

**Mississippi Balance of State CoC
Governing Council Meeting Minutes**
Thursday, October 15, 2015
10:00 a.m.

TIME AND PLACE

The meeting of the Mississippi Balance of State CoC Governing Council was called to order at 10:00 a.m. The meeting was held at the E.T. Woolfolk State Building (501 N. West St. West Street, Room 117, Jackson, MS 39201).

ROLL CALL

Elected CoC Governing Council Members, the HMIS Lead Agency, and the CoC Collaborative Applicant

CALL TO ORDER

Reginald Glenn, CoC Coordinator, called the meeting to order.

PRESENT

Martha Mitternacht, Ivie Pulliam, Bobby Capps, Leslie Payne, Jean Spring, Patricia Lane (w/ Heidi Candler), Louise Meyer, Cassie Hicks, Ledger Parker, Bethany Latham, Reginald Glenn

ADDITIONAL NOTE

GC Member Myron Hutson (Formerly Homeless Representative) submitted a letter of resignation from the GC. In the letter, he cites lack of transportation and additional medical expenses limit him from participating. "My desire to participate is severely limited by external conditions" he wrote.

GC discussed the possibility of being reimbursed travel expenses incurred via the GC & Committee meeting attendance. L. Meyer determined that they could be reimbursed for their travel.

With this in mind, multiple GC members (M. Mitternacht, J. Spring, B. Capps) have stated that they would be willing to give up their reimbursement if it would help him to attend and be apart of the GC meetings.

R. Glenn will email the travel form to all GC members to complete for reimbursement.

ADOPTION / REVIEW OF AGENDA

REVIEW OF MINUTES

A motion was made L. Payne to adopt the minutes for the meeting on August 13, 2015. I. Pulliam seconded the motion. All in favor by acclamation.

*To access these minutes, as well as minutes from other GC meetings, visit:
<http://msbos.org/council-minutes/>. Password: **gcm meetings***

I. COMMITTEE REPORTS

a. Executive Committee

- The Council desires to contact other members who are inactive during the GC members
 1. **Trisha Hinson** – has retired from her position at DMH. The Council would like a letter of resignation from Hinson since she was first voted onto the Council. The GC would also like to ask DMH to appoint a replacement for her. The GC would like to talk to Jake Hutchins, head of DMH as a replacement. If he declines, we will ask that he appoint someone from under his command.
 2. **Mayor Johnny Dupree** – has a busy schedule, but has not attended a meeting. The Council would like to submit a letter and phone call to Mayor Dupree asking him to participate or submit the name of another mayor or proxy who will participate on his behalf.

b. Ranking Committee

- The CoC Application deadline is fast approaching! The deadline is Monday, October 19th by 5:00 PM.
- After the deadline, the Collaborative Applicant (MUTEH) and CoC staff will need a week to put the applications through threshold review. Afterwards, the project applications that meet threshold will be submitted for ranking. If the application doesn't meet threshold, the applicants will be notified.
- The Ranking Committee plans to meet Monday, Oct. 26th @ 10:30 AM. Applicants who are submitting CoC Applications will not be eligible to attend and rank.
- Stacey Howard (formerly of PTEH, currently with Grace House) is being contracted to complete our Collaborative Application. Howard has consistently scored well with her applications being the best in the State. The Planning Grant monies allow us to get help with the submission.

c. HMIS/Technology Committee

- **HMIS Team Addition**
 1. MUTEH recently added Joseph Afolabi to the HMIS team. He is a Data Assistant charged with handling multiple data sets for input and reporting.
PIC:
https://www.dropbox.com/s/483j6ot5jzhcnd5/20151015_085024.jpg?dl=0
- **Trainings**
 1. BoS ESG Training
 - a. Included client file walkthrough, HMIS “How-To”, Program Management.
 2. Central CoC ESG Training
 - a. MS Home Corporation asked MUTEH to train the Central MS CoC ESG agencies
 - b. Prepped for merger
 3. Next Available Training: 11/3/2015
 4. C. Hicks: “Is there a way to put a HMIS FAQ on MUTEH.org for frequently-encountered issues?”
 - a. L. Parker: “We could do so using old Tech Requests...But I would also encourage people to use the Help Desk.”
- **PTEH/Central CoC Data Merger**
 1. Contract with MUTEH
 2. Collaboration between CoC's and services across 76 counties
 3. MUTEH serves as vendor/provider

- a. Training
 - b. Reporting
 - c. Quality Assurance
 - d. Upgrades
- 4. MUTEH work with the PTEH HMIS/Quality Assurance Coord. (maybe a bi-weekly meeting)
- **HMIS Announcements**
 - 1. Upcoming CES Functionality
 - a. In November, Foothold Technology will preview new functionality for Coordinated Entry Systems.
 - 2. System-Wide Performance Measures
 - a. HUD will introduce new system-wide performance measures on Jan. 1st.
 - 3. Crossover Reports
- **Coordinated Entry System**
 - 1. Committee met 9/25/15 (for minutes: <http://msbos.org/committee-minutes/> | Password: *letsmeet*)
 - 2. Northeast Coalition Pilot on November 1st
 - 3. Centralized vs. No Wrong Door (funded project?)
 - 4. Next Meeting: 10/26/2015
 - 5. Thoughts:
 - a. MUTEH is considering a possible expansion for CES (not sure yet)
 - b. Planning Grant is not MUTEH's...it's the CoC
 - c. GC wants expansion of the Planning Grant it's just a matter of how to centralize.
 - d. B. Capps: "...be common-sense about housing options...we must not uproot people to different place
 - e. L. Meyer: "Planning Grant allocates money to refer people to appropriate place
- **Ending Veteran Homelessness**
 - 1. Mapping Homelessness
 - a. Where are homeless encampments?
 - i. MUTEH is working search for encampments
 - b. VI-SPDATs on inhabitants
 - c. Contact all providers listed on BoS Housing Inventory Count
 - d. Fits into BoS CES
 - 2. Multiple Data Sources
 - a. From the VA Medical Center? VA Homeless Hotline?
 - i. Hotline calls are logged geographic areas.
 - b. USPS?
 - c. Others?
 - 3. Other Methods: Press Release/Marketing Campaign (#EndThis), letters to MS Mayors, Stand Downs/Homeless Connect Events
 - 4. Table to CES: Minimum vs. Ideal
 - 5. Thoughts:
 - a. CoC training for self-training for self-defense/self-care for CM. Possible training by local law enforcement.
 - b. Hotline calls are logged geographic areas.
 - c. "We must make sure we have the (programs) capacity to service a person is needed..."
 - d. M. Mitternacht: "They are humans who will make certain choices."

