

**Blueprint Council Meeting**  
**April 15, 2104 | 10:00-12:00 PM**  
IMHC conference room on 3<sup>rd</sup> floor  
MINUTES

**Welcome and Introductions-***Phil Smith, Council Chair*

*Attendance:*

**Homeless Prevention Provider:** Terri Garcia, Southeast Community Services

**McKinney Vento Liaison or Designee:** Crystal Haslett, MSD of Washington Township

**Health Care Institution or Practitioner:** Aaron Kalinowski, Eskenazi Medical Clinic at Horizon House

**Mental Health or Substance Abuse Provider:** Rebekah Bricker, Midtown CHC/Crisis Intervention Unit

**Housing Provider:** Jeremy Turner, The Damien Center

**Homeless or Formerly Homeless:** Adam Hutton, VOA

**Direct Homeless Service Provider:** Sandy Jeffers, Pathway to Recovery; Leslie Kelly, Horizon House

**Member At-Large:** Mary Jones, United Way of Central Indiana; Julia Kathary, Coburn Place Safe Haven; Phil Smith, Partners in Housing;

**CoC Program Grantee:** Erica Aquila, Assistant Administrator

**Consolidated Plan Entity:** Sam Spergel, Grant Analyst

**ESG Grantee:** Julie Fidler, Grant Manager

**HMIS Lead:** Michael Butler, CHIP

**Support Entity:** Christy Shepard, CHIP

*Members absent: Betsy Whaley, Jennie Fults, Sue Reed*

*Guest: Valerie Hogston, Karin Thornburg, Laura Alvarado, Amy Nelson*

**Update/findings from Committee Chair Meeting (Phil Smith)**

The meeting of CoC Committee Chairs took place on April 8<sup>th</sup>. It gave an opportunity for chairs to give committee updates and discuss how committee work intersects or overlaps. There was an opportunity for chairs to ask about their roles that include:

- Keep the meeting moving and work through the agenda.
- Assign supporting roles to other committee members.
- Delegate and seek membership involvement.
- Lead communication with committee members and ensure all committee information is posted to the CoC website.

The Blueprint Council meeting then moved to review the proposed CoC Framework of Operations that was rolled out at the CoC Chair meeting.

## Indy CoC Framework of Operations Overview

### Indianapolis Continuum of Care FULL Membership Decisions:

- Elect Blueprint Council Members
- Governance charter amendments / policy changes
- Blueprint, implementation plans and performance measures
- NOFA ranking process / community ranking portion of the NOFA ranking process

### IndyCoC Membership “Ways of Doing Business”:

- **Indy CoC Membership Voting:** Each member must be present to vote on Continuum matters. Votes will be by voice or ballot at the will of the majority of those in attendance. No member may vote on any item that presents a real or perceived conflict-of-interest. (from Governance Charter)

### Blueprint Council Decisions:

- Day to day decisions related to the Continuum and Council
- CoC letters of support
- Elect Blueprint Council Officers
- Approve NOFA ranking
- Approve committee implementation plans

### Blueprint Council “Ways of Doing Business”:

- Vet committee recommendations before they go to CoC
- Seek input from CoC when appropriate
- Example:
  - Committee creates recommendation
  - Recommendation is shared with the CoC membership for public comment/input
  - Committee vets public input and edits recommendation as appropriate
  - Committee recommendation goes to the BP Council for feedback and approval
- **BP Council Decision-Making:** The Blueprint Council makes decisions by consensus. The group will work toward consensus on all issues but will take votes with majority rule for decisions. If, in a given meeting, the group cannot reach consensus on an issue it will include the item in the notes for absent members to review and all to consider in more depth. At the following meeting a final vote will be taken with simple majority rule. (from Governance Charter)
- **BP Council Voting:** Each member of the Blueprint Council is eligible to vote on decisions being made when present at the meetings. If a vote is necessary, all votes will be by voice or ballot at the will of the majority of those in attendance at a meeting with a quorum represented. No member may vote on any item that presents a real or perceived conflict-of-interest. (from Governance Charter)

#### Committee Decisions:

- Elect Committee Chair
- Establish committee implementation plans
- Day to day decisions related to committee implementation plans
- **Committees “Ways of Doing Business”:** Committees makes decisions by consensus. The group will work toward consensus on all issues but will take votes with majority rule for decisions. If, in a given meeting, the group cannot reach consensus on an issue it will include the item in the notes for absent members to review and all to consider in more depth. At the following meeting a final vote will be taken with simple majority rule.
- **Committee Voting:** Each member of the committee is eligible to vote on decisions being made when present at the meetings. If a vote is necessary, all votes will be by voice or ballot at the will of the majority of those in attendance at a meeting. No member may vote on any item that presents a real or perceived conflict-of-interest.

The meeting was then turned over to Kelly Frank and Kathy Pedrotti Hays of Social Legends to present the Indy CoC Implementation Planning Overview.

