

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

**Friday, June 13, 2014**

**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]  
A) April 11, 2014 HSSN Workgroup Minutes

**III. Business Items**

- A) Guest Speaker: Ms. Ellen Johnson, Oregon Law Center  
Working together to address people experiencing homelessness and their rights to housing and services.
- B) Community Connect Data Outcomes – Briefing on who is accessing the homeless system during the first 5+ months of operation.
  - 1. Future Planning Work: Identify policy and/or resources to address system gaps.
- C) Review 2014-2015 CoC Planning Calendar Activities. Action: Recommend to the HSSN for adoption at the August 6 meeting.....[Action]
- D) Continuum of Care (CoC) Program Administrative Plan and updates to current approved HEARTH Act Policies.
- E) FY2014 McKinney-Vento CoC Program Grant Application – TBD
  - 1. Ms. Ann Olivia, HUD, reported this will be another round of insufficient funds to cover all projects renewals; need to anticipate projects not being funded.
  - 2. NOFA anticipated later this Summer.
- F) Ongoing - Improve our ability to link homeless families and individuals to other state and federal resources; e.g. Oregon Department of Human Services, Social Security Administration, WorkSystems Inc. programs funded by WIA Act.

**IV. Workgroup Meeting Schedule – Save the Date**

- Friday, August 8, 2014
- Friday, October 10, 2014
- Friday, December 12, 2014

**V. Agency Announcements and Open Discussion**

**VI. Adjournment**

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

# HSSN STRATEGIC PLANNING AND DISCHARGE WORKGROUP

## Administrative Board of the Continuum of Care in Washington County

Public Service Building Conference Room 105/115

April 11, 2014

### Workgroup

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:**

Burton, Valerie – Luke-Dorf, Inc.

Evans, Annette – Housing Services, Wash. Co.

Hurley, Amanda – Cascade AIDS Project

Knapp, Mona -- Luke-Dorf, Inc.

McCloskey, Amanda – Housing Services, Wash. Co.

Pero, David – Homeless Education Network

Schwab, Jack – Good Neighbor Center

Sechrist, Lauren - Office of Community Development

Stoullil, Vera – Boys and Girls Aid Society

Voiss, Karen – Housing Independence

Werner, Judy – Lutheran Community Services NW

Chair: Annette Evans, Public Agency Representative [Annette\\_Evans@co.washington.or.us](mailto:Annette_Evans@co.washington.or.us)

Co-Chair: Judy Werner, Nonprofit Agency Representative [jwerner@lcsnw.org](mailto:jwerner@lcsnw.org)

Meeting called to order at 8:30 a.m.

## **I. INTRODUCTIONS**

## **II. APPROVAL OF MEETING MINUTES**

Motion: Approve Workgroup meeting minutes for February 14, 2014.

Action: Judy Werner

Second: Mona Knapp

Vote: Approved - Unanimous

## **III. BUSINESS ITEMS**

### **A) Community Connect Process and Policy Implementation.**

#### 1. Develop Staffing, Resources and Outreach Plan

Annette Evans reported that Community Connect (CC) is getting some CDBG funding, effective July 1, to help provide staffing for assessments. YTD they've assessed 100 households out of the 260 who called in. The CC Oversight Committee meets twice monthly to look at specific cases. The scoring is working well, there's just not enough housing available.

Various shelter staff have been trained to do assessments. Valerie Burton added that as the PATH outreach worker she can meet people off site to conduct assessments.

The assessment data reveals that 42% of households assessed have a criminal history (self-reported), over 50% have health issues, and over 30% owe landlord debt with an average of over \$2000 owed per household. That problem can finally be quantified, whereas before it was anecdotal.

Amanda Hurley had an update on the CCAS timeline for other counties. Clackamas County's CCAS is almost ready. Multnomah County's will have different points of entry: domestic

violence, family, youth and the general public. Systems for the first three have been up and running for a year, though some were created years ago. 211 will be the access point for the general public.

2. Develop Public Marketing Plan to include Messaging

Annette asked about developing a marketing piece. TVFR asked for a small card for law enforcement and EMTs to distribute. Pat and Annette are planning to speak at June HSSN meeting, and will address the marketing at that time.

3. Oversight Committee meetings scheduled through May 23 2014

The CC Oversight Committee meets every other Friday (April 25, May 9, and May 23). If you would like to join via teleconference call or in person may contact Annette to be added to the agenda email list.

**B) 2014 Point in Time (POT) and Housing Inventory Chart (HIC)**

1. Approve the PIT and HIC for submittal in HDX to HUD by April 30

Annette explained that the PIT and HIC need to go to HUD by the end of this month. If not submitted, then Washington County (and HSSN members) will not be eligible for CoC funding. Annette walked the HSSN WG through the HIC/PIT handout to make sure the bed occupancy aligns with the current housing inventory in our community as of January 29, 2014.

