

Present: Natasha Adams; Allison DeMarco; Mark Dorosin; Caitlin Fenhagen, Barbara Jessie-Black; Alicia Jones; Kristen Lavergne; Larry Martin; Tara May; Jeff Nieman; Corey Root; Damon Seils; Diiv Sternman; Charlotte Stewart; Jeff Strickler; Jerry Villemain; Sarah Vinas

Absent: Nancy Coston; Kathleen Ferguson; Al Green; Sally Greene; Kristen Smith; Annetta Streater

***Action items in bold**

Welcome & Updates

- A motion was made to approve OCPEH Leadership Team meeting November 2016:
<http://tinyurl.com/gsss7gc> [Dorosin, Seils] All in favor, none opposed.
- Agency/sharing updates
 - IFC - Searching for Executive director, application deadline is Dec. 14; entered development review process with Town of Carrboro for Food First
 - CEF - Maggie West named Citizen of the Year; awards ceremony Dec. 8 6pm at University Place
 - Charlotte Stewart – now working as policy analyst at the NC Housing Finance Agency
- OCPEH updates
 - SOAR caseworker hiring status, funding approved to start Sept. 1
 - Job posted by HR Sept. 22; Position closed, received 72 apps Oct. 9; Orange County HR referred 52 referred apps to DSS Oct. 10; DSS to conduct first round interviews week of Dec. 12; Hopeful for January start date
 - Racial Equity/DR Works workshop attendance
 - Many Leadership Team members signed up for March REI workshop as first-time or returning attendees.
 - Up to full scholarships are available to cover costs if needed
 - Point-in-Time (PIT) count, Wed. January 25, 2017
 - PIT Planning Committee to meet in December
 - Potential for night of the count volunteers as well – more to come
 - New OCPEH Website: ocpehnc.com
 - Expanded sections, clean graphic design
 - HUD 2015 CoC Dashboard Report posted on website: <http://tinyurl.com/za3arhz>
 - Intern Tara May extended until March 2017
 - She will work on Point-in-Time count and Coordinated Entry/systems mapping
 - Pets & Homelessness Task Force
 - People with companion animals who are experiencing homelessness often encounter barriers to shelter and treatment where their pet is not allowed. As a result, many folks remain unsheltered to avoid abandoning the animal
 - This Task Force will work January – June 2017 to create 2 deliverables
 1. Internal decision-tree with resources for what happens when someone with a companion animal is experiencing or at risk of experiencing homelessness
 2. External document for all community members showing process and numbers to call/places to go
 - Charlotte interested to serve on this task force, IFC will also have a representative
 - Homelessness orientation
 - Scheduled for Hillsborough Thurs. Jan. 12, Orange Co. Library, 6-7:30 pm
 - In talking with The Peoples Channel, it will cost \$800-\$1100 to film orientation, staff recommendation is to make in-house videos instead
 - Sarah Vinas will ask about filming within Town of Chapel Hill; Diiv will connect Corey with contact at the UNC School of Journalism

- Natasha Adams also volunteered for Bylaws Committee, this group will meet in December
- Allison & Kristen sent Bond advocacy and education materials to Leadership Team prior to election
- Coordinated Entry update
 - OCPEH staff is working with CEF staff on a draft of expanded coordinated entry
 - Adding a Prevention & Diversion screen for folks presenting for emergency response services (shelter beds or hotel/motel vouchers) to determine if there is any other safe place the person can stay
 - Implementing a standardized program referral process using standard assessment tool – VI-SPDAT
 - OCPEH is meeting with key stakeholders (IFC, DSS, and victim service agencies) for feedback prior to larger community launch later in January
 - System mapping and gaps analysis also continue, will wrap up in late January/early February
 - There will be a half-day service provider meeting in January/February to complete 3 tasks:
 1. Finalize system mapping: a map of all homeless service programs operating in Orange County, their eligibility requirements, and how they make and receive referrals
 2. Review draft of gaps analysis and prioritize items
 3. Present coordinated entry community-wide, set expectations and get feedback
- 2017 OCPEH Leadership Team meetings will continue to be the first Wednesday of each month at the Carrboro-Chapel Hill Chamber of Commerce but will move to a new time starting in January, 6-7:30 p.m. There will be a call-in option available for meetings
 - January 4, February 1, March 1, April 5, May 3, June 7, No July Meeting, August 2, September 6, October 4, November 1, December 6
 - 2017 OCPEH Meeting Calendar: ocpehnc.com/meetings
 - **Corey will send email invites to 2017 meetings**

CoC Planning Grant Activities

- CoC Collaborative Applicant (OCPEH) eligible to apply for CoC Planning grant funding. The amounts have increased over the past few years.