#### **Indy CoC Implementation Planning Overview:**

- Complete expanded data collection, provider survey, gaps analysis and performance measures (April 2014)
- Facilitate planning retreat including BP Council Members and Committee Chairs to establish priority strategies (May 2014)
- Revisit committee structure to support implementation strategies (May 2014)
- Committees build out tactical implementation plans for 2014 and 2015 (June & July 2014)
- 2014-2013 Committee Implementation Plans shared at BP Council Meeting (August 2014)
- Implement plans (September 2014 – December 2015)

The Implementation Planning Process will also:

- Create a process for ensuring alignment between BP 2.0, BP Council work and CoC Committee work
- Clarify roles related to planning and evaluation
- Create a consistent format for committee implementation plans
- Create a framework and process for evaluating implementation plans on an ongoing basis
- Create a framework and process for updating implementation plans
- Increase the capacity of the CoC to lead its own planning and evaluation work

The Blueprint Council unanimously supported this process and recommendation to proceed with creation of implementation plans.

### **Project Ranking Process (Amy Nelson)**

Amy Nelson, Chair of the Program Application and Technical Assistance Committee, presented a power point (supplement to these minutes) outlining the proposed 2014 NOFA Community Rank Process. The process created and presented includes:

- Compliance with HUD and the HEARTH act.
- Transparent process to gain community input in ranking and local priorities.
- Feedback from 2013 NOFA process.

After the presentation the Council had limited questions on determination of Indy Pro-Rata and how funding amounts are determined. There was a motion made by Jeremy Turner to adopt the process and Crystal Haslett seconded the motion to adopt the process to recommend and present at the full CoC Meeting on April 29<sup>th</sup>. The process was unanimously adopted and the motion carried.

### **Gaps Analysis / Provider Survey/Performance Measures (Laura Littlepage)**

Laura Littlepage made a follow up presentation to the Council based on input and data she received from consumer focus groups, final gaps analysis work, and information gathered through the provider survey. (The presentation is a supplement to these minutes.) Highlights of the presentation include:

- Need identified for more data sources to give a full community picture.
- Half of the emergency and transitional housing beds are not currently entered or reported in HMIS.
- There is an apparent need for more PSH stock.
- There are multiple barriers to housing stability and causes of homelessness tied to employment, transportation, prior criminal history, and unaccompanied youth.
- It was asked by a council member to obtain more data on current access to healthcare and mental health services.

Discussion then moved to McKinney Vento liaisons and barriers to address homelessness on college campuses. It was stated that children who have a good connection in secondary education often fall back into homelessness during the second or third year of post-secondary education because of a lack of resources or knowledge of “who to contact”. There is currently a grassroots project initiated to identify Specified Points of Contact (SPC) for students.

Members of the council also discussed why certain agencies/programs that received HUD funding were not included in HMIS. It was noted that those agencies were domestic violence providers and precluded because of Violence Against Women Act (VAWA). Other agencies/programs that do not participate do not received HUD funding for said project that is not captured in HMIS.

After the presentation there was a motion made by Terri Garcia to adopt the proposed system level outcomes that would be used in Blueprint Implementation planning. Christy Shepard made a second motion to adopt and the motion unanimously carried.

### **Coordinated Access Update (Christy Shepard)**

Christy Shepard gave a very brief overview of the Coordinated Access project to date as follows:

The Coordinated Access Charrette (CA Charrette) is an expedited planning process designed by CSH to support a community in making key decisions regarding its desired coordinated access (CA) process.

The CA Charrette serves as a method to alleviate the pressures of long term planning, which can take many months or even years, and create energy to implement the coordinated access model. It also creates a stage of mutual accountability among all stakeholders in the homelessness response system. This approach is an effective method to create interest and produce concrete results for Indianapolis's efforts to implement coordinated access. CSH and CHIP are working together with the CA Steering Committee to assess and understand the local environment and strategic considerations with regard to coordinated access. This is providing the foundation for the Committee's exploration of relevant examples and models from other communities. As part of this process CSH facilitates weekly meetings to work through the following:

- Establish community assets and challenges;
- Create a systems map that outlines current "flow" among shelters, transitional housing and permanent housing;
- Using the systems map, determine where to start (population, system component, or other) CA;
- Explore possible structures for CA;
- Troubleshoot any issues that may arise in the pre-planning phase;
- Prepare materials, as appropriate.

CSH will work with the steering committee members on the final design of the CA Charrette that it will include two days of facilitated discussion in May that will focus on issues determined by the CA steering committee members. Decisions to come out of those two days could include:

- Documented values and common goals;
- Assignment of housing options;
- System access point(s);
- Prioritization and rejection criteria;
- Business rules, and
- Implementation plan.

The Charrette will focus on the decisions needed to get to implementation. The group will be challenged to work through the hardest issues quickly yet comprehensively. CSH staff will draft the final framework, which will contain a series of decision points, action areas, strategies, and implementation steps as a result of the entire process within one week to one month following the Charrette Event to maintain momentum.

**Finalize agenda for CoC (Mary Jones)**

Mary Jones gave an overview of proposed agenda items and made a call for additional items. There were none. It was noted that proposed Governance Charter Changes would not be introduced until the mid-summer CoC meeting during the presentation of the Implementation Plans.

**The meeting was adjourned.**