Emergency Shelter HIC/PIT

Overall utilization rate is 85% vs. 66% last year. Utilization rates for the five emergency shelters were:

- 100% -- Boys and Girls Aid.
- 80% -- Community Action. They had the maximum number of families, but some had smaller family sizes, so only 16/20 beds were filled.
- 75% -- DVRC. The rate varies by family size as well.
- 58% -- Family Promise. Their case management load is three families; they only had two families in shelter that night. Their program is hard to fill because families have to move each week from church to church.
- 92% -- Good Neighbor Center.

Q&A

Q: How does Family Promise come up with total bed number?

A: They came up with a fixed number three years ago. It's better to keep the beds static and not change numbers. HUD requires an explanation for bed changes, such as changes in funding.

Motion: Approve the Emergency Shelter HIC/PIT as written.

Action: Judy Werner

Second: Lauren Sechrist

Vote: Approved – unanimous.

Transitional Housing HIC/PIT

Overall utilization rate is 77%, with 137 beds vs. 141 last year. The rate is lower due to the occupancy rate of Salvation Army Grant Per Diem program serving veterans.

- 100% -- Boys and Girls Aid, LifeWorks NW, Sequoia.
- 83% -- Jubilee. (Six beds, five people, not HUD funded. HUD measures non HUD-funded projects because they are part of the Continuum of Care.)
- 100% -- Project Bloom. Note the decrease in beds (from seven to three) due to funding cuts.
- 71% -- Salvation Army, with 57 out of 80 beds filled.. Annette will follow-up to address future bed occupancy rates.

- 58% -- Homeless to Work, with seven out of 12 beds filled. Two days before the PIT count one person moved out and one graduated. With short notice, they weren't able to fill beds from the waitlist. They don't typically run low.
- 83% -- Transitional Housing. Smaller family sizes resulted in 10 out of 12 beds filled.

Motion: Approve the Transitional Housing HIC/PIT as written.  
Action: Judy Werner  
Second: Jack Schwab  
Vote: Approved – unanimous.

Safe Haven HIC/PIT

- 100% -- Luke-Dorf Inc.

Motion: Approve the Safe Haven HIC/PIT as written.  
Action: Mona Knapp  
Second: Lauren Sechrist  
Vote: Approved – unanimous.

Rapid Re-Housing (RRH) HIC/PIT

Overall utilization rate is 102% vs. 93% last year. The rate is more than 100% due to large family sizes; family size bounces around. This category started last year, with 115 year-round beds. Now there are 156. Additional beds came from CAP, Bridges to Housing and increased rent assistance from Community Action. The only decrease was in ESG funding. RRH is permanent housing with a project-based rent subsidy and up to 24 months of case management.

- 100% -- Cascade Aids Project.
- 86% -- Bridges to Housing. The handout says 0% but there were actually 12 people.
- 138% -- Housing Stabilization Program. GNC served larger families in two bedroom apartments. They report seeing more two-parent families.
- 132% and 100% -- HopeSpring HUD and non-HUD funded beds.

Motion: Approve the Rapid Re-Housing HIC/PIT as written with the addition of the updated Bridges to Housing data.  
Action: Judy Werner  
Second: Vera Stoullil  
Vote: Approved – unanimous.

Permanent Supportive Housing (PSH) HIC/PIT

Overall utilization rate is 80%, with 551 year-round beds vs. 449 last year. Additional beds came from increased SPC voucher usage from CAP, Community Action, GNC, Housing Team plus additional VASH vouchers.

- 100% -- The Knoll, Housing Independence, Open Door, Mental Health Consortium.
- 93% for one HUD VASH project and 31% for another. The Housing Authority is having difficulty leasing up homeless veterans as they await the VA to refer homeless veterans to the program.
- 76% -- Housing TEAM program. Reporting 70 total beds by January 2015 PIT, but the entire program will be 90 units once fully leased in 2015. Annette will delete the last line, with 20 units. The Housing Team has really turned it around with some landlords who were hesitant before and now are very interested. Landlord education is working to reduce barriers to get out of homelessness.

- 68% -- Tom Brewer. Annette spoke with LifeWorks NW and there's some work to do there in figuring out how to keep that project full. LifeWorks clients score 75 or above on the CC assessments due to severe and persistent mental illness and addiction.
- 50% -- Hillsboro Graduated Independent Living (Hartner House). Mona explained that Luke-Dorf has a hard time filling that facility. The 14 beds are two people per room, and residents prefer their own rooms. The facility itself is overcrowded with 14 people. Sharing a room when there are such complex problems is a barrier. The severity of drug and alcohol addiction is so far gone, can't safely bring in new people without jeopardizing recovery of existing residents. There's a new house manager, so maybe the utilization rate will change with the new staff. Annette suggested meeting with HUD to restructure the program. Mona agreed. Hartner House could swap facilities with Safe Haven, or become alcohol and drug free per landlord tenant law to facilitate eviction consequences for drug use.
- 58% -- Sequoia had seven out of 12 beds filled. Annette has been working with them, they had turnover issues.

