

## TPCH General Council Annual Meeting Minutes May 12, 2015 – DRAFT

8:30-10:00 a.m., Catalina Room, CPSA, 4575 E. Broadway Blvd., Tucson, AZ

Agenda Item	Who (Reported or moved, seconded)	Decision(s) (Major discussion points if no decision)	Next steps/Responsible
Feb. 11, 2016 minutes draft	<ol style="list-style-type: none"> <li>1. John Roldan</li> <li>2. Sarah McDaid</li> </ol>	February minutes accepted as presented	Minutes posted to web/CoCA
Continuum of Care Business			
TPCH Financial Report	Annette Church	Copies of the report were distributed by email & at the meeting (& are attached). There is a SIROW invoice for Street Count data analysis pending with more invoices to come from SIROW for their work.	No questions. Report stands
Election of Board Members	<ol style="list-style-type: none"> <li>1. Dia Nonaka</li> <li>2. R Fernandez</li> </ol>	<b>Motion:</b> That the distributed (& attached) slate of directors be accepted	Slate was accepted unanimously on roll call vote.
Collaborative Applicant (CA) Renewal	<p>Tom</p> <p>All</p> <ol style="list-style-type: none"> <li>1. John Roldán</li> <li>2. Patti Scott-Lopez</li> </ol>	<p>At a special meeting Tuesday the Board discussed changes in CPSA's business model, loss of Jordan Layton, &amp; how these might affect their continuation as CA. The Board decided to: recommend a one-year renewal; and form a workgroup to develop tools to evaluate both the CA &amp; the HMIS Lead Agency. The Memorandum of Understanding (MOU) between the CA &amp; TPCH gives each party the option of ending the MOU with 60 days' notice.</p> <p>Participants discussed the recommendation &amp; workgroup. The one-year recommendation was because of concerns about CPSA's loss of staff, loss of RBHA status &amp; ability to continue. The workgroup is being formed to decide how to evaluate both the CA and the HMIS Lead Agency. HUD expects CoCs to evaluate and monitor performance for all CoC grantees. However, there is no standard tool by which a CoC evaluated these entities.</p> <p><b>Motion:</b> That TPCH renews the MOU with the CA for two years. <b>Motion passed</b> with 16 'ayes' (more than 66% of voting members attending), 4 'nays', and CPSA and Pasadera abstaining.</p>	<p>CA MOU will be renewed for two years.</p>

