BROWARD COUNTY
BOARD OF COUNTY COMMISSIONERS
HOMELESS INITIATIVE PARTNERSHIP (HIP)
PERFORMANCE, OUTCOMES, NEEDS, AND GAPS (PONG) COMMITTEE
DRAFT MINUTES
August 15th, 2019

Time Called to Order: 2:30 PM   **Time Adjourned:** 3:49 PM
Location: Governmental Center East, A-337   **Minutes by** Jose Melendez, Homeless Initiative Partnership (HIP)

Members Present: **Mason Jackson**, CareerSource Broward CoC Board Rep.; **Robin Martin**, Chair, Advocate for the Homeless CoC Board Rep.; **Scott Russell,** Broward Sheriff's Office CoC Board Rep.; **J. David Armstrong**, Greater Fort Lauderdale Alliance CoC Board Rep.;

Members Present On the Phone: **Maria Hernandez**, United Way, CoC Board Rep; **Steve Hudson**, Broward Workshop, CoC Board Rep.; **Silvia Quintana**, Broward Behavioral Health CoC Board Rep.;

Members Absent: **Sandra Einhorn**, Advocate for the Homeless CoC Board Rep.; **Howard Bakalar**, Advocate for the Homeless CoC Board Rep.; **Luke Harrigan,** Faith Based, CoC Board Rep.; and **Melida Akiti**, South Hospital District, CoC Board Rep.;

Guests Present: **Marc Esko**, Consumer Advocacy Council; **Manuchica Joseph,** Hope South Florida; **Tom Campbell,** BPHI; **Lisa Vecchi,** BHS; **Keith Cavanaugh,** BOC; **Alyse Gossman,** TSA; **Lilly Gallardo,** TSA; **Lynne Wines,** United Way Broward.

Staff Present: **Rebecca McGuire,** (HIP); **Kenisha Bryant,** (HIP); **Ricardo Moore,** Human Services; **Andrea Webster,** (HIP); **Kavaja Sarduy,** (HIP); **Jose Melendez,** (HIP).

Welcome & Introductions: R. Martin, Chair, called meeting to order at 2:30 p.m. and attendees introduced themselves. Dr. Rebecca McGuire introduced the new Homeless Initiative Partnership Administrative Assistant, Jose Melendez, to the Subcommittee. A quorum was confirmed.

Approval of

Minutes: **Motion:** Move to approve minutes for May 2019 and June 2019
                              First*:* Scott Russell
                              Second: Mason Jackson
                              Declaration of Conflict: None
                              Discussion: A discussion of pending edits to May 2019 minutes.
                                              Minor edits were confirmed.
                              Result: Passed with minor edits to the May 2019 minutes.

New Business:

Review and Discussion of the Continuum of Care Governance Charter

Dr. Rebecca McGuire did a presentation of the Continuum of Care (CoC) Governance Charter. Senator Nan Rich appointed an Ad Hoc committee that was composed of David Armstrong, Steve Hudson, and Sandra Einhorn. The Ad Hoc committee provided feedback. The Charter was also reviewed with the Sandy Sneed, County Attorney

Dr. McGuire went through the history of the charter and how the CoC is to operate based on the US Department of Housing and Urban Development (HUD) federal regulation 578.7.

Dr. McGuire spoke about the Sunset review that was done in 2016. The Sunset review process allows for intergovernmental affairs to review all governance boards and decide if the board is operating as it should and allows for changes to be made to ensure alignment Federal and Florida state mandate. During that period the Administrative Code and the Ordinance was updated, but not the Governance Charter. The newest version of the Charter is now in line with the Administrative Code and HUD.

Dr. McGuire pointed out that she has added a list that shows how members are appointed to the Continuum of Care Board. Members are either directly appointed by a County Commissioner or members are added due to their affiliation to an organization.

Captain Scott Russell commented on the improvements of the updated Governance Charter. He stated that the document is more condensed than the previous version. Captain Russell went on to say that it flows nicely, and it does a good job of explaining the Continuum of Care to someone that does not have any knowledge of what it does.

Mr. David Armstrong pointed out that there was a lack of compliance in the governance area which lowered our 2018 NOFA rating. This updated Governance Charter will be a step forward for a better rating and more funding.

Motion: To recommend to the CoC Board the present updated Governance Charter on August 28,2019.
First: Mason Jackson
Second: Captain Scott Russell
Discussion: None

Result: Approved

Operation of Subcommittees

Mr. Robin Martin spoke about the need of Broward County to review how the committees and sub committees operate. Dr. McGuire, along with Sandra Sneed, CAO, are searching through historical documents in order to recreate a one-page document outlining the role, responsibilities and scope for each subcommittee. This is to be presented to Senator Nan Rich, Chair of the CoC board. Dr. McGuire asked the PONG committee members to send her any additional historical information.

