



February 14, 2019

TO: Members of the Maricopa Regional Continuum of Care Committee

FROM: Jacki Taylor, Save the Family, Chair
Brandi Whisler, Circle the City, Vice Chair

SUBJECT: MEETING NOTIFICATION AND TRANSMITTAL OF TENTATIVE AGENDA

Meeting—9:30 a.m.

Wednesday, February 20, 2019

MAG Office, Second Floor, **Ironwood Room**

302 North 1st Avenue

Phoenix, AZ 85003

The next Maricopa Regional Continuum of Care (CoC) Committee meeting will be held at the time and place noted above. Members of the CoC Committee may attend either in person or by phone. Supporting information is enclosed for your review.

The meeting agenda and resource materials are also available on the MAG website at www.azmag.gov. This location is publicly accessible and does not require a password.

Please park in the garage underneath the building. Bring your ticket to the meeting, parking will be validated. For those using transit, the Regional Public Transportation Authority will provide transit tickets for your trip. For those using bicycles, please lock your bicycle in the bike rack in the garage.

In 1996, the Regional Council approved a simple majority quorum for all MAG advisory committees. If the Continuum of Care Committee does not meet the quorum requirement, members who have arrived at the meeting will be instructed a legal meeting cannot occur and subsequently be dismissed. Your attendance at the meeting is strongly encouraged.

Pursuant to Title II of the Americans with Disabilities Act (ADA), MAG does not discriminate on the basis of disability in admissions to or participation in its public meetings. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the MAG office. Requests should be made as early as possible to allow time to arrange the accommodation.

TENTATIVE AGENDA
MARICOPA REGIONAL CONTINUUM OF CARE (CoC) Committee
February 20, 2019

1. Call to Order

2. Call to the Audience

An opportunity will be provided to members of the public to address the Continuum of Care (CoC) Committee on items not scheduled on the agenda that fall under the jurisdiction of MAG, or on items on the agenda for discussion but not for action. Citizens will be requested not to exceed a three-minute time period for their comments. A total of 15 minutes will be provided for the Call to the Audience agenda item, unless the CoC Committee requests an exception to this limit. Please note that those wishing to comment on agenda items posted for action will be provided the opportunity at the time the item is heard.

3. Approval of January 16 CoC Committee Minutes

The draft minutes from the January 16, 2019 CoC Committee Meeting were distributed with the meeting materials.

4. Mission Moment

A CoC Committee member will share a "Mission Moment" to highlight a success story of a client served by a homeless services project.

2. Information. **(5 min.)**

3. Information, discussion **(5 min.)** and possible action to approve the CoC Committee Minutes from the January 16, 2019 meeting.

4. Information and **(5 min.)** discussion. Elizabeth da Costa, Community Bridges, Inc., will present a mission moment.

5. CoC Committee Membership Workgroup Governance Charter Changes

The CoC Committee Membership Workgroup met to review the Governance Charter and suggest changes to the Committee Membership provisions. Suggested changes were distributed with the meeting materials.

6. HMIS New Agency Form

The Committee will consider a policy to approve new agencies seeking permission to enter data into HMIS. A draft policy was distributed with the meeting materials.

7. HMIS Service Refusal Criteria

The Committee will consider a policy to approve new agencies seeking permission to enter data into HMIS. A draft policy was distributed with the meeting materials.

8. Racial Equity Presentation

The 2018 NOFA asked each CoC to report on racial equity in the provision of homeless services. TJ Reed from Crisis Response Network and Nicky Stevens from Save the Family will present on racial equity in the Maricopa Regional Continuum of Care.

9. Diversion Definition

The Coordinated Entry Subcommittee is recommending a community-wide

5. Information, discussion **(10 min.)** and possible action to recommend the Governance Charter changes to the CoC Board.

6. Information, discussion **(5 min.)** and possible action to recommend the HMIS new agency policy to the CoC Board.

7. Information, discussion **(5 min.)** and possible action to recommend the HMIS service refusal criteria to the CoC Board.

8. Information, discussion **(30 min.)** and possible action to discuss next steps.

9. Information and discussion of next steps for diversion. **(10 min.)**

diversion definition based on feedback from the CoC Board. The definition was distributed with the meeting materials.

10. Updates:

The Committee will hear updates on:

- 1) The Point in Time Count
- 2) The 2018 NOFA Award
- 3) Regional Plan to End Homelessness Workgroups (Families, Singles, Youth, and Best Practices)
- 4) Expanded Conservatorship Project

11. Request for Future Agenda Items

Topics or issues of interest that the Maricopa Regional Continuum of Care Committee would like to have considered for discussion at a future meeting will be requested.

