

## TPCH Board of Directors Minutes 2/27/2018

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
1/23 & 1/31 minutes draft	1. Linda Kot 2. Sasha Hawman	<b>Motion</b> to approve 1/23 & table 1/31 minutes <b>Motion passed</b> unanimously	Minutes posted to web/CoCA
<b>Old Business/Updates</b>			
CA/HMIS Monitoring Workgroup (WG) update -Reconsider retreat motion re: 1-year CA renewal	Claudia Powell	Monitoring WG met with Pima County (PC) without discussing Collaborative Applicant (CA) monitoring. Covered concerns about the document. PC will help the WG with a draft.	Sasha will contact TA regarding renewing the CA for 1 year. Discussion & vote tabled until the next meeting.
Street Count/HIC-PIT update -2018 Data analysis contract with SIROW	Sasha Hawman  1. Sasha Hawman 2. Ricardo Fernandez	Discussed finalizing a SIROW data analysis contract. HMIS has concerns about SIROW's role in leadership while having the contract. We want to keep the contract the same as last year – with updates. Claudia recommends the CA receive financial guidance. CA would like to receive such guidance from the Board in the future. <b>Motion</b> to approve contract with SIROW with changes to the dates & amount to \$7,844. 11 in favor; 0 oppose; PC, Claudia, & CA abstain. <b>Motion passed.</b>	Sasha will see that data analysis contract is completed.
HUD-sponsored RRH study by Abt Associates	Sasha Hawman	Sasha requested Board approval to release names to Abt Associates for a HUD-sponsored survey names of all Rapid Re-Housing (RRH) providers in Tucson/Pima County regardless of funding source, Complete data must come from HMIS. Abt Association will use the list to do a separate survey of projects.	Sasha will collaborate with Pam to respond to Abt survey.
YHDP Application Discussion	1. Sasha Hawman 2. Claudia Powell	<b>Motion</b> that the Collaborative Applicant is authorized to apply on behalf of our CoC for a Youth Homeless Demonstration Project for a minimum \$1mil to maximum \$15 million award. (YHDP) including an evaluation component with Our Family Services (OFS) as the lead agency, and to form a required Youth Action Board (YAB) in anticipation of a request to General Council to make the YAB a TPCH Committee. 13 in favor, 0 oppose, OFS & CA abstain. <b>Motion passed.</b>	OFS will be the lead agency for the planning grant.
TPCH fundraising discussion	Art Gage	We are not currently becoming a 501(c)3. There is planning grant money through June 30, 2019. TPCH could apply for city funds regardless of planning grant status. He suggested a committee to seek other funding sources once we determine the top community funding needs.	At the next Board meeting, Sasha will present on the planning grant to work from.