- e. C. Hicks: “SSO to Housing First is a hard transition
- f. B. Capps: “Who will declare the end of (various) homelessness for us?” L. Parker: “The CES will help us to declare it truthfully.”

d. Resource Development/ Membership/ Awareness

- We have a total 26 paying members in the Balance of State
- Regional Coalitions
 1. Notable Topics
 - a. PIT Count Results (July 2015)
 - b. Coordinated Entry: Awareness & Buy-In (Aug. 2015)
 - c. VI-SPDAT Training (Sep. 2015)
 2. Attendance Averages (Jul-Sep 2015)
 - a. Central: 9
 - b. Northeast: 10
 - c. Southwest: 7
 - d. Delta: 10
 - e. Overall (4 Coalitions): 9 people
 3. Coalitions Initiatives:
 - a. Agency Reports
 - b. Agency Hosts (w/refreshments)
 - c. Video Agency Reports
 - d. POSSIBLE: “Light” Get-to-Know-You Videos
 4. Coalition Minutes: <http://msbos.org/coalition-minutes/> | Password: *cocminutes*
 5. CoC Coordinator Development
 - a. Attending OrgCode’s Leadership Academy on Ending Homelessness - Stonewall, WV
 - b. Leaders deal with elected officials and their own staff. Leaders deal with homeless serving organizations and housing organizations. Leaders deal with media and the general public. Leaders deal with government and philanthropic funders. Leadership comes with relationships to nurture, influence, celebrate, and even some of which require recovery.
 - c. Leadership is not synonymous with management. There is, however, overlap. Our academy is going to nurture the vision of leaders and the talents and skills required for transformation, while also filling the toolbox with pragmatic tips and tools you can use.
- Other Notable Thoughts
 1. Connect w/ Volunteer Hattiesburg for Homeless Connect with United Way
 2. I. Pulliam would like CoC brochures for recruitment and membership.
 3. We need to re-edit the old “Face of Homelessness” brochure.

e. Funding & Strategy

f. Quality & Performance Evaluation/Monitoring

- As move forward in the CoC funding process, we need to have site visits to determine if that meet threshold. We can’t before the CoC Appl. Deadline, but we could do them before the final submission of projects into eSnaps.
- MUTEH and the CoC Coordinator will conduct these visits. Must be done before Nov. 19th.

g. Coordinated Entry Systems

h. Point-In-Time Count

- The PIT Count is coming up in January 2016!

- Planning is already underway! MUTEH has helped the BoS obtain the VA PIT Grant to supplement the activities of the Count (\$40,000). The Primary objective is to identify & count homeless veterans as we move closer to the deadline to end veterans' homelessness.
- The PIT Committee will be meeting very soon. The Committee is in need of members (2) to serve. Any suggestions???
- Suggestions & Directions for the Count???. Send them rglenn@msbos.org

II. UNFINISHED BUSINESS

a. Governing Council Updates

- GC Code of Conduct
 1. MAIN CHANGE: Attendance Policy (pg. 1-2)
 2. Any other suggestions?
- CoC Written Standards
 1. Percentages and benchmarks are not reflected with our CoC (placeholders)
- Initiatives of Administration Fees: For CoC-funded projects

b. RECAP: CoC ESG Workshop – October 6th

- BoS ESG Programs Represented: 7
- No. of Workshop Attendees: 22
- Ben Mokry, CSO of MHC, laid out plans and strategies to assess and fill the gaps of services in the state of Mississippi
- Meeting included a sample case management walkthrough complete with CM file structure (w/ sample file), HMIS processes, and RFC submission.

c. RECAP: CoC Application Workshop – September 1st

- No. of Programs Represented: 10
- No. of Workshop Attendees: 20
- HIGHLIGHTS
 1. Louise guided potential applicants through the CoC funding process.
 2. Other CoC-funded agencies also added input to help new participants understand the process.

III. NEW BUSINESS

- a. No new business addressed

IV. ANNOUNCEMENTS

a. NOW LIVE: New MS BoS Website

- Visit www.msbos.org view of the site!

b. REGIONAL COALITION MEETINGS

- CENTRAL – November 10th – MCCSA – Meridian, MS
- DELTA – November 12th – Our House – Greenville, MS
- NORTHEAST – November 13th – CREATE Foundation – Tupelo, MS
- SOUTHWEST – November 17th – WINGS DV – McComb, MS
- PINE BELT – November 17th – Court St. UMC – Hattiesburg, MS
- For more information visit: <http://msbos.org/regional-coalitions/>

c. NEXT CoC GOVERNING COUNCIL MEETING: JANUARY 14, 2016

V. ADJOURNMENT

- a. The meeting adjourned at 1:10 p.m.