12. Comments from the Committee

An opportunity will be provided for Continuum of Care (CoC) Committee members to present a brief summary of current events. CoC Committee members are not allowed to propose, discuss, deliberate or take action at the meeting on any matter in the summary, unless the specific matter is properly noticed for legal action.

13. Motion to Adjourn

10. Information.

(5 min.)

11. Information and

discussion of future agenda items.

(5 min.)

12. Information only.

(5 min.)

MINUTES OF THE
 MARICOPA REGIONAL
 CONTINUUM OF CARE COMMITTEE
 January 16, 2019
 MAG Office Building, Ironwood Room

<p>MEMBERS ATTENDING</p> <p>Elizabeth da Costa, CBI</p> <p>Kathy Di Nolfi, A New Leaf</p> <p>#Alfred Edwards, DES</p> <p>#Blythe Fitzharris, MMIC</p> <p>#Shane Groen, Arizona Housing Coalition</p> <p>#Irma Hollamby, Housing Authority of Maricopa County</p> <p>^Michelle Jameson, U.S. VETS-Phoenix [Marie Therion]</p> <p>Sarah Kent, one•n•ten</p> <p>#Laura Magruder, Maggie’s Place</p> <p>Aaron Raine, City of Mesa Police Department</p> <p>Tama Reilly, Arizona State University</p> <p>*Tyler Rosensteel, CRN</p> <p>*Neither present nor represented by proxy.</p> <p>#Attended by telephone conference call.</p> <p>^Represented by proxy.</p> <p><u>OTHERS PRESENT</u></p> <p>Mary Glennon, CASS</p> <p>Scott Hall, Maricopa County</p> <p>Samantha Jackson, Downtown Phoenix Incorporated</p> <p>Kayla Magee, Banner University</p>	<p>^Chela Schuster, UMOM [Lisa Miller]</p> <p>^#Sara Sims, Phoenix Elementary School District [Dorothy Watkins]</p> <p>Barbara Sloan, Salvation Army</p> <p>Stefanie Smith, NAC</p> <p>Charles Sullivan, ABC</p> <p>Jacki Taylor, Save the Family, Chair</p> <p>#Keith Thompson, Phoenix Shanti Group</p> <p>*Kim Van Nimwegen, City of Tempe</p> <p>John Wall, AHI</p> <p>Andrew Wambach, Human Services Campus</p> <p>#Brandi Whisler, Circle the City, Vice Chair</p> <p><u>MAG STAFF</u></p> <p>Kinari Patel</p> <p>Maria Piña</p> <p>Anne Scott</p> <p>Shantae Smith</p>
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<p>Pamela Morrison, Phoenix Rescue Mission Diane Ovalle, VSUW Robert Sanders, Lutheran Social Services Nicky Stevens, Save the Family Steven Stivers, UMOM Judy Wilder, Homeward Bound Andrea Williams, Southwest Behavioral and Health</p>	
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1. Call to Order and Introductions

Jacki Taylor, Save the Family, Chair of the Continuum of Care (CoC) Committee, called the meeting to order. Introductions followed.

2. Call to the Audience

Audience members were given an opportunity to address the Committee on items that were not on the agenda that are within the jurisdiction of MAG, or non-action agenda items that are on the agenda for discussion or information only. There were no comments.

3. Approval of the November CoC Committee Meeting Minutes

Kathy Di Nolfi, A New Leaf, moved to accept the November meeting minutes. Charles Sullivan, ABC, seconded the motion. The motion passed unanimously.

4. Mission Moment

Brandi Whisler, Circle the City, Vice Chair of the Continuum of Care Committee, provided the Mission Moment. Vice Chair Whisler shared the story of Jose, a client with severe memory loss. Jose spent more than five years on the Human Services Campus and touched virtually every provider on the Campus. Jose is from Puerto Rico and has Alzheimer's. A staff member from Circle the City contacted Representative Ruben Gallego's office for assistance. With the Congressman's help CTC was able to get enough documentation to have Jose admitted to a memory care facility, where he is doing well.

5. Diversions Definition

Andy Wambach, Human Services Campus, reported on a proposed definition for diversion. The definition is in line with the National Alliance to End Homelessness and the U.S. Department of Housing and Urban Development. The proposed definition for

diversion is: "A strategy that prevents homelessness by helping people experiencing a housing crisis and seeking shelter to preserve their current housing situation, or make immediate alternative arrangements without having to enter shelter."

The Coordinated Entry providers are proposing language to the Coordinated Entry Policies and Procedures that recognizes the difference between the family system and the singles system.

Keith Thompson, Phoenix Shanti, asked whether this definition was consistent with the recommendations from the Focus Strategies report.