Filling vacant Board positions	Art Ricardo Fernandez	Two guests are here to show interest in being on the Board. There are 5 open seats & several subject to term limits. Ricardo distributed nominations to date. Participation is encouraged. In the future we will discuss diversifying the Board.	Settle will send out a formal invitation to fill positions. Nominations remain open.
<b>Committee Reports</b>			
Governance & Planning	Ricardo Fernandez	Discussed slate of nominations. The group hasn't reviewed charter changes, & would like clarification of Board direction to committee chairs to review committee structure. The committee is working on the conference & next training.	
Continuum of Services	Karen Caldwell	The committee discussed potential charter changes. The Written Standards Workgroup is still working on updates. The CA and HMIS Lead are working on the Gaps Analysis contract.	
Coordinated Entry	1. Cliff Wade 2. Jodie Barnes  1. Cliff Wade 2 Pia Seebach-York  1. Cliff Wade 2. Sasha Hawman	<b>Motion</b> that the Board approves the change in the CE P&P to moving Veterans from the Veteran BNL to inactive status after 60 days as distributed. 13 in favor, 0 opposed, Pima County (PC) & CA abstain. <b>Motion passed.</b>  <b>Motion</b> that the Board approves the TPCH procedures for non-victim service providers engaging people fleeing Domestic Violence as distributed. 13 in favor, 0 opposed, PC & CA abstain. <b>Motion passed.</b>  <b>Motion</b> that TPCH CE P&P be changed to require VI-SPDATs only on literally homeless people & PR-VI-SPDATs only on those at risk of homelessness in the next 1-14 days. 11 in favor, 0 opposed, PC & CA abstain. <b>Motion passed.</b>	Staff posts updated CE Policies & Procedures to web upon review of additions.
Performance Evaluation & Monitoring	Jason Thorpe  1. Jason 2. Ricardo Fernandez	The group had developed a real-time monitoring process & a unique monitoring process for the Safe Haven. <b>Motion</b> that the Board approves the recommended 2018 Monitoring Process (as distributed with the meeting reminder). Bed utilization language needs to be reworked. 11 in favor, 0 opposed, PC & CA abstain. <b>Motion passed.</b>	Staff will announce the monitoring and April 2 deadline to the CoC list serve and email forms to grant contacts.
HMIS	1. Pam Moseley 2. Jodie Barnes	<b>Motion</b> that the Board approves HMIS team preparation in time to use in a potential Youth Homelessness Demonstration Project (to be submitted April 17) of the following month-by-month reports with totals for the period July 1, 2017 – January 31, 2018. 1. The number of TAY-SPDATs, F-SPDATs and, if applicable, VI-SPDATs completed on 18-24-year-olds. 2. The numbers of youth-dedicated housing in use (percentage of beds or units full) and the number of 18-24 -year-olds in non-dedicated housing along with the corresponding numbers of youth who remained housed or exited to permanent housing. 3. The numbers of youth (18-24) households in TH, RRH, and PSH who gained mainstream benefits (food stamps, cash assistance, AHCCCS, etc.) 11 in favor, 0 opposed, PC & CA abstain. <b>Motion passed.</b>	

**Next Meeting: Tues., March 27, 2018, 3:00-4:30pm, Pettit/Miles Room, Pima County Housing Center, 801 W. Congress St.**

## Attendance

Name		Organization	Email
Karla	Avalos	City of Tucson Mayor's Office	karla.avalos@tucsonaz.gov
Jodie Earll	Barnes	City of Tucson	jodie.barnes@tucsonaz.gov
Karen	Caldwell	Continuum of Services Committee Chair	kcaldwell@primavera.org
Lt. John	DeStefano	Marana Police Department	jdestefano@maranaaz.gov
Kara	Egbert	Town of Sahuarita	kegbert@sahuaritaaz.gov
Heidi	DeDanaan	TPCH staff	heidi.dedanaan@communitypartnersinc.org
Ricardo	Fernandez	SAAF/ Governance & Planning Committee Chair	rfernandez@saaf.org
Tabitha	Frabel	(for Lucia Ortiz) Tucson Preparatory School	tfrable@tucsonprepschool.org
Jodie	Frederick	SAVAHCS	diana.frederick@va.gov
Art	Gage	Art Gage Law	artgagelaw@yahoo.com
Sasha	Hawman	CPSA	sasha.hawman@communitypartnersinc.org
Charles	Hofker	Gospel Rescue Mission	charles@grmtucson.com
Linda	Kot	Primavera Foundation	lkot@primavera.org
Tom	Litwicki	OPCS	tlitwicki@helptucson.org
Settle	Madden	TPCH staff	settle.madden@communitypartnersinc.org
Laurie	Mazerbo	Our Family Services	lmazerbo@ourfamilyservices.org
Claudia	Powell	University of Arizona SIROW	claudiap@email.arizona.edu
Ofcr. Daniel	Rowan	Marana Police Department	drowan@maranaaz.gov
Mary Beth	Santillan	Amphitheatre USD	mbsantillan@amphi.com
Pia	Seebach-York	United Way of Tucson	ps-york@unitedwaytucson.org
Kevin	Skinner	TEP	kskinner@tep.com
Dan	Sullivan	Pima County CSET	daniel.sullivan@pima.gov
Jason	Thorpe	PEM Committee Vice Chair	jthorpe@ourfamilyservices.org
Janie	Villareal	El Rio Community Health Center	janiev@elrio.org
Cliff	Wade	Coordinated Entry Committee Chair	cliff.wade@tucsonaz.gov