Mr. Martin wanted more clarity was on how to govern the meeting itself. Mr. Martin wants to ensure that as the chair he is managing the subcommittee the right way. Dr. McGuire attended a training with Mr. Orlando Garcia. The training outlined how advisory boards and committees should operate in general. She asked Mr. Garcia to provide copies of the training and that training should help guide the discussion on how to operate this subcommittee. Mason Jackson stated that the chair should have the opportunity to run their meeting the way they want within parameters. Mr. Martin would like to operate as the CoC board does officially and will allow time for public comments after every agenda item. Mr. Martin and Dr. McGuire will meet independently to come up with recommendations for the next subcommittee meeting.

Review of HMIS Manual

Mr. Ricardo Moore spoke on changes made to the HMIS manual.

- A version control was added to the document to see the history of the changes.

- The introduction was modified to more accurately communicate the guidelines, requirements and the expectations for all parties, with the goal ultimately of reducing and ending homelessness.

- A federal guidance section was added to highlight HUD's requirements.

- A new section was added to cover how new projects are set up with the service point system.

- Additional fields were added on the policy under the user agreement that direct you directly to the HUD standards for the Data Dictionary.

- The existing user agreement has just a single signature and one for the administrator.

- The Access agreement was upgraded to capture what program the user is being assigned .

- Password standards were updated.

- A chart with Live links will be active on the HMIS Manual once it goes online. The links will take them straight to a document that's going show the providers what the process is or what the updated standards and elements are in HUD.

- The language on what HUD says versus what a lead agency can do with personal private information. The HMIS Lead agency cannot share the protected information, but CHO's can share that same ROI if they have an ROI with other people.

MOTION: To table approval of the draft HMIS Manual to be presented to the Continuum of Care (CoC) Board.
First: Mason Jackson
Second: David Armstrong
Discussion: Mr. Martin requested that the approval of the draft of the HMIS manual to be presented to the CoC board be delayed until the providers have had a chance to review all recent changes to the HMIS manual and provide additional input. Mr. Martin will like to see that changes that are noted in the document only reflect the new changes along with what was there previously. Mr. Jackson asked additionally that if policy changes can be pointed out when clarifying changes, specifically the ones that the committee has had some input on.
Public Comment: Mr. Martin called for comments from guest. Ms. Lilly Gallardo, from the Salvation Army, stated that she had similar concerns about providers not getting the opportunity to provide feedback since they are the ones abiding by these guidelines.
Results: Approved.

Review of HMIS Governance

Mr. Martin moved to the next agenda item the HMIS Governance. Mr. Moore pointed out that there was only one change of note:

- The Annual Homeless Assessment Report (AHAR) was removed and replaced with Longitudinal System Analysis (LSA) to comply with the HUD requirements. The LSA It's the critical aspect of the McKinney-Vento Homeless Assistance Act, as amended in the focus on viewing the local homeless response as a coordinate system of homeless assistance options as opposed to homeless assistance programs and funding sources that operate independently in the community. Using the LSA data consists of 40 to 50 points out of 200 toward the NOFA rating.

The HMIS has been in existence since 2012 and was reviewed by the Broward County Attorney's office with no significant changes.

Motion: The approval of the HMIS governance.
First: Mason Jackson
Second: Captain Scott Russell
Discussion: None

Result: Approved

Review of Coordinated Entry Assessment (CEA) Written Standards

Dr. McGuire met with Mr. Werthman and went over the CEA written standards to ensure that as a "Living Document" it was reflective on how we operate. Dr. McGuire pointed out that Mr. Tom Campbell was also pivotal in helping with this document.

Dr. McGuire went over some highlights of the CoC Written Standards:

- The section regarding coordinated entry shelter for families currently has a very generic statement. There have been meetings specifically about this topic, and they are looking into how to deal with families from a systemic point of view, not a shelter by shelter point of view. This approach is an effort to diminish trauma that the shelter process causes to families. Dr. McGuire informed that they are in the process of interviewing for a Project Coordinator for the Homeless Initiative Partnership (HIP) to conquer that issue.

- Housing services has multiple points of access and those access points are listed in the written standards. Mr. Werthman suggested that HIP staff will have permission to only add names to this list so a new provider can be included without bringing it to the workgroup and then to the PONG for approval.

- Charts for permanent housing, rapid-rehousing, rapid re-housing for youth and transitional housing were added. The charts outline the description of the program, the target population, and the desired outcomes for each component of housing that we have.