Mr. Wambach responded that he believes so, based on the summary that has been released. Anne Scott, MAG, concurred.

Mr. Sullivan moved to accept the proposed changes. John Wall, AHI, seconded. The motion passed unanimously.

6. Focus Strategies System Analysis Report

Ms. Scott reported that the Board is diving into the report as a whole for the Focus Strategies System Analysis Report. The Board wanted to consult with the Committee on the recommendations in the report and is asking that the Committee consider which workgroups or subcommittees are best to delve into the details of the report. Then the workgroups or subcommittees would bring any recommendations back to the Committee.

The first recommendation is on system targets and accountability. The second recommendation on implementing system-wide diversion. The third recommendation is develop operating standards and improve effectiveness of rapid rehousing and transitional housing. The last recommendation is to work on increasing the supply of affordable rental housing.

Chair Taylor recommended that the first recommendation on setting performance targets and accountability be reviewed by the ESG Subcommittee, the Rank and Review Subcommittee, and the Data Subcommittee.

Elizabeth da Costa, Community Bridges, asked how the groups will communicate amongst each other since they will be discussing different topics. For instance, on utilization rates, the ESG Subcommittee will be discussing process and the Data Subcommittee will be looking at determining how it is measured in our existing system.

Mr. Sullivan said that we heard from Focus Strategies that the measurements were different than what we use in our community. We will need clear definitions on what measurement was used.

Discussion continued on definitions and how to make recommendations around the scorecard and processes for aligning the Focus Strategies work with the Subcommittees and workgroups.

Ms. da Costa proposed beginning with the Data Subcommittee and suggested making sure that if performance based contracting is discussed in the ESG Subcommittee that we make it widely known. Chair Taylor emphasized that all of the Subcommittees and workgroups should advertise the meetings so that all can participate.

Chair Taylor asked if there was consensus that the first recommendation be referred to the Data Subcommittee, ESG Subcommittee, and Rank and Review Subcommittee. Committee members indicated consensus.

Chair Taylor recommended that the second recommendation on system-wide diversion be referred to the Coordinated Entry Subcommittee and the workgroups on family, youth, chronic and veteran homelessness. Committee members indicated consensus.

Chair Taylor recommended that the third recommendation on developing operating standards for rapid rehousing and transitional housing go through the Family Workgroup. Committee members indicated consensus. Chair Taylor recommended that the Board work on the increase of affordable rental housing. Committee members indicated consensus.

7. Updates

Ms. Scott reported on the Coordinated Entry Evaluation Report. The staff is currently reviewing the report and will be distributing it to the Coordinated Entry providers. The report will then go before the Coordinated Entry Subcommittee and then back to the Committee for feedback.

Ms. Scott reminded the Committee that the HomeBase project was to convene focus groups of providers and clients that utilize the Coordinated Entry System. In addition, HomeBase distributed a survey to providers and then did a cursory data review. The plan is to have a follow up coordinated entry evaluation project that will go deeper

into the data and look at what the perceptions are around coordinated entry and then compare that with a deeper dive into the data.

Mr. Wambach reported that the singles group was able to meet and work through some of the elements of the Regional Plan to End Homelessness. One of the main recommendations was to formalize the diversion definition and now the group will work around coordinating accessibility to diversion funds throughout the community. The singles group discussed coordinating with the CAP offices and increasing access to funds. Follow up work will be done with the Coordinated Entry Subcommittee.

In addition, the group discussed ensuring that projects are using the referral tabs in HMIS and how agencies use SOAR to try to connect clients with benefits.

Sarah Kent, one•n•ten, updated the Committee on the work of the Youth Workgroup. The group has been focusing on getting agencies to enter data in HMIS so that we can coordinate youth services. The Youth Advisory Board (YAB) has been meeting and discussing how they can help themselves and one another. The YAB is working on a first Friday art show in June. They are planning a recycled fashion show, art show, and a spoken word component. The second event they are planning is a Youth Job Fair. Finally, there are ten youth-led Point in Time teams that will be participating in the PIT count.

Ms. da Costa reported that there will be training on how to petition for conservatorship for vulnerable people. For more information contact her.

8. Request for Future Agenda Items

CoC Committee Membership Workgroup recommendations for Governance Charter updates. Other requests include membership update on terms and membership matrix, updates on System Performance recommendations, and Data Subcommittee recommendation on funder agencies joining HMIS.

9. Comments from Committee Members

There were no comments from Committee members.

Adjourn

Mr. Sullivan moved to adjourned the meeting. Mr. Wambach seconded the motion. Motion passed unanimously. At this point, Dorothy Watkins was not on the phone, all other members on the phone voted aye. The next meeting is scheduled for February 20, 2019.

