
TUCSON PLANNING COUNCIL FOR THE HOMELESS

Continuum of Services Committee

August 27, 2008 Minutes

Chairs: Susanna Rodriguez, Val Quadros

Next Meeting: Wednesday, September 24, 2008, 10:30 a.m. – 12:00 p.m., Pantano Rm., 320 N. Commerce Park Loop
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Report to TPCCH General Meeting September 11th
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| ■ Centralized intake forms for rapid re-housing to be placed on TPCCH website |
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TOPICS DISCUSSED

- 1. Minutes.** Nick Jones moved to approve the minutes of the July 23rd and August 6th meetings as corrected.
Motion passed
- 2. Rapid Re-housing Project.** Jennifer Andersen reported. New Beginnings for Women and Children (NBWC) is progressing well with the application and plans for this national demonstration project, which serves intact families that include men. Centralized intake remains an area of concern. She proposed that the TPCCH website be used as the start of the centralized intake until such a time as HMIS is operational for that function. NBWC would create the process and forms. Users would get the information and forms, including the self-sufficiency matrix, from the TPCCH website, then forward them to the intake coordinator. Participants discussed the issue of centralized intake through virtual centralized intake, and how the rapid re-housing project would relate to other homeless service agencies. Consensus was to follow the NBWC suggestion.
 - **Next steps:** Committee will inform the General Council of this plan.
- 3. Samaritan Project.** Jodie Barnes reported. The City of Tucson and Open Inn are applying jointly to create 14 units at scattered sites for formerly chronically homeless (single, with a disability) young adults ages 18-24. It falls under the Supportive Housing Project category.
- 4. Application.** Ken Walker reported. Twenty of the continuum's individual applications are currently available for editing on the HUD application website. Ken will review the applications and return them with suggested amendments based on PPP's understanding of HUD requirements and any additional information received from HUD. He will check today to ensure that all applications are available for review.

Ken reviewed the online submission process, and noted that there is a specific page for leverage, match and leverage should be entered here. The Match dollar amount should also be entered in the budget field assigned.

Ken and Michelle Craig reviewed some peculiarities in the e-snaps system, and noted that this system will be down for maintenance on Friday. They recommended that each applicant save their application to PDF on their own computers, and print it as well, in order to ensure that they will have the complete information.

 - **Next steps:** a.) Ken will contact renewals that have not yet submitted their applications or have not yet advised him that they will submit today.
b.) Beth, Susanna, and Ken will meet tomorrow to review the TPCCH Exhibit 1.

- 5. Housing Inventory Chart.** Ken distributed the TPCH housing inventory charts based on and updated from last year's submission using the point-in-time survey and other information. Participants reviewed them for accuracy.
- **Next steps: a.)** Ken will distribute a copy of the housing inventory chart Excel file to committee members who requested it.
 - b.)** Committee members will email their corrections to Ken with the respondent's name and date of response in the name of the returned file.
- 6. Continuum Member Descriptions.** Ken noted that HUD is requesting more information about organizations involved in the Continuum of Care than they did last year, including how each has participated. The request is for information from statewide organizations through individual homeless participants. Participants broke into small groups to provide information on their own organizations.
- **Next step:** TPCH Administrative Coordinator will mail attendance tracking sheets to Ken.
- 7. Old Business/Rating and Ranking Committee.** Ken reported. He is recruiting a committee of five persons, who will rank the projects on the submitted applications and performance indicators from the most recent APRs.
- **Next step:** Co-chairs will email grantees and sponsors regarding the R&R process.
- 8. Next Meeting: Meeting for Exhibit 1 Review to be scheduled.**
Next regularly scheduled meeting: Wednesday, September 24th 10:30 a.m.-12:00 p.m., Pantano Room, City Sentinel Building, 320 N. Commerce Park Loop.

Submitted by Settle Madden

Attendance

Name	Organization	Email
Jennifer Andersen	New Beginnings for Women & Children	jandersen@nbwctucson.org
Jodie Barnes	City of Tucson	jodie.barnes@tucsonaz.gov
Lori Block	ICH	Lori.block@ichtucson.org
Beth Carey	SAAF	bcarey@saaf.org
Leslie Carlson	TPCH Implementation Coordinator PTEH	lacarlson@comcast.net
Pat Carnes	Compass Health Care	pcarnes@compasshc.org
Michelle Craig	Pima Prevention Partnership	mcraig@thepartnership.us
Meghan Gilliland	Emerge! Center Against Domestic Abuse	mgilliland@emergecenter.org
Nick Jones	Old Pueblo Community Services	nickjones@helptucson.org
Linda Kot	Primavera Foundation	lkot@primavera.org
Barbara Montrose	CPSA	barbara.montrose@cpsa-rbha.org
Steve Nelson	Jackson Employment Center	snelson@pima.gov
Mary Ochoa	DES/FAA	Mary.ochoa@azdes.gov
Nancy Panico	Open Inn	npanico@openinn.org
Val Quadros	La Frontera	vquadros@lafrontera.org
Adam Ragsdale	Primavera Foundation	aragsdale@primavera.org
Susanna Rodriguez	City of Tucson	Susanna.rodriguez@tucsonaz.gov
David Roun	CODAC	droun@codac.org
Mary Pat Sullivan	Comin' Home	mpsullivan@cox.net
Ken Walker	Pima Prevention Partnership	kwalker@thepartnership.us