

# HOUSING and SUPPORTIVE SERVICES NETWORK Strategic Planning and Discharge Workgroup (CoC Board)

Friday, April 12, 2013

8:30 to 10:30 am

County Public Services Building - Room 105/115  
155 North First Avenue, Hillsboro, OR 97123

## AGENDA

Chair: Annette M. Evans, Washington County Department of Housing Services

Co-Chair: Judy Werner, Lutheran Community Services Northwest

### I. Introductions

### II. Approve Minutes .....[Action]

### III. Business Items

1. *Debrief Fy2012 CoC Program Homeless Assistance Grant Application – Tier 1 \$2.2 million award and Tier 2 pending*

8:40 am

- Annette Evans

2. *Election of HSSN Co-Chair Position at June 5 HSSN At-Large Meeting*

8:50 am

HSSN Governance calls for 2-year term (alternating) of Chair and Co-Chair, with one public agency and one non-profit agency representative.

- Annette Evans

3. *January 2013 Point In Time (PIT) and Housing Inventory Chart (HIC)*

9:00 am

Review draft Housing Inventory Chart due to HUD by April 30

- HIC: Annette Evans
- PIT: Pat Rogers, Valerie Burton, Melanie Fletcher

4. *Coordinated and Centralized Assessment System (CCAS)*

9:20 am

Update by the Centralized Assessment System Subcommittee.

- Annette Evans

### IV. Agency Announcements and Open Discussion

### V. Workgroup Meeting Schedule – Save the Date .....[Action]

- Friday, June 14, 2013
- Friday, August 9, 2013
- Friday, October 11, 2013
- Friday, December 13, 2013

### VI. Adjournment

Thank you for attending. *Questions or comments, please contact Annette Evans at 503-846-4760*

**HSSN STRATEGIC PLANNING AND DISCHARGE WORK GROUP**  
**Administrative Board of the Continuum of Care in Washington County**  
Public Service Building Conference Room 105/115  
February 8, 2013

**Role:** The Workgroup is comprised of public and private representatives of the homeless subpopulations that exist within the CoC geographic region, a formerly homeless consumer representative, and the Emergency Solutions Grant recipient agency. The Workgroup is the jurisdictional CoC Administrative Board, as established by the HSSN Mission and Governance Policy.

**Responsibilities:** Perform CoC strategic planning, coordinate with and/or assist in State and local discharge planning, review performance outcomes of HMIS and HUD-funded programs, develop housing and service systems alignment, make funding decisions, and approve the McKinney-Vento Homeless Assistance grant application to HUD.

**ATTENDEES:**

Atterburg, Amy – Sequoia Mental Health Services	Proctor, Jennie – Wash. County Office of Community Develop.
Browning, Rose – Good Neighbor Center	Rogers, Pat – Community Action Organization
Burton, Valerie – Luke-Dorf, Inc.	Schwab, Jack – Good Neighbor Center
Eichorst, Kathy – Wash Co. Housing Services	Sechrist, Lauren-Wash. County Office of Community Develop.
Evans, Annette – Wash Co. Housing Services	Stoullil, Vera – Boys and Girls Aid
Fletcher, Melanie – Wash Co. Housing Services	Werner, Judy – Lutheran Community Services NW
Knapp, Mona – Luke-Dorf, Inc.	

Chair: Annette Evans, Public Agency [Annette\\_Evans@co.washington.or.us](mailto:Annette_Evans@co.washington.or.us)  
Co-Chair: Judy Werner, Non-profit Agency [jwerner@lcsnw.org](mailto:jwerner@lcsnw.org)

Annette Evans called the meeting to order at 8:30 a.m.

**I. INTRODUCTIONS**

**II. APPROVAL OF MEETING MINUTES**

Motion: Approve HSSN Workgroup meeting minutes for December 14, 2012.

Action: Judy Werner

Second: Melanie Fletcher

Vote: Approved - Unanimous

**III. BUSINESS ITEMS**

Formalizing the CoC Board

Annette spoke to the need to formalize the CoC Board to conform to HUD requirements. Consensus by the Workgroup to use the current HSSN governance until further guidance is available from HUD. Annette reviewed the changes she made to the Governance document including clarifying language and language to conform to HEARTH Act.

