

**Balance of State Continuum of Care  
Operation/Guidance Workgroup  
Meeting Minutes  
March 13, 2013**

Attendees:

Jessa Johnson, NARBHA  
Barbara Montrose, CPSA  
Mike McCluskey, Achieve Human Services  
Dave Wolf, Mohave County  
Mike Hutchison, Horizon Human Services  
Mike Simpson, Cross Roads Mission  
Gina Whittington, WACOG  
Karia Basta, ADOH  
Joy Johnson, ADOH

Discussion Topics

- The outline need to be filled in with procedures, responsibilities, and duties
- Karia struggles with the guidance group; however, with all of the decisions that have to be made the importance of the group has become clearer
- The board would, among other things, decide what to do with funds that were designated for a construction project that was not funded by ADOH; HUD did not recapture these funds but instructed ADOH to use for another program
- Karia discussed trip to Washington and the conference held by COSCDA which is a conference for all state agencies that administer CDBG, HOME, and other federal grants
- Dave Wolf volunteered to be the chair and Jessa Johnson volunteered to be the secretary
- Barbara agreed to share Tucson's COC Policies and Procedures with the group
- The decision was made to work as a group for the purpose, mission, and goals portion of the guidance
- The question was asked if we are developing policies for local COC and BOS – two tiers. Not all counties have a local COC so how would we do that; we should have relationship building first
- Mohave and Yuma will not have a problem adopting the Policies and Procedures because they have an active COC – what are the local COCs discussing about homelessness? Are there any actions going on?
- Yuma deals with RHBA a lot and uses their documents and other materials – if someone could speak a Yuma COC regarding what they need to do that would be helpful
- We should work on purpose, mission and goals with the local COCs
- We need to define the board – should they be recipients? One should be an ESG recipient, a formally homeless person, etc.; these are decisions we need to make
- How do we start with the purpose, mission, and goal?
- Gina needs the HEARTH Interim rule to know what HUD outlined
- There are three primary goals
  - Operate a COC
  - HMIS

- Planning
- Planning grant of \$47,000 could be used for scholarships, trainings, and go to meeting sessions
- To operate a COC as outlined by HUD
  - Conduct biannual meetings
  - Invite new members annually
  - Appoint sub-groups
- We need a formal process of inviting new members to show we are doing the above
- Yuma lacks business participation but has all the other local attendees required; the FEMA board is the same group; we need to tap into the local FEMA groups
- Dave – we need to look at GA COC since it is a state agency with a BOS
- Joy will send out the TPCH's policies and procedures
- Cochise County is starting up again, Navajo and Apache Counties are building up again, La Paz advisory council meets; we have help with the count but no one has stepped up to host the COC. Maybe we can tap into the advisory council.
- Gina may put something on their agenda
- Next step: think about purpose and mission, limit goals; look at two or three different mission statements from other state BOS

Next meeting Wednesday, April 3, 2013 at 10:00