

**Mississippi Balance of State CoC**  
**Southwest Regional Coalition**  
**Monthly Meeting Minutes**  
Tuesday, January 19, 2016  
10:00 a.m.

**TIME AND PLACE**

The Southwest Regional Coalition Meeting was called to order at 10:05 a.m. The meeting was held at the St. Mary's Basilica Family Life Center ([613 Main St., Natchez, MS 39120](#))

**CALL TO ORDER**

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

**PRESENT**

Reginald Glenn (MS BoS CoC), Tina Davis (PBMHR/Oak Arbor SSVF), Allen Williams (WINGS), Jeanette Manning (WINGS), Donna Miller (CC Natchez)

**REVIEW OF MINUTES**

*A motion was made to adopt the minutes for the meeting on December 15, 2015. The motion was seconded. All in favor by acclamation.*

***Reminder:** Minutes will not be printed for the meetings starting January 2016. Visit [www.msbos.org](http://www.msbos.org) to view minutes.*

**ADOPTION / REVIEW OF AGENDA**

*Attendee adopted a motion to accept the agenda. \_\_\_\_\_ seconded the motion. All in favor by acclamation.*

**UNFINISHED BUSINESS**

**I. Agency Report:**

- i. There were no agency reports to be made. However R. Glenn encouraged agencies to reach out to new agencies and use their initial interaction as a launching pad for participation in the coalition meetings.

**II. Agency Reports – We want to know more about what your agencies do!**

- a. We want all agencies to be able to give a brief report concerning the programs and initiatives:
  - i. 5 -10 Presentation during coalition meeting
  - ii. PowerPoint capability provided if needed
  - iii. Each agency must volunteer to present a month
  - iv. VOLUNTEERS slated for NEXT MEETINGS
    - 1. January 2016 – N/A

**III. 2016 Point-In-Time Count: Planning Strategy**

**a. HUD & CoC PIT Standards**

- i. HUD deems that we count at least biennially
  - 1. The BoS chooses to count annually.
- ii. The Count must be conducted in the last 10 days in January with a reference to a single point-in-time within that 10 days.
  - 1. Historically, the BoS conducts a 5-day count due to the vastness of our geographic coverage area.

- iii. As of last year, the BoS official assessment tool for the Count is the VI-SPDAT.
- b. Coalition Coverage Map**
  - i. **LINK:** <http://msbos.org/coverage-area/>
- c. Days of the Count? Point of Reference?**
  - i. Days: January 25<sup>th</sup> – 29<sup>th</sup>
  - ii. Point of Reference: Monday, January 25<sup>th</sup> @ 12:00 Midnight til Tuesday, January 26<sup>th</sup> @ 12:00 Midnight
  - iii. The Southwest Coalition has planned to mobilize and Count on Thursday, Jan. 28<sup>th</sup>.
- d. Preparing For the Count: Things to consider...**
  - i. Intent & Activities**
    - 1. What resources/agencies will be needed during your local Count? List who you want to get involved.
    - 2. How should your resources/agencies be allocated throughout the Count?
    - 3. Examples:
      - a. Homeless Connect Events
      - b. Surveys (VI-SPDATs)
      - c. Care Packs
      - d. Outreach Collaborations
      - e. Other Ideas???
  - ii. Southwest Mississippi PIT Count Plans
    - 1. **WINGS – will count all of the counties in their coverage area (9) as well as both of their shelters.**
    - 2. **St. Andrews Mission’s – will allow us to count their shelter numbers during the Count.**
    - 3. **Oak Arbor – T. Davis will plan to help with the Count in the Southwest as well as with the Pine Belt. Will follow-up soon.**
    - 4. **PRVO is initially committing to allowing their social workers count homeless intakes as well as teaming up with WINGS to cover recently uncovered areas.**
    - 5. **Catholic Charities will work to count Natchez.**
    - 6. **MUTEH will contribute if possible.**
  - iii. **Who Should We Count?**
    - 1. Individuals or families in:
      - a. Emergency shelters
      - b. Transitional housing, and
      - c. Hotels and motels paid for by charitable organizations of federal, state, or local gov’t programs for low-income individuals
      - d. Places not meant for human habitation.
  - iv. **Who’s Not Included**
    - 1. Persons in locations not on the BoS’ HIC
    - 2. Persons in PH programs, including HUD-VASH
    - 3. Persons temporarily staying with family & friends (i.e. “doubled up”)
    - 4. Residing in housing they rent and own (including rental housing w/ assistance from a RRH project on the night of the Count)
    - 5. Persons residing in institutions (e.g. jails, juvenile correction facilities, foster care, hospital beds, detox centers)
  - v. **Methodology**
    - 1. HMIS Data Entry (All member agencies)
      - a. DV agencies excluded via VAWA & VOCA
    - 2. Regional Coalitions