Pat asked about the Board membership requirements. Currently, many of the Workgroup members have a vested interest, i.e. self-serving.

Annette read the HUD requirements regarding membership in reply to Pat's question. The Board should comprise of at least one homeless or formerly homeless individual and organizations representing the homeless population, veterans, unaccompanied youth, victims of domestic violence, and AIDS.

Annette will continue to request a representative from a domestic violence agency to attend. The group still needs a representative from a veteran's organization. Annette will contact Ann Connor from U. S. Department of Veterans Affairs to invite her to join.

#### Emergency Solutions Grant (ESG)

Lauren Sechrist, Washington County Office of Community Development  
Draft for Discussion "Washington County Office of Community Development  
Emergency Solutions Grant (ESG) PY 2013-2014." Handouts provided.

The only change from last year's ESG is a shift of \$3,000 from HMIS. The money can be better used for re-housing activities. If a new organization needs funds for a HMIS License, Community Action Organization has funds that could be used. Lauren is the contact for new organizations needing a License.

Last year the \$25,000 for Street Outreach was used for Luke-Dorf, HomePlate, and Open Door Counseling Center.

Annette Evans asked if there was an assessment form used by the Shelter Network.

Pat Rogers responded that this is the same form that is used at Community Action Organization. This is completed real-time when a person presents himself/herself for assistance. Pat reviewed the staffing and dates and locations of Community Resource Orientation.

Lauren reported in the current ESG budget there is \$3,000 for HMIS activities. This will be reallocated to housing activities in the proposed allocation going forward.

#### Table 7 "Criteria for Defining 'Homeless'"

Annette stated that in accordance with the latest information included in the NOFA Washington County cannot serve Category 3 homeless without HUD approval. Jack suggested that a note be added for Category 3 to that effect. It was recommended that this category not be deleted as it is referenced in Code of Federal Regulations.

The group had a discussion around those who stay at different places each night; mothers who have temporary housing but Department of Human Services still has the children so family unit is homeless; those who in the afternoon don't know

where they will be for the night, couch surfers. According to HUD if you are indoors for the night you are not homeless.

Annette will follow-up with Vicki Skryha regarding those with "doubled-up or unstable" housing being considered homeless. Lauren to add note to Category 3 that this category is not available for use at this time.

"FY 2013 Decisions on What Eligible ESG Activities will be funded and the Dollar Amounts between Activities"

Lauren reviewed this document. The amounts are based on current year monies. Lauren will verify the numbers with each shelter.

"Emergency Solutions Grant Performance Objectives and Standards by Activity"  
Jack concerned that the 10 Year Plan does not address shelters. He feels shelters should at least receive some mention in the plan.

Jennie asked what should be done regarding the allocation of funds if we receive a reduction in money from HUD? Should shelters remain the same and reductions be applied to the other three categories?

The group discussed this including how the move of HMIS funds, 60/40 allocation, and that the shelters have already received a reduction would influence the allocation. It was decided that if a reduction was required it would come from Rapid Re-Housing changing the allocation to 55/45. This can be revisited when/if there is a reduction in funding.

Motion: Present the ESG report as presented to HSSN March 6 Meeting

Action: Jack Schwab

Second: Melanie Fletcher

Vote: Approved - Unanimous

Debrief of FY2012 CoC Program Homeless Assistance Grant Application

Annette stated that low HMIS participation could be a problem. We need to meet the requirement that 20% of those exiting programs have earned income. We did not meet goal of decreasing number of homeless families.

Annette gave the group a heads-up that 2013 application process may come earlier this year than in 2012.

