

Governance Committee Meeting Minutes

June 13, 2014

Members Present: Karia Basta, Chair (ADOH)
Anita Baca; Region 5 (Housing Authority of Cochise County, Cochise County)
Eliza Loudon; Region 2 (Catholic Charities, Yavapai County)
Chantel Padilla; Region 3 (Advocate, Navajo & Apache Counties)
Dave Wolf; Region 1 (Mohave County Community Services, Mohave County)

Members Absent: Valarie Donnelly; Region 1 (City of Yuma)
Suzanne Payan; Region 4 (Community Action Human Resource Agency, (CAHRA) Pinal County)

Guests: Barbara Blythe (Mohave County Community Services, Mohave County)
Anne Scott (ADOH)
Michele Meyerkorth (ADOH)
Candee Stanton (Consultant)

Karia welcomed everyone and we introduced ourselves.

Karia talked about the BOSCoC. The BOSCoC is a collaboration and inclusive community-based process. The Continuum is responsible for planning and managing homeless assistance resources and services. The Continuum includes representation from the 13 rural counties in Arizona: Apache, Coconino, Cochise, Gila, Graham, Greenlee, La Paz, Mohave, Navajo, Pinal, Santa Cruz, Yavapai and Yuma. The BOSCoC assists in the coordination, development and evaluation of housing and services for homeless and at-risk homeless persons with housing needs through planning, education and advocacy. The BOSCoC provides planning and operation support to the continuum of care process including the designation of a Homeless Management Information System. This Governance Committee will allow us to be more formal in the BOSCoC. Karia stated the purpose of the continuum is to end homelessness.

The Standing Committees are: Governance, HMIS, Membership, Coordinated Assessment, Ad Hoc, Project Review and Evaluation, Point In Time Count.

The responsibilities of the Governance Committee include:

- ✓ Provide direction and leadership for the application and data collection processes.
- ✓ Form decisions of the COC regarding application selection and/or reallocation of funds. (The most recent project list was distributed. The requested amount is approximately \$4.1 million. We are still waiting to know if the two (2) projects that fell into Tier 2 will be funded. Out of the 34 contracts, only 7 are transitional housing. We reviewed the chart on the number of beds dedicated to chronic homelessness.)

- ✓ Strategic planning and goal setting.
- ✓ Approval of the selection of membership for standing committees.
- ✓ Align and coordinate CoC with other homeless assistance and mainstream resources.
- ✓ Establish priorities and make decisions about the allocation of the CoC resources.
- ✓ Evaluate both system-wide and individual program performance related to established measurements. (A topic of discussion was employment: how much income, length of stay in program and how does it really get measured. Recidivism will need to be taken into account as well.)
- ✓ Receive reports and recommendations from the ad-hoc workgroups.
- ✓ Ensure all necessary activities (e.g. Point In Time count) are being implemented by Regional and Local CoC planning groups.
- ✓ Disseminate information to the Regional CoC planning group members.
- ✓ Approve policies and procedures for the BOSCoC.

Members of the CoC Guidance Committee include:

- ✓ One (1) representative from the Arizona Department of Housing (ADOH). (This is Karia Basta.)
- ✓ One (1) representative designated in each of the five (5) CoC Regions selected by regional membership.
- ✓ One (1) representative consumer representative (homeless or formerly homeless). (This is Chantel Padilla.)

In total there are seven (7) seats on the committee. A maximum of three (3) seats can be held by grantees in order to avoid potential conflicts of interest. (The grantees are Mohave County, Catholic Charities and CAHRA.)

Operation of the Governance Committee:

- ✓ The representation from ADOH will serve as the Chair of the Governance Committee.
- ✓ A Co-Chair will be appointed from one (1) of the representatives from the Regional CoC planning groups. (Anita Baca is the Co-Chair)
- ✓ To accommodate for a change in terms and term limits, for the first year of the BOSCoC Governance Committee, four (4) of the six (6) committee members will be elected a one (1) year term and will be new-term eligible at the end of their respective staggered terms for a new two (2) year term. (By drawing numbers, it was determined that Anita Baca and Eliza Louden will be the two (2) year members.)

- ✓ Members of the Governance Committee may serve two (2) consecutive two (2) year terms and then must wait one (1) year before serving again.
- ✓ Governance Committee can add new members by a majority vote of the existing members.
- ✓ Governance Committee meets may be held by teleconference on a quarterly basis. There will be one (1) meeting held at the Arizona Coalition to End Homelessness Annual Conference.
- ✓ The vote of a majority of members present and a voting at a meeting at which a quorum is present is enough to constitute an act of the Governance Committee.
- ✓ Members that fail to attend regularly scheduled meetings without an alternate shall be subject to removal from the Governance Committee by a vote of the Committee if they attend less than seventy-five percent (75%) of meetings. The Governance Committee will require the Regional CoC to appoint a substitute in the event of the removal of a member of the Governance Committee.
- ✓ Review the Governance Charter annually to ensure it remains consistent with the CoC's objectives and responsibilities in accordance with HEARTH Act and HUD regulations. (The charter is on the ADOH website. This will be done at the first meeting in 2015.)

We reviewed the Evaluation Criteria. Karia would really like everyone to be familiar with this document. A discussion on monitoring findings included should there be an adjustment based on history of findings or findings not addressed. The monitoring criteria may need to be more weighted. We also discussed a project that while they have met most of the criteria, they are not participating; they are not submitting requests for payments; and they are not responding to any communications. How do we get them to engage even to ask if they are still interested in the program? We also discussed membership and how do we get people involved. Rapid re-housing will need to be added to the criteria for next year. This conversation included what rapid re-housing might really entail and what population we might be able to assist to break the cycle.

We discussed best practices. We need to look and see what is out there that we have not touched on. Most of the information from Washington is based on urban areas. One thing we cannot do is put everyone in a "box" as each situation is different. We need to be aware of how far someone may have come to define a success. Some suggestions of housing alternatives included:

- ✓ small house project. (The University of Alabama is building small houses to provide very affordable living quarters.)
- ✓ using exiting abandoned infrastructures and create housing and other needs (i.e. mobile dental care). (A possible pilot location discussed was an old mobile home park in Winslow. This would be a good location to provide housing as the water and electrical hook-ups are already in place.)
- ✓ pre-fab housing.

- ✓ a co-op with developers to invest in the property.
- ✓ using the Department of Corrections to do wood working. (Anita Baca will be contacting the Department).
- ✓ different ways to provide utilities (e.g. solar, wood burning, etc.)

Karia is very interested in the small house concept and will be doing further research.

We reviewed the draft survey for the summer Point In Time count. HUD is not allowing us to put the data in HDX but we need this information to see the trend between summer and winter. We believe the draft survey has the same information that will be collected in January. Candee Stanton will be working to make the survey two (2) pages. Please review the survey and e-mail any changes, etc. to Candee by the end of next week (June 20th). We need to ensure the volunteers are trained properly to get an accurate count.

SPDAT training will be the week of August 11th. We are working on securing the funding to have Iain DeJong as the trainer but the procurement process is very tedious. SPDAT training was going to be in place of the regional meetings but after a discussion it was determined that we still need to have the meetings. Karia will review the calendar to determine when this can be done.

The next meeting will be around when the 2014 NOFA is released.