- A single prioritization process on how to handle chronic homeless versus everyone else has been implemented by looking at several factors. Some of the factors are age, vulnerability, medical condition, how long have they been on the street, how many episodes of homelessness have they had. Any other assessment will be also be considered.

- Since the committee approved the "By-Name-List" process, both a purpose and goal were created in the CEA Written Standards. The goal is to decrease the time, from 120 days to 60 days, for a client to be housed. The "By-Name-List" is working if there is capacity. This list is addresses the more complicated cases that are looking for housing.

Mr. Mason Jackson brought up a point that the CEA Written Standards do not mention in detail about employment assistance and how being employed is vital to help sustain housing. He went on to mention that according to the US Inter-Agency Council on Homelessness the discussion about employment must start at intake. Mr. Martin suggested to table the approval of the CEA written standards. He suggested that Dr. McGuire and Mr. Mason get together to review the employment part prior to the PONG committee and come back with an

updated version that looks at employment as part of the whole process of assessment and placement.

Motion: To table approval of the CEA written standards.
First: David Armstrong
Second: Mason Jackson
Discussion: The chair opened the floor to the public for comment.
Public Comment: Tom Campbell from BPHI spoke to the employment piece having a conflict with the housing first philosophy to put employment as a reason to not let people into housing. Mr. Mason stated that it would not be a conflict if you start asking about employment.
Results: Approved

2019 NOFA

Dr. Mcguire went over the significant changes and updates of the 2019 NOFA:

- First item is in Exhibit I. In previous versions if you answered no, you were able to explain why you are not doing something the way you should be doing it within 2000 characters. This year it is a simple yes or no with no explanation.

- Based on the success with North Broward Hospital and Memorial South (Who will soon have access to the HMIS system),the section is exploring giving the jails access to the HMIS system so that they can provide referrals of a homeless person once they hit the system. This will add another mechanism to locate and find individuals experiencing homelessness.

- Today at 5:00 p.m. all renewals are to be submitted to the E-Snaps, reviewed and then returned to the provider Monday morning. Andrea Webster and the finance team will begin a weeklong ranking, rating and reviewing of all the renewals. The finance team will be scrutinizing every budget to see if they align with the numbers served that are being proposed, based on a methodology of a fair market housing rate. The goal is to get between 95-98% utilization for HUD. The committee approved ranking tool will be utilized this week. Both the projects and the renewals will be ranked and posted two days before being presented at the upcoming CoC board.

- The second item that is different is the HUD administrative cost. Historically the understanding was that the administrative cost could not be adjusted without incurring a penalty to the NOFA score. A 3-year analysis was done outlining how the 3% difference could have made a positive impact and was presented to both Mandy Wells and Kimm Campbell. Part of the 3% can stay within the county to pay for positions funded by HUD and the remainder goes to the provider.

- HMIS is in significant need of more funding. HMIS has not received additional funding since the inception of the NOFA. A $86,000-dollar expansion is being requested mainly for the contract with WellSky and middleware. The middleware will facilitate entry of information from the provider's system and into the HMIS system, lifting a labor burden from the provider.

- Bonus project workshop happened this week. Bonus project for this year are permanent supportive housing for chronic households, Even though the workshop was not mandatory, it was well attended. The workshop was also recorded and posted online. This gives new providers an opportunity to listen to the workshop, receive a certificate and apply for the RFP.

- HMIS was awarded $126,000 which will be used to create an online component for training for HMIS.

- HUD states that all applications need to be into E-Snaps 30 days prior to deadline. Broward County's procurement requires that all requests need to be posted for 30 days. It took longer than expected to post the procurement that caused us to miss the HUD deadline and will be taking a 3-point hit to our NOFA score. However, by using social media and some other items 4 points can be gained.

Mr. Martin mentioned that normally this document would be approved by this Subcommittee prior to being sent to the CoC board. This time around due to time constraints, this document will go straight to the board. Dr. McGuire added that publishing the documents and tools timely will provide transparency and the opportunity to be viewed by everyone.

Public Comments

- Mr. Mark Esko complimented Crystal at Mill's pond because during the water shortage in Fort Lauderdale who provided an extra case of water for the homeless at the library and the terminal. He also requested additional coordination to get water where it needs to be. Dr. McGuire added that there was extra water and extra bus passes at Taskforce locations.

- Keith Cavanaugh complimented Rebecca and her team for continually doing great things and making tremendous progress in the grant funds that are coming in support of the information systems, her transparency, partnerships with the hospital districts. Mr. Cavanaugh was optimistic for the future of our clients as well drawing down more federal dollars.

Good of the order

Adjournment & Next Meeting: The Chair adjourned the meeting at 3:49 PM.

The next meeting will be on September 12th, 2019 at 2:30 p.m.
Governmental Center Annex
Room A337