<p>HMIS Lead Agency Renewal</p>	<p>1. John Roldan 2. TMM rep</p>	<p><b>Motion:</b> That TPCH renews its selection of the HMIS Lead Agency for two years. <b>Motion passed unanimously except for Pima County abstaining.</b></p>	<p>The TPCH HMIS Protocol with Pima County CSET will be renewed for two years.</p>
<p>Governance Charter Update</p>	<p>1. Dia Nonaka 2. Ricardo Fernandez</p>	<p><b>Motion:</b> That TPCH adopts the distributed (&amp; attached) updates. <b>Motion passed unanimously.</b></p>	<p>CoCA adds updates to the charter.</p>
<p><b>Committee Reports</b></p>			
<p>Continuum of Services</p>	<p>Steve Nelson</p>	<p>CoS is doing two major projects: helping our CoC orient to system performance evaluation; &amp; adding to CoC Program written standards policies on educational rights; no involuntary family separation; safety for DV victims in CoC projects; &amp; ensuring the rights of persons who identify as LBGTQ. For the upcoming FY 2016 NOFA, HUD has said that CoCs: must demonstrate that projects are competitively ranked based on how they improve system performance; &amp; may only compete for bonus projects if they demonstrate they have done the above. HUD has written that it will: evaluate CoCs based on system performance; &amp; will continue to use Tier 1 &amp; Tier 2 to ensure a competitive process. Karen Caldwell is the new chair, and John Roldan the vice chair.</p>	
<p>Coordinated Entry</p>	<p>Karla Avalos</p>	<p>Karla reviewed the work plan developed in January with technical assistance providers Community Solutions. The group set the goals of reaching functional zero for veteran homelessness by July 4, 2016 and for chronic homelessness (CH) by Dec. 31, 2016 using coordinated entry and by name lists (BNL). A veterans BNL exists and is regularly updated by HMIS &amp; Veterans Affairs. A CH list is in development. Case conferencing has begun. The group is working on refining their case conferencing policies Outreach is increasing. Cenpatico holds weekly outreach meetings. Last month a record 442 VI-SPDAT assessments were entered into HMIS. The Mayor's December landlord recruitment event increased the number of landlords participating with voucher. The group is investigating establishing a risk mitigation fund that would further incentivize landlords to accept higher risk renters by providing damage deposits and compensation for renters abandoning leases. Community Solutions seemed impressed with our progress on the most recent conference call.</p>	
<p>Governance &amp; Planning</p>	<p>Dia Nonaka</p>	<p>In the past two years, the committee made a great deal of progress and helped the CoC learn a lot from NOFA guidance ; worked on strategic plan condensation which will now go to the Board; finalized policies; and is developing a social media policy; and planning the next conference for Friday August 5. Sasha Hawman is the new chair.</p>	
<p>HMIS</p>	<p>Phil Pierce</p>	<p>A new VI-SPDAT comes out with data sharing implementation. This will make all VI-SPDATs sharable. The prior version could not be shared because it contained private health information (PHI). A total of 3,400 VI-SPDATs were done since July 2015 with up to 25% done on a person who had a previous assessment. Also since July more than 150 new licensed users were trained. The committee is forming a Data Completeness Workgroup for the CoC and agency level both to identify issues and plan to improve data quality. The committee needs a new chair.</p>	



**Attending:**

Name		Organization	Email
Lori	Aldecoa	Emerge! Center Against Domestic Abuse	loria@emergecenter.org
Danna	Auriana	SAVAHCS	danna.auriana@va.gov
Karla	Avalos	City of Tucson Mayor's Office	karla.avalos@tucsonaz.gov
Jodie Earll	Barnes	City of Tucson	jodie.barnes@tucsonaz.gov
Gary	Beagle	Exodus Community Services	
Betty	Bitgood	Hope of Glory Ministries	betty@tucsonhope.org
Ken	Briggs	United Way	kbriggs@unitedwaytucson.org
David	Buer, ofm	Franciscans	buerofm@gmail.com
Annette	Church	CPSA	annette.church@communitypartnersinc.org
Judy	Crandall	CBI Outreach Navigator	
Cindy	Diaz	COPE	cdiaz@copecommunityservices.org
David	Emmerson	Exodus Community Services	david.emmerson@exodushelps.org
Ricardo	Fernandez	SAAF	rfernandez@saaf.org
Art	Gage	Art Gage Law	artgagelaw@yahoo.com
Gilbert	Gutierrez	La Frontera	ggutierrez@lafrontera.org
Charles	Hofker	Gospel Rescue Mission	charles@grmtucson.com
Grace	Howard	TMM Family Service	
T.J.	Howard	Community Bridges, Inc.	
Lori	Kindler	Compass Affordable Housing	lkindler@compassaffordablehousing.org
Linda	Kot	Primavera Foundation	lkot@primavera.org
Tom	Litwicki	Old Pueblo Community Services	tlitwicki@helptucson.org
Cheryl	Lopez	Pima County HMIS	cheryl.lopez@pima.gov
Settle	Madden	TPCH Administrator	settle.madden@communitypartners.org
Michael	Madrid	Community Bridges, Inc.	mmadrid@cbridges.com
Megan	Mansheim	CODAC	mmansheim@codac.org
Laurie	Mazerbo	Our Family Services	lmazerbo@ourfamilyservices.org
Sarah	McDaid	CODAC	smcdaid@codac.org
Pam	Moseley	Pima County HMIS	pamela.moseley@pima.gov
Steven	Nelson	Pima County SJEC	steve.nelson@pima.gov
Dia	Nonaka	COPE	dnonaka@copecommunityservices.org
Luis	Ortega	SAAF	lortega@saaf.org
Lucia	Ortiz	Tucson Preparatory School	lucia.ortiz3@gmail.com
Matt	Pate	COPE	mpate@copecommunityservices.org
Philip	Pierce	Old Pueblo Community Services	ppierce@helptucson.org
Tara	Radke	El Rio Community Health Center	tarar@elrio.org
Susanna	Rodrigues	Pima County HMIS	susanna.rodriguez@pima.gov
John	Roldán	Community Member	john@johnroldan.com
Efrain	Romero	Pima County SJEC	efrain.romero@pima.gov
Phyllis	Russell	Esperanza en Escalante	prussell@eeeveterans.org
Patricia	Scott-Lopez	Cenpatico Integrated Care	palopez@cenpatico.com
Jamie	Snyder	Salvation Army	jamie.snyder@usw.salvationarmy.org
Daniel	Stoltzfus	Interfaith Community Services	dstoltzfus@icstucson.org
Jody	Sullivan	Tucson Preparatory School	
Rudy	Trinidad	Pasadera Behavioral Health Network	rtrinidad@pasaderanetwork.org
Janie	Villareal	El Rio Community Health Center	janiev@elrio.org
Cliff	Wade	Old Pueblo Community Services	cwade@helptucson.org
Daniela	Zasa	Youth On Their Own	dzasa@yoto.org



