

TPCH Board of Directors Minutes 11/28/2017

3:00-4:30 p.m., Pettit/Miles Room, Pima County Housing Center, 801 W. Congress St., Tucson, AZ

Presiding: Art Gage

Agenda Item	Who (Moved & seconded or reported)	Discussion/Motions/Decision(s) (Major discussion points if no decision)	Next steps /Responsible
10/24 minutes draft	1. Linda Kot 2. Sasha Hawman	Motion to approve 10/24 minutes with correction that Jodi Barnes moved approval of last month's minutes, not Jodie Frederick. Motion passed unanimously	Minutes posted to web/CoCA
Old Business			
CA/HMIS Monitoring Workgroup update; Monitoring tools set for review in Dec.	Claudia Powell	Forms have been updated & will be sent to HMIS Lead & CA before being sent to the Board for approval in December.	
Planning Grant Budget & Expenditures	Sasha Hawman	Financial Statement distributed, attached. We would like a full gaps analysis & to improve our website with the amount that is left to be allocated. Last year's gaps analysis was \$5,000; based on that, the next one should be \$20,000-\$25,000. Settle will send out a poll on when to meet for a gaps analysis workgroup volunteers Karen Caldwell, Pam Moseley, Ricardo Fernandez, Cindy Diaz, Dan Sullivan, Steve Nelson, Phil Pierce & Cliff Wade. RFP to follow. In the future, annually allocate from the planning grant website maintenance. Include the PHA in website process. Establish a website workgroup for bids & RFPs. Project monitoring could be as low as \$7,500, freeing up \$2,500. Line items can be adjusted by 10% without rewriting the budget.	Sasha will submit relevant AAQs.
Strategic Work Plan (SWP) update	Settle Madden 1. Sasha Hawman 2. Charles Hofker	Committees are reviewing their SWP monthly. Quarterly chair meeting poll distributed, where the SWP will be smoothed out. 2018 General Council & Board meetings schedule distributed, attached. Motion that the 2018 GC & Board schedule be accepted. Motion passed unanimously.	
Committee Reports			
Continuum of Services	Karen Caldwell	Ongoing review & updates of SWP. Written Standards Workgroup created, headed by Sasha. Currently updating the supportive services checklist. Discussed developing a gaps analysis.	
Coordinated Entry	Cliff Wade	On Nov. 1, 2017 TPCH began referring families scoring 9, 10, or 11 to family-dedicated RRH as a pilot project through April 30, 2018. Families falling with the RRH range will continue to be referred first. On Nov. 1, 2017 TPCH began referring single veterans scoring 8 or 9 to RRH as a pilot project through April 30, 2018.	

<p>HMIS cont'd.</p>	<p>1. Gilbert Gutierrez 2. Ricardo Fernandez</p> <p>1. Gilbert Gutierrez 2. Ricardo Fernandez</p> <p>1. Gilbert Gutierrez 2. Ricardo Fernandez</p>	<p>Motion that the 2018 PIT count date be the night of Jan. 23, 2018 with the Street Count held Jan. 24; with the correction, HIC be included with PIT. Motion passed, PC & CA abstain.</p> <p>Motion that the 2018 Street Count Methodology be approved as presented. Motion passed. PC, CA, & SIROW abstain.</p> <p>Motion that the text submissions to DES regarding Pima County Homelessness be approved except for the first paragraph, which DES will complete based on state-wide data. Motion passed. PC & CA abstain.</p>	
<p>Performance Evaluation & Monitoring</p>	<p>Cindy Diaz</p>	<p>The first round of monitoring is completed. Monitoring recommendation summary distributed, attached. All plans with a PIP have been completed. Prepared to post this to the website within the week. Monitoring process is being refined so it aligns better with HUD & next year's R&R process.</p>	
<p>Review of Items for Next Board Meeting</p>	<p>Art Gage</p>	<p>CA will have things to present. The group that went to the RRH conference should do a presentation, led by Beth Carey. When poll is completed, a board retreat will be held. VA requests an exception from serving 65% chronically homeless in HUD VASH.</p>	

Next Meeting: Tues., Dec. 19, 2017, 3:00-4:30pm, Pettit/Miles Room, Pima County Housing Center, 801 W. Congress St.