3. Registry Week (VI-SPDAT)
4. Census Counting
- vi. Identify Your Count Locations**
  1. Emergency Shelters
  2. Domestic Violence Shelters
  3. Transitional Housing Projects
  4. Outreach Ministries
  5. Soup Kitchens
  6. Churches
  7. Homeless Encampments
  8. Streets
  9. Public Gathering Places
  10. Abandon Housing
- vii. Care Packs**
  1. Non-Perishable Items
  2. Meal Gift Cards
  3. Toiletries
  4. Backpacks (Drawstring, etc.)
  5. Blankets
  6. Socks (Partnership w/ National Coalition on Homelessness)
  7. Other Items???
- viii. Pre-PIT Promotion**
  1. Continuum-Wide Emails
  2. Websites
    - a. Muteh.org
    - b. Muteh.wordpress.com
    - c. Msbos.org
  3. Social Media Posts
    - a. Facebook: facebook.com/mutehinc
    - b. Twitter: @mutehinc
  4. Videos
    - a. [www.Youtube.com/mutehinc](http://www.Youtube.com/mutehinc)
      - i. PIT Strategy Video
      - ii. “How-To” Videos (including Screen-tips)
- ix. PIT Count Reminders**
  1. The PIT Count is NEXT WEEK.
  2. The PIT Count Committee will be meeting regularly to hash out any concerns. Next Meeting: 1/7/2016 @ 9am
  3. Updates for the PIT will be posted on:
    - a. muteh.wordpress.com
    - b. msbos.org
  4. PIT Packs will be going out this week—hopefully. Press Releases will go out in January 2016.
  5. Videos already on [www.youtube.com/mutehinc](http://www.youtube.com/mutehinc) .
  6. Social Media Campaign is underway online via Facebook & Twitter
    - a. Facebook: @mutehinc
    - b. Twitter: @mutehinc
  7. 350 T-Shirts will be ordered and distributed to some volunteers across the state...
  8. PIT Backpacks will be ordered today for carepack containers.
- x. How to Volunteer for the PIT**

1. Visit [muteh.wordpress.com](http://muteh.wordpress.com)
2. Following the numbered items on the left side of the page:
  - a. Fill out the Volunteer Form (Paper or Online)
  - b. Watch the Orientation Videos
  - c. Take the PIT Orientation Quiz
  - d. Download the PIT Resources (Surveys, etc.)
- xi. **Suggestions For the Count?**

#### IV. VI-SPDAT: PIT Count Survey Tool

- a. The VI-SPDAT is a pre-screening, or triage tool that is designed to be used by all providers within a community to quickly assess the health and social needs of homeless persons and match them with the most appropriate support and housing interventions that are available. **Both the Family & the Individual tools are loaded into the software in HMIS.**
- b. **Characteristics of the Vulnerability Index:**
  - i. More than three hospitalizations or emergency room visits in a year
  - ii. More than three emergency room visits in the previous three months
  - iii. Aged 60 or older
  - iv. Cirrhosis of the liver
  - v. End-stage renal disease
  - vi. History of frostbite, immersion foot, or hypothermia
  - vii. HIV+/AIDS
  - viii. Tri-Morbidity: co-occurring psychiatric, substance abuse, and chronic medical condition
- c. **SPDAT:**
  - i. The SPDAT is an evidence-informed approach to assessing an individual's or family's acuity. The tool, across multiple components, prioritizes who to serve next and why, while concurrently identifying the areas in the person/family's life where support is most likely necessary in order to avoid housing instability.
  - ii. Staff administer the survey well when they are not trying to solve problems or case manage while they do the survey
  - iii. Frontline staff must remember that it's a survey
  - iv. Should take less than 10 minutes if the survey is introduced properly
  - v. Participants typically answer all questions (very few skips or refusals to answer questions)
  - vi. Better to have surveyors ask the questions with the scoring occurring behind the scenes
- d. **Introducing the SPDAT**
  - i. Introduce yourself by first name
  - ii. Introduce the purpose of the VI-SPDAT in the context you are using it
  - iii. Get consent
  - iv. Set the tone:
    1. Information is really helpful
    2. Be honest
    3. It will take 10 minutes or less
    4. You can skip any question you want
    5. You won't be denied help for participating or not participating
- e. **Do's & Don'ts of the VI-SPDAT**
  - i. Take your time — not a race
  - ii. Ask each question and fill out the answer correctly
  - iii. Avoid making inferences — ask for clarification

- iv. Keep the conversation on track
  - v. Do not divulge the information to other people outside of the homeless service
  - vi. Under no circumstance should you promise that the survey will result in a particular course of action
  - vii. Do not compromise your safety in order to complete the survey
  - viii. The wording on the questions cannot be changed
- f. **QUESTIONS?**

#### **NEW BUSINESS**

- I. HUD Exchange Notes of the Month – January 2016**
  - a. Defining Chronic Homelessness**
    - i. HUD is making changes to the definition of chronic homelessness.**
    - ii. For more information concerning the Final Rule on Chronic Homelessness, visit [www.hudexchange.info](http://www.hudexchange.info)

#### **ANNOUNCEMENTS – JANUARY 2016**

- I. Coordinated Entry System: Northeast Coalition Pilot**
  - a. The Northeast Coalition is continuing their launch for a CES and will have a launch meeting this Friday to gather support for a CES pilot. Will be training agencies on using the VI\_SPDAT in HMIS.
- II. REMINDER: New MS BoS Website**
  - a. Visit [www.msbos.org](http://www.msbos.org) for the latest news concerning the Balance of State!
- III. CoC Governing Council: February 11th**
  - a. Location: Jackson, MS – Time: TBD
- IV. Next Southwest Coalition Meeting: TBD—Next meeting will definitely be in March 2016**

#### **ADJOURNMENT**

The meeting adjourned at 12:00 PM.