Submitted by: Heidi DeDanaan

## Nominations to the TPCB Board of Directors

Seat Type	Seats Available	Candidates For Available Seats	Affiliation	Agreed To Stand for Election	Organization Approved Nomination	New Candidate/ Continuing Candidate	Notes
Utilities Provider	1	Kevin Skinner	Tucson Electric Power	Yes	Yes	New Candidate	
Healthcare Provider	1	Janie Villareal	El Rio Health Center	Yes	Yes	Continuing Candidate	
At-Large	1	Erin Arana	City of Tucson - Public Housing Authority	Yes	Yes	New Candidate	
		David McAllister Romo	Habitat for Humanity	Yes	Yes	New Candidate	
		Daniela Zazueta	Youth On Their Own	Yes	Yes	New Candidate	
		Yoli Hasler	Salvation Army	Pending	Pending	New Candidate	
		Pending	Pending	Pending	Pending	New Candidate	Ricardo Fernandez is checking with Dan Sullivan from SAAF on potential candidates among persons working in re-entry programs
CoC Grantee	2	Melissa Benjamin	Our Family Services	Yes	Yes	New Candidate	
		Rudy Trinidad	Community Bridges, Inc	Yes	Pending	New Candidate	Pending approval of nomination by CBI leadership
		Amy Mendoza	CODAC Health and Wellness	Yes	Yes	New Candidate	
		Katy Scoblink	OPCS	Yes	Yes	New Candidate	
		Tabitha Frable	Tucson Preparatory High School	Yes	Yes	New Candidate	
		Ed Mercurio-Sakwa	Emerge! Center Against Domestic Abuse	No	N/A	New Candidate	Declined to serve on Board of Directors or have staff from Emerge! participate on Board
Town of Sahuarita	1	Kara Egbert	Town of Sahuarita	Yes	Yes	New Candidate	
Town of Oro Valley	1	Pending	Town of Oro Valley	Pending	Pending	New Candidate	Cliff Wade is checking in with Town of Oro Valley for potential candidates
Town of Marana	1	Pending	Town of Marana	Pending	Pending	New Candidate	Pam Moseley is checking in with Town of Marana for potential candidates
City of South Tucson	1	Pending	City of South Tucson	Pending	Pending	New Candidate	Erin Arana is checking with the City of South Tucson for candidates
Homeless/Formerly Homeless	2	Pending	Pending	Pending	Pending	New Candidate	Robert Cannon from Amity Foundation is inquiring with a potential candidate
		Pending	Pending	Pending	Pending	New Candidate	Laurie Mazerbo from Our Family is inquiring with a potential candidate
		Pending	Pending	Pending	Pending	New Candidate	Ricardo Fernandez from SAAF is inquiring with a potential candidate from YOTO
		Pending	Pending	Pending	Pending	New Candidate	Ricardo Fernandez from SAAF is inquiring with a potential candidate from SAAF
		Pending	Pending	Pending	Pending	New Candidate	Tabitha Frable from Tucson Prep is inquiring with a potential candidate
Private Business	1	Kim Fitch	Nicolosi & Fitch, Inc	Pending	Yes	New Candidate	Pending final decision by candidate
		Jill Rich	Long Realty	Pending	Yes	New Candidate	Pending final decision by candidate
		Monique Vallery	4th Avenue Merchants Association	Pending	Pending	New Candidate	

Participants freely decide what information they provide during the assessment process, to refuse to answer assessment questions and to refuse housing and service options without retribution or limiting their access to other forms of assistance. (See Appendix for full HMIS Policies and Procedures, including the Privacy Plan.)

### **Assessor Training**

Pima County, the HMIS (Homeless Management Information System) Lead Agency provides application training and technical support to all HMIS projects and users.

HMIS provides application training throughout the year to new users, existing users, follow-up, security & privacy, and reports.