TPCH Board of Directors Meeting

November 28, 2017, 3:00 - 5:30 p.m. Pettit/Miles Room

Pima County Housing Center, 801 W. Congress St., Tucson, AZ

Elected Members		Phone: (520) unless noted	Email
Initial	Name		
	Tippy Atkins	437-3006	tatkins@codac.org
Ken	Briggs for Pia Seebach-York	903-3914	kbriggs@unitedwaytucson.org
Adriane	Clarke	602-542-6605	aclarke@azdes.gov
Ricardo	Fernandez		rfernandez@saaf.org
Art	Gage	977-7306	artgagelaw@yahoo.com
Charles	Hofker	740-1501 x7205	charles@grmtucson.com
Linda	Kot	308-3071	lkot@primavera.org
	Tom Litwicki	546-0122; 437-3601	tlitwicki@helptucson.org
	Laurie Mazerbo	323-1708, x243	lmazerbo@ourfamilyservices.org
	Lucia Ortiz	622-4185	luciaortiz3@gmail.com
	Philip Pierce	546-0122; 409-4890	ppierce@helptucson.org
	Claudia Powell	621-2154; cell 730-5669	claudiap@email.arizona.edu
	Mary Beth Santillan	696-6946	mbsantillan@amphi.com
	Lt. Jennifer Turner	837-7512	jennifer.turner@tucsonaz.gov
	Janie Villareal	982-2007	janiev@elrio.org
Appointed Members			
	HMIS Lead Agency: Pamela Moseley	724-3776 327-6857	pamela.moseley@pima.gov
	Collaborative Applicant: Sasha Hawman	618-8815	sahsa.hawman@communitypartnersinc.org
	Pima County ESG: John Matheny	724-8779	john.matheny@pima.gov
	City of Tucson ESG: Jodie Barnes	837-5363	jodie.barnes@tucsonaz.gov
	VA: Jodi Frederick	792-1450, x 6586	diana.frederick@va.gov
Non-voting Committee Chairs			
	Coord. Entry: Cliff Wade	405-4074	cwade@helptucson.gov
	CoS: Karen Caldwell	882-9668	kcaldwell@primavera.org
	G&P: Sasha Hawman	618-8815	alexanderhawman@hopetucson.org
	PEM: Cindy Diaz	519-8554	cdiaz@copecommunityservices.org
	HMIS: Gilberto Gutierrez		gilberto.gutierrez@lafrontera.org
Staff			
	Settle Madden, TPCH Administrator	748-5328	settle.madden@communitypartnersinc.org
	Heidi De Danaan, Planning Grant Assistant	618-8846	heidi.dedanaan@communitypartnersinc.org

SEE PAGE 2 FOR PROXIES AND GUESTS SIGN-IN

TPCH Planning Grant Budget From 7/1/2017 Through 6/30/2018

1	Coordination of Activities: Budget as of 11.28.17			\$ 37,794.77
	Gaps Analysis Staff			\$ 5,000.00
	Sub-total Coordination of Activities			\$ 18,205.29
				\$ 14,589.48
2	Project Evaluation Budget as of 11.28.17			\$ 39,476.66
	Staff			\$ 18,205.29
	Sub-total Project Evaluation Budget			\$ 21,271.37
3	Project Monitoring Budget as of 11.28.17			\$ 10,000.00
	Consultant			\$ -
	Sub-total Project Monitoring			\$ 10,000.00
4	Participation in the Consolidated Plan Budget as of 11.28.17			\$ 24,743.24
	Staff			\$ 14,364.75
	Sub-total Project Monitoring			\$ 10,378.49
5	CoC Application Activities Budget as of 11.28.17			\$ 41,860.51
	Staff			\$ 14,364.75
	Sub-total Project Monitoring			\$ 27,495.76
6	Developing a CoC System Administrative support for the fiscal Agent L&M part II payment			\$ 15,875.00
				\$ 10,000.00
				\$ 5,600.00
	Sub-total Project Monitoring			\$ 275.00
7	HUD Compliance Activities Budget as of 11.28.17			\$ 27,031.43
	PIT Count Consultant Staff			\$ 7,844.00
				\$ 8,071.14
	Sub-total Project Monitoring			\$ 11,116.29
	Sub-total remaining budget			\$ 95,126.39

PROPOSED 2018 MEETING DATES
TPCH General Council and Board of Directors

General Council

Thursday, February 8, 2018

Thursday, May 10, 2018

Thursday, August 9, 2018

Thursday, November 8, 2018

Board of Directors

Tuesday, January 23, 2018

Tuesday, February 27, 2018

Tuesday, March 27, 2018

Tuesday, April 24, 2018

Tuesday, May 22, 2018

Tuesday, June 26, 2018

Tuesday, July 24, 2018

Tuesday, August 28, 2018

Tuesday, September 25, 2018

Tuesday, October 23, 2018

Tuesday, November 27, 2018

Tuesday, December 18, 2018

TPCH CoC 2016 Evaluation & Monitoring Responses/Recommendations SUMMARY

Section I. Eligibility, Prioritization & Methodology Recommendations

1. **Most common recommendation:** Utilize VI-SPDAT and fully implement Coordinated Entry, including the Family- and Transition Age Youth-VI-SPDAT tools integrated into HMIS software shortly before monitoring began.