Grant Year	Amount	Purpose
2014	\$6,750	OC Connect database <ul style="list-style-type: none"> • Resource database • Coordinated entry
2015	\$17,000	\$8000, Coordinated entry \$5000, Program performance \$4000, Governance
2016	\$18,000	\$6000, Project evaluation \$6000, Project monitoring \$6000, Coordinated entry & written standards

- 2015 grant agreement between HUD & Orange County has been executed
- The process could look like this:
 - Orange County will prepare RFP within 1-2 weeks
 - Send this to HUD technical assistance firms
 - Open, transparent process
 - Leave RFP open for 4 weeks-to account for holidays
 - Constitute committee of Leadership Team to review bids
 - Dual envelope process
 - Project proposals in one envelope
 - Project estimates in another envelope

- Once agency is selected, subcontracting within 2-3 weeks
- A proposed timeline would have the Leadership Team finalizing the activities and Scope of Work at this meeting, contracting with a firm in March and finalizing the grant in August 2017.
- Eligible Planning Grant activities are listed in [24 CFR 578.39](#). Staff recommends focusing on coordinated entry and project outcome evaluation
- To give some ballpark figures for technical assistance costs, here are two estimates OCPEH received from technical assistance firms for HUD to execute the 2015 Planning Grant agreement
 - OrgCode, \$8000, 2 days on site: Day 1: Housing First refresher, Day 2: Coordinated entry, performance measures & monitoring
 - Community Solutions, \$15,020, 4 days on site + planning & coaching before, during & after, Two 2-day sessions – program performance & coordinated entry
- Also, OC Connect database has ongoing costs and new functionality costs totaling \$5,700
 - \$3000 for ongoing costs (logins, information updates)
 - \$2,700 for new functionality (conversion to VI-SPDAT version 2, adding Family VI-SPDAT and adding prevention/diversion screen)
 - **Corey will send VI-SPDAT to Jerry**
- Staff proposed budget for 2015 Planning Grant
 - OC Connect \$ 6,000
 - Consultant work on coordinated entry & program performance \$11,000
- The Leadership Team would like more information prior to moving forward
 - Explore options outside a formal Orange County RFP that would provide the same level of transparency but could be more nimble
 - Since OC Connect costs are to cover infrastructure, could come from a source other than Planning Grant funds – potentially the Partnership budget
 - For technical assistance, it's important to structure the RFP such that OCPEH receives high quality, impactful services
 - Include request for technical assistance firm to demonstrate knowledge of local community in the wording of the RFP
 - Ask technical assistance provider to have preliminary visit or communication with community members so consultant is able to learn about local context, including Orange County providers and processes, prior to service delivery
 - Include evaluation methods to measure quality and impact of technical assistance
 - Include specific implementation strategies and timeline and use these also for evaluation of services
- **Corey will draft RFP for review at January meeting**

Framework for Plan to End Homelessness

- Leadership Team will update Orange County Plan to End Homelessness for 2017 at the February Leadership Team meeting. Colleen Bridger, Orange County Health Dept. Director, will facilitate.
 - Staff recommends updating the Orange County Plan format to align with the *Opening Doors: the Federal Strategic Plan to Prevent and End Homelessness* (usich.gov/opening-doors)
- 2015 Orange County Plan to End Homelessness had four sections each with goals, strategies & action steps. The four sections:
 1. Housing - increase affordable housing, increase RRH program capacity, increase PSH units, tiny homes, end veteran homelessness, landlords
 2. Employment - Job Partners, CEF support for multi-service center, Ban the Box