Membership Policy

Membership Structure

CoC Committee membership ~~will~~ **may** include representation for all the categories required by HUD, which are set forth below. One member may represent more than one category. The intent of the membership structure is to be inclusive and representative of the diversity in the region. Membership on the CoC Committee pertains to the agency and not the individual.

Each of the following categories ~~shall~~ **may** be filled by these “relevant organizations” (24 CFR, Subpart B, 578.5):

- Nonprofit homeless assistance providers
- Victim service providers
- Faith-based organizations
- Governments
- Businesses
- Advocates
- Public housing agencies
- School districts
- Social service providers
- Mental health agencies
- Hospitals
- Universities
- Affordable housing developers
- Law enforcement
- Organizations that serve veterans
- Homeless and/or formerly homeless individuals

~~The Committee will be led by two Co-Chairs, representing different categories who will serve two three-year staggered terms. At the end of the second year, the Vice Chair will ascend to the Chair position. The Collaborative Applicant will solicit letters of interest from the CoC Committee membership and stakeholders to fill the Vice Chair a Co-Chair position when a vacancy occurs, as well as the Chair position if the Vice Chair does not ascend. The Collaborative Applicant will provide a list of the names and the categories they represent to the CoC Committee with the letters of interest. The CoC Committee will vote on recommendations for the Vice Chair Co-Chair, and Chair if needed, to give to the Board fill the vacancy. The Board will take action on filling the Vice Chair position, and the Chair position if needed.~~ Strong consideration will be given to those candidates who have demonstrated ongoing, active engagement in the Continuum of Care.

Membership Selection

For members representing HUD CoC program-funded agencies, the agency Executive Director/Chief Executive Officer (ED/CEO) will designate the representative, and may change representatives as necessary. The ED/CEO will forward the résumé **name** of the designated representative to the Collaborative Applicant. An email will be sent from the Collaborative Applicant to the agency ED/CEO annually, in January, soliciting a response from the ED/CEO to either maintain their current representative or appoint a new one. If the HUD CoC-program funded agency representative does not attend meetings in accordance with the policy described in the “*Maintaining CoC Committee Membership*” section below or leaves the agency they represent, the Chair or Collaborative Applicant will inquire with the ED/CEO about designating a new representative, without awaiting the new recruitment period.

For members representing the community and/or non-HUD CoC Program-funded agencies, there will be three-year staggered term limits. ~~The initial rotation will begin with one third of the membership serving a two-year term, one third serving a three-year term, and one third serving a four-year term with all members serving staggered three-year terms thereafter. Initial selection for the two-year, three-year, and four-year terms will be determined by lottery at a CoC Committee meeting.~~ **Terms will begin each year in January and end December 31. Seats filled by HUD CoC program-funded agencies whose funding is discontinued, may continue serving through December of the year in which their funding ends.** If a community member seat is vacated during the year, it will remain empty until the next recruitment period. ~~Biannually~~ Annually, in ~~January and July~~ **October**, the Collaborative Applicant will solicit letters of interest and résumés from prospective members representing stakeholders. Notification of vacancies for community members will be solicited through the MAG website, the CoC email distribution list, ~~the Arizona Coalition to End Homelessness website~~, and announcements at CoC Committee and CoC Board meetings. Interested parties shall submit their résumé to the Collaborative Applicant. Once a résumé is received, the Collaborative Applicant will provide the applicant with an application requesting information about the applicant’s interest in the Committee, experience in areas related to homelessness, and willingness to participate in the work of the Committee. Applications and resumes will be reviewed by the CoC Committee Membership Workgroup (see below), and recommendations will be made to the CoC Committee. The CoC Committee will vote to approve applicants for membership.

New HMIS Agency

Policy: CIR as the Maricopa County HMIS Lead Agency and System Administrator will coordinate the process for new HMIS agency participation.

Procedure: CIR as the System Administrator and HMIS Lead will be responsible for determining if the new agency meets the requirements to participate in the Maricopa HMIS system based on the following criteria:

1. The agency has a homeless dedicated project listed on the Maricopa County Housing Inventory Count (HIC) submitted annually to HUD
2. The agency receives funding from HUD, a Federal Partner, or local funder who requires participation in the HMIS database
3. The agency will be participating in the Coordinated Entry process
4. The agency is an AHCCCS designated health care plan (or their subcontractor) that participates in the Maricopa Continuum of Care

All agencies who participate in the Maricopa Continuum of Care are encouraged to participate in the HMIS project to help promote coordination of care. Agencies who do not meet the above criteria will be reviewed and approved by the Data Sub Committee prior to the agency beginning to use the HMIS database.