What constitutes voting membership of the CoC?

***Action Item:* Karia/Ryan/Candee will draft language regarding membership and voting rights/duties to present to the board at the next meeting.**

Review PIT survey for 2020:

A draft version of next year's PIT survey was handed out and briefly discussed.

Strategic Action Planning:

The Strategic Action Plan, developed at the 2019 retreat was handed out.

Performance Measure #1

A baseline for the length of time people remain homeless needs to be established so subsequent data can show if time homeless is being reduced by 10% (Performance Measure #1). CRN is currently developing a performance metrics dashboard to show baselines; this will be presented at the sub-recipient meeting in December.

Case conferencing notes (i.e. case histories) are entered on the BNL for each person.

***Action Item:* HMIS folks will be invited to the next meeting and can bring up on screen a BNL to discuss a random sampling of notes to see if there are trends.**

Performance Measure #2

CRN is developing a procedure to pull a couple system performance measures by agency/program and county type to see reasons and patterns for returning to homelessness. A small review subcommittee will be established to refine this to bring for discussion at the sub-recipient meeting scheduled for December 17, 2019. The GAB will also review this procedure. The Action Item will be extended to March of 2020.

Performance Measure #3

Diversion training is continuing county by county and should meet the April 2020 goal; after preliminary training is completed, standards and protocols for training can be finalized and possibly a webinar-type style can be available. Diversion data standards from HUD will be rolled out in April 2020 along with CE data standards, so policies and procedures will need to be developed prior to that.

***Action Item:* Ryan will find out why SMI is excluded in the diversion training.**

Performance Measure #4

Funding for SOAR is outcome-based, and if people submitting SOAR applications are not entering data in OAT, there is no ability to ask for funding by SAMHSA. Case managers can enter a Medicaid code (T1016 with an HK modifier) to be able to bill the time spent on these applications.

Action Item: Joy will follow-up with Adam Robson with AHCCCS to see if this is a fully active process and how much it bills per hour.

Performance Measure #5

See Performance Measure #3, above.

Performance Measure #6- Reserved (not discussed)

Performance Measure #7

Review case histories- see Performance Measure #1, above.

Sub-Recipient Meeting:

The annual meeting is scheduled for December 17, 2019. A “save the date” email was sent on September 16, 2019. The meeting will be at The Newton (300 West Camelback Road) from 9:30 a.m. to 4:00 p.m.

With no further business, the meeting was motioned for conclusion by Terrance and seconded by Ross, with a unanimous vote, and was concluded at 3:35 p.m.

	3/25/2019	05/1&2/2019	07/17/19	10/28/19
Adriane Clarke (<i>City of Surprise</i>)	X	X	X	
Eric Marcus (<i>Steward Health Choice</i>)				X
Betsy Long (<i>ADES</i>)	N/A	X	X	X
Camie Rasband (<i>Catholic Charities</i>)	X	X	X	X
Carole Benedict (<i>US Vets</i>)	X	X	X	X
Cristina Benitez (<i>AZCH</i>)	X	X	X	X
Jessi Hans (<i>CCJ</i>)	N/A			X
Karia Basta (<i>ADOH</i>)	X	X	X	X
Nay Covington (<i>Mohave County</i>)	N/A		X	X
Ricardo Fernando (<i>DHS</i>)	X			X
Ross Altenbaugh (<i>Flagstaff Shelter Services</i>)	N/A	X	X	X
Silvia Chavez (<i>AZDE</i>)	N/A	N/A	N/A	
Terrance Watkins (<i>Community Partners</i>)	N/A	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

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

Steward= Steward Health Choice

TA= Technical Assistance

UFA= Unified Funding Authority

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