# TPCH FINANCIAL REPORT

FY2016: July 1, 2015 to June 30, 2016  
as of May 1, 2016

	July-Sept	Oct-Dec	Jan-Mar	Apr-Jun	<u>Present</u> <u>Balance</u>	<u>Budgeted</u>	<u>Actual</u>
	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>			
Starting Balance	<b>\$108,000</b>					\$25,500 consultant: gaps or c. entry \$18,000 consultant: PIT devel, analysis \$1,000 PIT printing \$63,500 staff + ERE (Administrator)	-->\$22,000 on gaps -->\$16,650 committed -->\$0 used -->On target
Expenses	\$ (26,875.00)	\$ (15,875.00)	\$ (16,158.23)				
Remaining Balance	\$ 81,125.00	\$ 65,250.00	\$ 49,091.77	\$ 49,091.77	<b>\$ 49,091.77</b>		
Starting Balance	<b>\$ 108,000.00</b>					\$63,500 staff + ERE (Administrator) \$30,000 staff: gaps, data analysis, PIT \$5,500 consultant: gaps or c. entry \$2,000 Printing/outreach materials \$5,000 consultant: PIT devel, analysis \$2,000 PIT printing	(Not yet started)
Expenses	\$ -	\$ -	\$ -	\$ -			
Remaining Balance	\$ 108,000.00	\$ 108,000.00	\$ 108,000.00	\$ 108,000.00	<b>\$ 108,000.00</b>		
Starting Balance	<b>\$ 791.27</b>					\$791 for PIT gift card incentives	-->\$0 used
Revenue	\$ -	\$ -	\$ -	\$ -			
Expenses	\$ -	\$ -	\$ -	\$ -			
Remaining Balance	\$ 791.27	\$ 791.27	\$ 791.27	\$ 791.27	<b>\$ 791.27</b>		
Starting Balance	<b>\$ 20,394.00</b>					\$40 website fees \$400 general TPCH printing \$400 PIT food costs (recruitment) \$1,600 Getting Out printing \$1,200 Need Help printing \$4,000 conference cost/\$8,000 gain \$200 AZCEH dues	-->pending -->\$0 used -->\$0 used -->\$1,692.30 spent -->\$1,055.70 spent -->\$0 spent/\$0 gained -->\$200 spent + \$1,095 Settle (July)
Revenue	\$ 145.00	\$ 75.00	\$ 25.00	\$ -			
Expenses	\$ (4,043.00)	\$ -	\$ -	\$ -			
Remaining Balance	\$ 16,496.00	\$ 16,571.00	\$ 16,596.00	\$ 16,596.00	<b>\$ 16,596.00</b>		