Annette gave the group an update regarding problems the churches are having with mental health issues at their shelters. Most shelters are experiencing an increase with mental health caused problems. A discussion followed on how these people are affecting the shelter guests and where they are coming from. At issue is also the severity of mental health problems. Annette gave a few examples of problems the shelters are experiencing. Question was asked why there are more problems this year than in the past? Another question is who/how to screen the psychotic people. While they may not be a danger, they are disruptive and driving others away from shelter. Shelter volunteers may recognize the psychotic people but may be reluctant to turn them away. If they are referred to the shelter, they

should be referred to an emergency room. There is no way to know what triggers psychotic episodes. Valerie commented that Alisa from Luke-Dorf is working with one of the shelters to help them determine what is a police call and what is a crisis line call. Some of the shelters have gotten lax in checking guests on entering the shelter. Another problem is that someone may have come to the shelter for several years and are just now presenting problems. There also seems to be an increase in individuals from other counties. Some individuals with issues do not want assistance, and it can take years before they accept it. The shelters are not a good fit for the chronic mentally ill.

#### Coordinated and Centralized Assessment System (CCAS)

Annette commented on the need to focus on developing the Coordinated and Centralized Assessment System (CCAS). She suggested that a separate sub-committee be formed to address this.

Judy questioned what an 'open' HMIS system entailed.

Melanie reviewed some of the options involved with an open system. Agency can share or not share. If an agency is not comfortable in sharing due to HIPPA, they aren't required to share. The goal is to reduce effort and duplication between agencies. Open sharing is done in some other states while still working within the limits of HIPPA.

Annette will send email to entire workgroup to meet to address CCAS. She would like an representative from each agency. The goal is to have a plan adopted by early April.

#### HSSN Representation on Washington County Thrives

Aligned with Oregon Thrives, Washington County Thrives works to create healthy and prosperous communities where everyone is engaged in their community and have opportunities to access living wage jobs, quality education, nutritious food, stable homes and services that promote health and wellness.

Annette asked how HSSN can participate in Washington County Thrives. This organization was convened by Vision Action Network and Community Action Organization and is comprised of various public, private, non-profit and faith based organizations.

If someone wants to represent their agency, Annette commented that she thought they would be welcome to sign up independently. The group discussed the value of having a seat at the table. One of the benefits would be that HSSN would be interacting with different people. Some members felt that this was a natural fit for HSSN.

Instead of designating a named person to attend these meetings Annette suggested the Workgroup designate that the HSSN Chair or Co-Chair attend the meetings and report back.

Motion: Approve that the HSSN Workgroup Chair or Co-Chair participate in Washington County Thrives

Action: Vera Stoullil

Second: Jack Schwab

Vote: Approved - Unanimous

#### **IV. ANNOUNCEMENTS**

- Valerie reported that as of next week Luke-Dorf will have housed 6 people thru the Housing TEAM Program (a SAMHSA funded program). The goal is to house 3 people per month. There are at least 70 people on the waitlist and have 90 vouchers. Mona commented that the biggest obstacle is landlords. It is a housing market so landlords have other options than working thru Luke-Dorf and all the paperwork and inspections.
- Mona talked about plans for Clover Court if they get the bonus HUD funding. This is infill between two existing housing properties. Also Luke-Dorf looking at another property that is currently occupied and will fill in with vouchers as people move out. They also have an offer pending for a property in Garden Home with 8 units.
- Jack Schwab reported that during the Christmas season Pottery Barn selected Good Neighbor Center as one of 22 shelters to receive funds from the sale of two specific items. The Center received \$10,000 from this program.
- Melanie Fletcher talked about the pending WebEx training. She suggested that those participating inquire about the schedule to avoid listening to 1 – 2 hours of training that they do not need.
- Annette Evans reported that eviction cases are down from last year to 3,235. \$113 average filing cost savings per eviction over \$100,000 was saved.
- Annette Evans also reported that CODA Inc. is interested in becoming a Shelter Plus Care agency.
- Annette Evans reported that the March 6 HSSN meeting agenda will be presentations on HUD-funded program outcomes, challenges and innovative partnerships.

#### **V. ADJOURNMENT**

The meeting adjourned at 10:30 a.m. The next HSSN Workgroup meeting is April 12, 2012 at 8:30 a.m.

Minutes prepared by  
Kathy Eichorst  
Washington County Department of Housing Services

*To be added to the HSSN Workgroup email list, contact Annette Evans at  
Annette\_evans@co.washington.or.us.*