
TUCSON PLANNING COUNCIL FOR THE HOMELESS

Continuum of Services Committee

April 25, 2007 Minutes

Conveners / Chairs: Beth Carey, Linda Kot

Next Meeting: May 23, 2007, 10:30 am – noon SAAF, 375 S. Euclid Avenue

Report to TPCCH General Meeting
--

- | |
|--|
| <ul style="list-style-type: none">■ Application Process vote■ Hold Harmless vote for the record■ Recommend creating an HMIS Operating Policy regarding data sharing after completion of the HUD CoC application. |
|--|

TOPICS DISCUSSED

1. **PTEH Implementation Coordinator Leslie Carlson attended and was introduced to the committee.**
2. **Rating and Ranking (R&R) Committee**
 - **Composition of R&R Committee.** Nancy Panico reported that the R&R Committee composition (Susan Trentham, Suzanne Ashby, Steven Schulz, Patrick Jordan, Ethan Orr, and Ed Steinhoff.) was approved at the previous General Council meeting. Five of the six participants have confirmed. The other may still do so. All are experienced with rating and ranking HUD grant applications. All renewing applicants have been asked to be available by phone for the Monday, May 7th R&R Committee meeting.
 - **Threshold Review Committee.** Nancy reported that there is one Samaritan Initiative bonus project from Compass Healthcare, which will need to have a representative present for the May 7th meeting. Melissa Weiters of the Brewster Center will participate in the threshold review.
 - **Hold Harmless.** Steve Nelson noted that because the TPCCH continuum's need substantially exceeds the HUD-designated pro-rata funds allotted, TPCCH must apply as a hold harmless Continuum of Care (CoC). It has done so for the past several years. He will move for a vote for formal approval of the hold harmless election at tomorrow's General Council meeting devoted to gaps analysis.
3. **Consultant's Agenda.** TPCCH CoC consultant Vicki Van Dreel reported that she viewed the general application debriefing webcast from HUD on April 19th and, following its reports and recommendations, analyzed the 2006 HUD application and preparations for the 2007 HUD application as follows.
 - **Areas already completed for the 2007 HUD Application.**
 - * Organizational Chart
 - * Inventory Chart
 - * HMIS
 - * 5-year projections
 - * Meeting list
 - * Discharge Planning
 - * All check off areas, including the Energy Star elections.
 - **Energy Star.** Vicki noted that there is a check box for grantees to acknowledge that they have or plan to purchase the energy-saving Energy Star certified products. A positive response is awarded points. This box should be checked whether or not the particular project has HUD funding for

durable goods purchases in order to show the agency's intent to comply.

- **Areas needing completion.** Vicki reported that the areas needing completion were:
 - * Governance Chart
 - * Survey & Homeless Street Count data.
 - * Project Performance tallies. (These become available when applications are submitted for review.)
 - * The total leverage amount for the CoC. (Vicki will complete when all applications are received.)
 - * Chronic Homeless and CoC goals and strategies
 - * Gaps analysis.
 - **Next steps:**
 - a.) CoS Committee chairs meet with the Executive Committee on Tuesday, May 1.
 - b.) TPCB Administrative Coordinator will email 2007 Homeless Street Count Report to Vicki.
 - c.) The TPCB General Council will perform the gaps analysis at its meeting April 26th..
 - **Areas needing strengthening.** Vicki stated that the following areas of last year's application need to be strengthened this year.
 - * Emphasis on the chronically homeless
 - * Strategic Planning. (This process will occur and can be strengthened at the May 10th General Council meeting.)
 - * Emphasis on the Plan to End Homelessness
 - * Addition of other, non-TPCB housing development. (Vicki noted that HUD desires a picture of all affordable housing available in the area, which may be compiled from a number of sources, including the city/county affordable housing list
 - * Gaps analysis. HUD requires an explanation of why the gaps exist and of reasons why any particular goals were not reached. (This will be addressed at the April 26th General Council meeting.)
 - * Answers to new HMIS questions and requirements.
 - **New HUD questions/requirements re: HMIS.** Vicki noted that this year HUD is requiring the following.
 - **Fewer than 10% null fields.** She noted that the TPCB HMIS system has fewer than one percent (1%) null fields in eight of 10 universal data elements but falls below standard as follows:
 - * 31% of records have no prior address
 - * 59% of records have no prior zip code.Because these items are crucial in the documentation of homelessness, these must be explained and/or corrected she said. Because HMIS allows for correction and addition of data, there is time to fill in many of these null fields.
 - ***Next step:** Agencies participating in HMIS will ask staff to appropriately fill in these fields.
 - **“How will the CoC ensure accurate entry/exit data?”** is a new application question this year. Vicki stated that she will answer this question, “utilizing a two-prong methodology as follows:
 - * The HMIS vendor prepares reports for grantees and project sponsors
 - * The grantees and project sponsors are expected to review the data for accuracy and sign off or revise data and report the same to the CoC.
 - * **Next step:** Implement this process.
4. **HMIS Update.** Linda Kot reported that the General Council voted at the prior meeting to share the data belonging to TPCB that was recently requested by the Arizona Department of Economic Security. United Way has also recently requested HMIS data on homeless youth. Because there is no specific protocol in the TPCB operating policies stating how to address such requests, consensus was to do the following.
- **Next steps:**
 - a.) Have a work group of the HMIS Advisory Committee review the United Way request to ensure that it would include no identifiable data and, if otherwise agreeable, pass it on to the TPCB Homeless Youth Committee.
 - b.) Recommend to the TPCB General Council development of a policy on handling data sharing requests after the 2007 HUD grant application is completed and submitted.

5. **PTEH Subcommittee.** Lori Block reported that the subcommittee has completed the hiring process and begun orienting Leslie Carlson to her new position as the PTEH Implementation Coordinator.
6. **New Business: New Committee Co-chair.** Linda Kot agreed to continue convening the CoS Committee for the coming year. Beth Carey is nominated to be TPCCH Chair next year, so a new co-chair is needed. Nancy Panico nominated Susanna Rodriguez. Several persons seconded simultaneously. There were no additional nominations.
7. **Next meeting: Wednesday, May 23, 10:30 am, SAAF.**

Submitted by Settle Madden

Attendance

Name	Organization	Email
Jodie Barnes	City of Tucson	Jodie.Barnes@tucsonaz.gov
Lori Block	Interfaith Coalition for the Homeless	ldblock@earthlink.net
Beth Carey	Southern Arizona AIDS Foundation	bcarey@saaf.org
Leslie Carlson	PTEH Implementation Coordinator	lacarlson@cox.net
Pat Carnes	Compass Healthcare	pcrnes@compasshc.org
Nick Jones	Old Pueblo Community Foundation	nickjones@helptucson.com
Sherri Hutchinson	TCWC	sara@tucsoncenters.com
Nick Jones	Old Pueblo Community Foundation	nickjones@helptucson.org
Linda Kot	Primavera Foundation	lkot@primavera.org
Robert Miller	Comin' Home	rmiller@cominhome.net
Steven Nelson	Pima County, Jackson Employment	snelson@csd.pima.gov
Mary Ochoa	DES/FAA	maryochoa@azdes.gov
S. Renee O'Neill	Compass Health Care	stoneill@compasshc.org
Nancy Panico	Open Inn	npanico@openinn.org
Val Quadros	La Frontera	vquadros@lafrontera.org
Susanna Rodriguez	City of Tucson	Susanna.Rodriguez@tucsonaz.gov
Vicki VanDreel	TPCH CoC Consultant	vandreelv@aol.com
Melissa Weiters	Brewster Center	melissaw@thebrewstercenter.org