To: SPC II; SPC IV; ESHP; Frontiers; SPC-TRA Pima; Oasis; Home Again; Your Place; Homes First; CASA; Catalina House; and Long-Term Housing.

Question: Is this applicable to housing projects other than those operating Community Access Points?

2. **Unique recommendations summarized:**

City of Tucson/Emerge! should:

- a. Clearly and fully report entire project data and provide information for separate parties only as it applies to performance and requirements.
- b. Use a tracking system that captures and reports all information required for CoC reports.
- c. Clarify whether other common barriers than housing readiness, are criteria for program participation.
- d. Work with the CoC to ensure the intake system for DV survivors provides access to all available housing and services whether the applicant presents at Emerge, another victim service entry point, or a mainstream homeless entry point.

Oasis should:

- a. Work to thoroughly incorporate Housing First principles to the extent practical.
- b. Fully utilize the VI-SPDAT assessment and Coordinated Entry.

Your Place is encouraged to utilize case management systems to measure and report qualitative outcomes (because "Qualitative and quantitative service outcome measures are not specified.").

Section II. Performance Measures & Outcomes

1. **Most common recommendation:** Continue efforts to assist project participants to gain training for and employment.

To: SPC II; SPC IV; PSHP; Project Bienestar; Libertad; LifeWorks; Oasis; PHO II.

2. **Second most common recommendation:** Work to improve accuracy of bed utilization rate (BUR) through appropriate HIC and HMIS data recording/reporting.

To: ESHP; PSHP; PHO II (and ensure adequate staff)

3. **Unique recommendations summarized.**

La Casita: should work to shorten the time participants spend obtaining a high school diploma/GED.

Your Place: should enter youth scoring in the RRH project range to the extent possible.

Sonora House should seek educational opportunities for staff on striking a balance between maintaining a safe and a low-demand environment and maintain compliance with the 2012 (last effective date) regulations provided for Safe Havens.

Section III. Budget, Leverage, & Grant Administration

1. **Most common recommendation:** Ensure 100% expenditure
To: SPC IV; Frontiers; SPC-TRA Pima; La Casita: Project Advent
2. **Second most common recommendation:** Track and properly report match and leverage.
To: Project Bienestar (match); Your Place and Home Again (leverage)
3. **Unique recommendation summarized: Catalina House** is encouraged to continue working closely with individuals at greater risk of not stabilizing.

Section IV. Policies & Procedures

1. **Most common recommendations summarized:** Increase involvement of homeless or formerly homeless persons in projects and formally gather/use their feedback.
 - **Add to Board or project participation to:** City (re: subrecipients for SPC-IV); Frontiers; Project Bienestar; SPC-TRA Pima; LifeWorks; Sonora House; Catalina House.
 - **Gather or formalize gathering of feedback to:** ESHP; PSHP; Solitude; Sonora House.

Monitor suggestion: When a project cannot add a homeless/formerly homeless member to its parent organization's board, work to establish a policy-making subcommittee focusing on homelessness and including at least one homeless/formerly homeless individual.

2. **Second most common recommendation:** Amend policy to designate a staff person responsible for ensuring children in the project are enrolled in school and connected to appropriate community services.

To: Emerge (person responsible named in City response); ESHP; PSHP.

3. **Unique recommendations.**

To Emerge: *State procedures for documenting homelessness when a participant is referred from a homeless service provider.*

To Oasis: *... Old Pueblo / Oasis must follow through with its HQS inspections policy.*

Section V. Data Quality

1. **Most common recommendation:** Bring and keep all data entry and subsets of data into compliance with HUD data standards within 90 days.

To: SPC-IV (to City re: subrecipients EEE, CPSA & CBI); LifeWorks; SPC-TRA Pima

2. **Second most common recommendation:** Track services and enter this data into HMIS.

To: Your Place; Homes First.

3. **Unique recommendation:** COPE must assess for and enter all health care insurance information in HMIS.

Section VI. CoC Participation – NO RECOMMENDATIONS