

**Balance of State Continuum of Care Committee
Meeting Minutes
July 28, 2011**

Attendees on Conference Call:

LaTonia Wright, Emily Wagner, Peg McFadden, Beth Waddle, Margene Swarts, Rebecca Scott, John Eberly, Becky Gray, James Chiselom, Rose Meybrunn, Sarah Twist, Debbie Jones, Marion Nichols, Andrea Green, Deb Kiker, Randy Crandall, Joe Coburn

Agenda Item	Discussion / Action	Follow-Up Actions
Introductions & Welcome	All individuals present on the conference phone introduced themselves.	Please email LaTonia so that your name may be added to the attendance sheet if your name is not listed.
Approval of Minutes	Motioned for approval by Peg. Seconded by Emily.	Final minutes will be posted to KSHC's website.
Balance of State Coordinator Update	<p>LaTonia apologized for not being able to meet in person but when she tried to set up the meeting space as usual, it was found that SRS Learning Center and public library in Topeka have now implemented meeting room rental fees. Brad from Prairie View and Margene from the city of Lawrence had contacted her via email offering free meeting space in Newton and Lawrence. There has been discussion about moving the monthly meetings before and this may be the time to make it happen. Maybe individuals could car pool to meeting spots in each region once a quarter to meet others face-to-face and to visit projects.</p> <p>LaTonia gave a brief overview of her recent trip to DC to attend the National Alliance to End Homelessness summer conference. It was a very informative event. She typed up a summary of information gathered which was attached to the meeting reminder.</p> <p>An update was given on the Leavenworth</p>	LaTonia will post summary on KSHC website.

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	<p>shelter plus care and Marshall County transitional housing projects.</p> <p>LaTonia contacted the Wichita VA to research if there was a need for shelter plus care vouchers in the area. She spoke with the Homeless Services Coordinator who reported that they serve several BoS counties and have a waiting list for veterans in need of housing services. The VA would be able to help with some case management but assistance would be needed to help met the supportive needs of clients. LaTonia gave HUD a report of the information obtained from this discussion. The next steps are for HUD to contact Kansas Housing Resources Corporation and SRS to see if one of these organizations would be interested in taking over the Leavenworth grant as a state agency in order to serve multiple counties.</p> <p>HUD has let LaTonia know that due to acquisition funds being involved in the Marshall County project, they would have to figure out how to proceed with the pay back of funds as the organization did not meet the 20 year requirement for facilities which receive acquisition dollars. These details must be worked out before any further movement on the project.</p> <p>LaTonia has completed oversight visits of Mid-Cap, Safehomes and Manhattan Emergency Shelter. These visits are to ensure programs are operating as intended and to provide technical support if needed. She completes oversight summaries after each visit. The plan is to use these summaries to help track project progress in order to use in approving continued renewal funding.</p>	

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	<p>LaTonia has been working to make contact with organizations in each region to obtain active regional coordinators. Robert DeLeon of The Salvation Army in Garden City is the new regional coordinator for the southwest region. There still is a need for coordinators in the northwest and north central regions. Debbie shared that she and Becky have agreed to be co-coordinators for the south east region.</p> <p>The group discussed the 10 year plan for Kansas which is lead by the Kansas Interagency Council on Homelessness (KICH). This group is lead by leaders from multiple service areas. LaTonia's vision was that each region would have a strategic plan that would connect back to the BoS plan that would then connect back to the statewide plan. She has handed out strategic plan exercises during regional visits to get the groups going. James reported that due to the new changes in state administration the KICH meetings have been suspended. Peg suggested that the group be involved on this committee. James will let the group know when the meetings start back up.</p> <p>LaTonia shared that Christy McMurphy of SRS was not able to be in attendance but wanted her to share that SRS has extended the BoS contract with Kansas Statewide Homeless Coalition (KSHC) until September 30, 2011 but there was no for sure answer after this date on a renewed contract.</p>	
BHOC Update	James gave a brief update for BHOC. They have been continuing to move forward with the Data Quality Assurance Plans. He is aware of the issues that are continuing with MAACLink after the software change this past January. He has	

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	<p>notified (Mid America Assistance Coalition) MAAC to improve their communication with users on progress of correcting system issues.</p> <p>Emily asked how long the CoC will allow these issues to continue before attempting to find a new vendor. Emily asked if there was a possibility of changing to another Homeless Management Information System (HMIS). James responded that due to HPRP needs/reports at this time that would be hard to do but this suggestion could be certainly looked at after HPRP is closed out. Emily suggested that this be on the agenda for when HPRP is finished. James suggested that MAAC be on the agenda to respond to questions and concerns for the next meeting.</p> <p>Emily encouraged everyone to contact Joe as he is very helpful in getting the information you need out of MAACLink. She is currently working on her APR and he has helped a lot. She also voiced for others to look at the email that LaTonia sent out back in March with the APR guide attachments. These documents take you step by step through the process of completing the APR.</p> <p>LaTonia reminded everyone to make sure they also pay attention to the grayed areas of the current APR as these sections are a hint of future information that you will need. It appears that HUD will particularly be looking for information on families and their children. So now is the time to maybe revise forms to capture data in order to be ready for future reports. Emily stated that she has been making a list of these areas. Randy asked if Emily could share this list with others. She responded, yes.</p>	