Motion: Approve the Permanent Supportive Housing HIC/PIT as written with the deletion of 20 units from the Housing TEAM Program from 90 to 70 beds/units.

Action: Judy Werner

Second: Jack Schwab

Vote: Approved – unanimous.

## 2. Data messaging points

Annette shared her first draft of the 2014 PIT Homeless Count talking points paper. Of 1011 meeting the state definition of homelessness, 544 people were literally homeless (federal definition), which is 54% of the whole count. WG members wondered if there was a data collection/reporting issue last year.

The number of all chronic homeless people (on the first graph) dropped from 160 in 2012 to 77 in 2013 and now is back up to 111. If you compare 2014 to 2012, the trend is downwards. The drop in the middle of a downwards trend may be a data collection error, a "data blip."

Family households went up while singles went down. There are more families with kids who are homeless.

The youth numbers are low, with a drop from 39 to 17. Granted this is a day count, not over the course of the year, but wouldn't HomePlate itself have more than 17 on that day? Also, there are approximately 400+ unaccompanied homeless youth in school, which is not reflected in the numbers. Valerie Burton will see if she can find out why that is. Perhaps the restricting factor is the federal definition – were they living on the street? Vera Stoullil pointed out that unaccompanied means not living with a legal guardian, so they could be doubled up, or living with an aunt and fall into the state homeless definition, but not the federal.

## **C) HSSN Workgroup Membership (the CoC Board) – Establish a Nominations Committee**

On the back of agenda is the HSSN WG official roster, with positions and terms. There are two openings, for business and veterans representatives. The WG brainstormed options for the business and veteran representatives. For the business position, the WG is looking for someone who has a connection to workforce development, economic opportunities and employment, or is a business directly impacted by homelessness. Alan Brown from the VA is not able to be on the Board but will look for someone who can. The WG decided not to form a nominations committee; instead please send Annette recommendations for potential members.

Annette shared communication from the HUD Portland Field Office inviting Washington County to participate in the national "Challenge to End Veterans Homelessness". HUD commented that

Washington County's continuum and public support is so strong that Washington County seems like a good candidate. Participation would require closer alignment with the VA who is absent from the CoC Planning process, data tracking and reporting, designing a plan and strategy to achieve ending veteran homelessness by 2014, and engaging an elected representative to carry the challenge. At this time, with no additional funds to support housing placement of homeless veterans, the HSSN Workgroup provided comment and support in declining the invite to participate in the "Challenge".

**D) Continuum of Care (CoC) Program Administrative Plan and updates to current approved HEARTH Act Policies**

This item has been moved to the June agenda. The Plan will address how Housing Services will manage CoC rent assistance funds for HSSN Members.

**E) Annette out of the office 4/14/2014 to 4/18/14, returnign Monday 4/21/2014**

Annette will be participating in a FEMA sponsored Integrated Emergency Management Course in Maryland. Annette will respond to emails in the evening.

**F) Request to develop advocacy case worker group to inform legal staff on policy and resources for homelessness.**

HSSN WG members discussed this and offered to invite the Oregon Law Center to come talk to the HSSN WG at the next meeting. HSSN WG members recommended that the Oregon Law Center talk to property managers, the Fair Housing Council and agency policy staff. Amanda Hurley will send list of various nonprofit policy staff in the field to Annette.

**IV. WORKGROUP MEETING SCHEDULE – SAVE THE DATE**

- Friday, June 13, 2014
- Friday, August 8, 2014
- Friday, October 10, 2014
- Friday, December 12, 2014

**V. ANNOUNCEMENTS AND OPEN DISCUSSION**

- Mona Knapp stepped down from her previous role as Luke-Dorf, Inc. Washington County Clinical Director and is now working part-time on policy.
- Lauren Sechrist is organizing a Community Development bus tour on April 24 in support of 40<sup>th</sup> Anniversary of CDBG in Washington County.
- Dave Pero announced the annual Oregon Coalition on Housing and Homelessness conference on May 7, 8 and 9<sup>th</sup> at the Monarch Hotel in Clackamas, Oregon. Annette will re-send the announcement to the HSSN. Today is the deadline to apply for scholarships.
- Jack Schwab announced that the GNC is sending three people to that conference.
- Amanda announced open positions at the Cascade AIDS Project, in prevention and education. The CAP auction is coming up soon. Amanda has tickets to the after party for \$50 each.
- Annette is sending out packets with dates for site inspections to monitor HUD-funded programs. HUD confirmed a site visit to Washington County Housing Services on July 7, 8 and 9. HUD will visit three out of the six program sites, so please keep July 9 and 10 open.

**VI. ADJOURNMENT**

The meeting adjourned at 10:40 a.m.

Minutes prepared by Amanda McCloskey, Washington County Department of Housing Services

*To be added to HSSN Workgroup email list, or the HSSN Coordinated and Centralized Assessment System, contact Annette Evans at [Annette\\_Evans@co.washington.or.us](mailto:Annette_Evans@co.washington.or.us).*