3. Services - increase SOAR capacity, ConPlan, Public housing for homeless (CH and Orange Co.), coordinated assessment
 - a. 2016: SOAR, case management, Outreach Court, reduce homelessness in Carrboro, access to services
 4. Communication – website, social media, annual report, Community Read
- The U.S. Interagency Council on Homelessness (USICH) published *Opening Doors* in 2010 and it was last updated in 2015. This plan has five categories:
 1. Increase Leadership, Collaboration and Civic Engagement
 2. Increase Access to Stable and Affordable Housing
 3. Increase Economic Security
 4. Improve Health & Stability
 5. Retool the Homeless Crisis Response System
 - The five categories have ten objectives
 1. Provide and promote collaborative leadership at all levels of government and across all sectors to inspire and energize Americans to commit to preventing and ending homelessness
 2. Strengthen the capacity of public and private organizations by increasing knowledge about collaboration, homelessness, and successful interventions to prevent and end homelessness
 3. Provide affordable housing to people experiencing or most at risk of homelessness
 4. Provide permanent supportive housing to prevent and end chronic homelessness
 5. Improve access to education and increase meaningful and sustainable employment for people experiencing or most at risk of homelessness
 6. Improve access to mainstream programs and services to reduce people’s financial vulnerability to homelessness
 7. Integrate primary and behavioral health care services with homeless assistance programs and housing to reduce people’s vulnerability to and the impacts of homelessness
 8. Advance health and housing stability for unaccompanied youth experiencing homelessness and youth aging out of systems such as foster care and juvenile justice
 9. Advance health and housing stability for people experiencing homelessness who have frequent contact with hospitals and criminal justice
 10. Transform homeless services to crisis response systems that prevent homelessness and rapidly return people who experience homelessness to stable housing
 - Proposed 2017 Orange County Plan framework
 - Use the ten Objectives as local outcomes; rank each outcome by priority: low, medium, high; assign a number of action steps determined by priority: low = 0-1 action steps, medium = 1-2 action steps, high = 1-3 action steps.
 - The Leadership Team would like to see the current Orange County Plan mapped onto the proposed framework before moving forward
 - **Corey will map current plan onto new framework for review at January meeting**
 - **Corey will include 2015 plan in meeting materials for January meeting**

Leadership Team board development update

- Barbara Jessie-Black and Jeff Nieman have both served three two-year terms on Leadership team, which is the limit of service. Thank you to both Barbara and Jeff for your leadership and service to the Partnership.
- 2017 Leadership Team has thirteen members returning from 2016 Leadership team
 - Four Executive Team members (elected officials) have terms that do not expire: Mark Dorosin, Kathleen Ferguson, Sally Greene, Damon Seils
 - Five terms expiring Dec. 2017: Natasha Adams, Al Green, Diiv Sternman, Annetta Streater, Jerry Villemain
 - Four terms expiring Dec. 2018: Nancy Coston, Allison De Marco, Kristen Smith, Charlotte Stewart
 - Six new members approved at last meeting in November
- Irene Dwinnell has resigned from Orange County Rape Crisis Center. Corey talked with staff at OCRCC and they will not have a rep on the Leadership Team during this transition period at their agency. Perhaps later in 2017 or in 2018 they will be interested again
 - New Leadership Team member Jeff Strickler serves on OCRCC board and can help to inform each group
- OCEPH received two Leadership Team applications since November meeting
 - Sarah Furman, social worker with the Chapel Hill Police Department Crisis Unit
 - Grayson Walter, student/youth representative
- A motion was made to approve changes for the 2017 Leadership Team, adding Sarah Furman and Grayson Walter to the roster and removing Irene Dwinnell [Nieman, Black]. All in favor, none opposed.

2017 Project Connect Recommendations

- Project Connect was a success on Oct. 27, attendance rebounded with 205 guests attending. The event received positive evaluations from agencies participating. Project Connect client demographics and client contacts are available on the OCEPH website: <http://tinyurl.com/jyee959>
- If the Partnership would like donations from the PTA Thrift Shop for winter clothing, please contact in January.
- Leadership Team made recommendations for Project Connect at the November meeting
 - Add question to intake to determine if participant is a new or repeat visitor
 - Look into 50% decrease in guests who have children
 - Look at particular outreach for Spanish-speaking community for next event
- The Project Connect Planning Committee also made recommendations for 2017 Project Connect, full Planning Committee Debrief available on website: <http://tinyurl.com/jp4uvn3>
 - Plan another Project Connect for October 2017
 - Explore change to a larger venue
 - Get event evaluations from guests
 - Update intake forms language and content
 - Use local news outlets for publicity
 - Expand outreach to Spanish-speakers
- The Leadership Team endorses all of the above recommendations

Other business & wrap up

- Next Leadership Team meeting: Wed. January 4 at the Chapel Hill-Carrboro Chamber of Commerce at the **NEW TIME – 6:00 p.m.-7:30 p.m.**