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	<p>Randy asked LaTonia if HUD would give consideration of HMIS issues to extend APR deadlines. LaTonia responded that HUD gives 90 days for an organization to submit their APR. If this deadline is not met than funds will be locked no matter what. Joe let everyone know that at this time MAACLink will not answer all questions from esnaps for the APR.</p> <p>Deb K. voiced a concern for the poor response and communication from MAAC on technical issues. Joe apologized for the lack of communication and response from MAAC staff. He asked that if you have not had a response within a reasonable amount of time to make sure you call and leave a message as they only respond to messages. James asked Joe to give an update on the progress of fixing software issues. Joe explained that the earliest possibility of the system being fixed is spring 2012. They are working with their software developer but every time one think is fixed something else goes wrong as the system has been more than the developer originally estimated. MAAC has been posting updates on MAACLink message board. He offered additional training options.</p>	<p>Contact Joe for MAACLink technical assistance. Please leave a detailed message so he knows the issue and who to follow-up with.</p>
Policy Committee Update	<p>Becky gave update on status of BoS Policy and Procedure Manual. She has completed some preliminary revisions and will finish up over the next few weeks before passing on to Peg and LaTonia. The goal is for a final product to be finished for the August 25 meeting. They will try to get the document out in advance of the meeting to solicit final comments and suggestions.</p>	
NOFA Update	<p>Emily gave an update of the July 11 KSHC Board of Director's meeting and retreat. She got the board to agree on letting the BoS develop the policy and procedure manual and to create sub</p>	

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	<p>committees. Peg shared that they had also concluded that a regional coordinator can also serve on the board. Peg informed the group that Luella Sanders is now the Chair of KSHC, Jay Preston is the Co-Chair and Randy Crandall is the Treasurer. It is the intent that Jay will move into the Chair position come January.</p> <p>LaTonia informed the group that the 2011 CoC registration had been completed and reviewed the potential funding amounts. If all 18 projects go for renewal there will be a total of \$2,327,189 in funding awarded. After the hold harmless amount is set aside from the preliminary pro rata amount to fund renewals outside of shelter plus care, there is \$221,423 available for a new SHP, S+C, SRO project. In addition to a possible \$339,796 available for a new PH project. These are tentative numbers at this time as HUD has not gave the final stamp of approval for the CoC's 2011 funding numbers.</p>	
Exhibit 1	<p>LaTonia informed the group that they need to review the Exhibit 1 from 2010 to update narratives on goals and performance. The group needs to also review needs data from the point-in-time count, housing inventory and local data reports to prioritize projects for the 2011 application. Due to the decreasing amounts available each year, the group should make a priority to fund areas where there are no projects or there are limited projects going forward so that all areas of the BoS will have services.</p> <p>LaTonia apologized for the delay in getting a final point-in-time report out to stakeholders. Peg has received the final spreadsheets from Diane. They will be working to review data in order to produce a report.</p>	Review Exhibit 1 to prepare for group discussions during August meeting. The final Exhibit 1 and BoS map links are posted on the website under Balance of State at top of page.

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	<p>Peg voiced need for persons to join committees to help move things forward. Marion asked could a list of committees with estimated timeframes for each be sent out so individuals could review to help them decide. LaTonia responded that she could put together something on committee details but the time spent for each would be for committee members to decide. She shared that she is on the BHOC with James and Joe. Their plan is to meet monthly or bimonthly depending on what they are working on at the time.</p>	<p>LaTonia will send out chart of committees with brief description for individuals to sign up.</p>
Announcements	<p>Peg announced that Project Hope only has one staff. LaTonia shared her resignation from KSHC. Many on the call shared well wishes and appreciation for having met and worked with her. Emily voiced for the group to stay strong and focus on finding additional funds to keep the BoS Coordinator position going.</p> <p>Peg suggested that the group start proceedings to become its own 501 C 3. Emily agreed as she is not sure of the direction of KSHC after funding stops. She went on to say that the group needs strong leadership for the big changes coming. She suggested that the group bring suggestions on how to succeed before funding runs out to the August and September meetings. James asked what the plan was for KSHC going forward. He has yet to receive copies of documents like minutes and a solvency plan from KSHC. He knows he has been asking for these documents for over a year or more. These documents were requested before the past Executive Director left recently.</p> <p>Randy responded that a solvency statement has been released to the KSHC Board. KSHC has made the statement numerous times that the</p>	

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	<p>BoS activity is something that it will continue. He is surprised about the comments heard on the call. Emily and Peg voiced their concerns about the loss of the BoS Coordinator and not having staff since the Executive Director just left a few months ago. James asked Randy for an official response on what is the immediate plan by KSHC for next steps being that it will soon not have staff. Randy stated that steps had already begun to recruit a new BoS Coordinator. He will respond to funders as soon as the KSHC Chair approves a response. James asked for copies of meeting minutes to reflect what Randy had stated as he was unaware of these proceedings. Randy responded that he would speak with the KSHC Chair.</p>	<p>Randy will respond to James's inquiries after speaking with KSHC Chair.</p>
Adjournment	<p>LaTonia thanked everyone for the time and adjourned the conference call.</p>	
Next Meeting	<p>August 25, 2011</p>	<p>Hope to see or hear you there!</p>