HMIS provides technical support to all HMIS projects and users that include the reset of passwords, new user/program setup, training, report requests, technical assistance & support and other issues or concerns. (See Appendix for sample training schedule.)

### **By Name List/Priority List**

All VI-SPDAT assessments must be entered in HMIS within two (2) business days of when the information was first collected. Each assessment is included in a weekly report and clients are placed on the housing priority list also known as By Name List for the type of housing that aligns with their VI-SPDAT, F VI-SPDAT, or TAY-VI-SPDAT score.

The HMIS Lead maintains the By Name List/Priority List (BNL) to ensure the HMIS Privacy Policy is followed (see Appendix for link to the HMIS Policies and Procedures). **In general, all persons remain active on the BNL for 90 days and are moved to inactive status if determined 'Missing/No Contact' through community outreach efforts after 30 days. Veterans remain active on the BNL for 60 days and are moved to inactive status if determined 'Missing/No Contact' through community outreach efforts after 30 days.**

### **Housing Navigation**

1. The Coordinated Entry system embraces a Housing First model, which focuses on rapidly housing participants without preconditions.
2. Each housing program will serve as the primary point of contact to assist their assigned client(s) with navigating their referred housing program. The navigator will work with outreach teams if needed to locate the client and help collect any documentation needed. Prior to and throughout the housing assignment process, the navigator may also do regular outreach to an individual or family in an effort to build rapport with him or her. The housing program must always determine final client eligibility for the housing opening.

All individuals and families will be assigned a housing navigator upon referral to housing. Housing navigators are those who currently work for agencies participating in Coordinated Entry.

Housing referrals must be updated with HMIS Team within 7 days and on a weekly basis while client is being located. During this time, the client will not be referred to other housing. If client cannot be located, or is incarcerated, the client will be returned to the Priority List and another client can be referred to the housing project.

## **TPCH procedures for non-victim service providers engaging people fleeing Domestic Violence.**

If working with the client via phone:

- ✓ Let the person know you believe them, that what is happening to them (DV) is not their fault, that you are concerned for their safety, and want them to know that help is available
- ✓ Ask if they would like to talk to a specialist in providing DV-related support and safety planning via Emerge's 24/7 multilingual hotline (520-795-4266).
  - If yes: If your phone system allows it, make the call to Emerge's hotline and transfer the call so that a "warm handoff" can be made. If that's not feasible, then provide them with Emerge's hotline number for them to call directly.
  - If no: Provide them with Emerge's hotline number in case they change their mind or wish to call at a later time.
  - NOTE: Do not try to safety plan with the person, as some actions that create safety for one person/situation can cause increased danger for another person/situation. If needed, you (as a service provider) can call the Emerge hotline and get support in devising basic safety planning steps customized to that person's specific situation.
  - NOTE: Do not call the police outside of the client's wishes unless you know that a physical assault is taking place in the moment.

If working with the client in-person:

- ✓ If the victim is with their abusive partner, notify the couple that you need to speak with each person individually to collect certain information. Use this as an opportunity to speak to the victim in private to share your concern and offer help.
- ✓ Let the person know you believe them, that what is happening to them (DV) is not their fault, that you are concerned for their safety, and want them to know that help is available
- ✓ Ask if they would like to talk to a specialist in providing DV-related support and safety planning via Emerge's 24/7 multilingual hotline (520-795-4266).
  - If yes: Provide the person with a private place to call the Emerge hotline and provide them with the phone number, a glass of water (if they would like it) and something to write on/with.
  - If no: Provide them with Emerge's hotline number in case they change their mind or wish to call at a later time. This can be done using a "Need Help" pamphlet or, if available, an Emerge "wallet card."
  - NOTE: Do not try to safety plan with the person, as some actions that create safety for one person/situation can cause increased danger for another person/situation. If needed, you (as a service provider) can call the Emerge hotline and get support in devising basic safety planning steps customized to that person's specific situation.
  - NOTE: Do not call the police outside of the client's wishes unless you see a physical assault taking place in the moment.