**TPCH Board of Directors Slate  
For General Council Consideration May 12, 2016**

**Shaded** indicates that board member does not stand for re-election this year, is appointed, or is non-voting

<b>Elected Positions</b>	
Homeless or formerly homeless individuals (2)	Philip Pierce
	Tippy Atkins
TPCH CoC Grant Recipients (4)	Laurie Mazerbo, Our Family Services
	Tom Litwicki, Old Pueblo Community Services
	Linda Kot, Primavera Foundation
	Luis Ortega, SAAF
At-large Members (3)	Lucia Ortiz, Tucson Preparatory School
	Mary Beth Santillan, Amphitheatre USD
	Stephanie Knox, AZ DES
Faith-based Organization	Bro. David Buer, Franciscans
College, University or Community College	Claudia Powell, UA SIROW
Philanthropic Organization	Ken Briggs, United Way
Law Enforcement	Lt. Jennifer Turner, Tucson Police Department
Utility Company (motion to add "or other Business")	OPEN
Other Business	Art Gage, Attorney, Attorney At Law
Health Care Organization	Tara Radke, El Rio Community Health Center
City of South Tucson	Chief Michael Ford
Town of Marana	OPEN
Town of Oro Valley	OPEN
Town of Sahuarita	OPEN

<b>Appointed Positions</b>	
HMIS Lead Agency	Pamela Moseley
Collaborative Applicant (CPSA)	Annette Church
Pima County Emergency Solutions Grants Representative	John Matheny
City of Tucson Emergency Solutions Grants Representative	Jodie Barnes
Department of Veterans Affairs:	Jodi Frederick

<b>Non-voting Members (Committee Chairs. Chairs will change in July 2016)</b>
Continuum of Services
Coordinated Entry Committee
Governance & Planning
HMIS
Performance, Monitoring & Evaluation

The TPCH Governance & Planning Committee moves to make the following additions  
(in red) to the TPCH Governance Charter

## ARTICLE IV — BOARD OF DIRECTORS

**Section 2 — Board composition:** The Board shall be made up of persons representing the following stakeholders:

### Designated-Appointed Seats

- a) TPCH designated HMIS Lead agency - one (1) seat
- b) TPCH designated Collaborative Applicant or United Funding Agency - one (1) seat
- c) Pima County ESG Representative - one (1) seat
- d) City of Tucson ESG Representative - one (1) seat
- e) Veterans Administration - one (1) seat

### Nominated-Elected Seats

- f) Homeless or former homeless individual - two (2) seats
- g) TPCH CoC Grant Recipient - up to four (4) seats
- h) At large members - three (3) seats
- i) Faith-based organization - one (1) seat
- j) College, university, or community college - one (1) seat;
- k) Philanthropic organization one (1) seat;
- l) Law enforcement one (1) seat;
- m) Utility company *or other business*- one (1) seat;
- n) Other business - one (1) seat;
- o) Health Care organization - one (1) seat.
- p) One (1) seat each – up to four (4) seats - for municipalities (Marana, Oro Valley, Sahuarita and City of South Tucson) in Pima County not already represented;

### Non-voting seats

- q) Committee Chairs –five (5) seats.

**Section 9 — Vacancies:** When a vacancy on the Board exists midterm, any voting member may nominate a replacement by emailing the Secretary-Treasurer two weeks (14 days) in advance of the next scheduled Board meeting. These nominations shall be sent by email to Board members with the regular Board meeting announcement, to be voted upon at the next Board meeting. These vacancies will be filled only to the end of the vacating Board member's term.

*When the Board elects a candidate to a previously unfilled (not vacated by a previously elected Board member) or newly added seat, the candidate elected will serve through the end of the term assigned to that seat during the most recent election. After completing that partial term, the newly-elected Board member will be eligible to serve up to two consecutive terms of two years each.*