

**Indianapolis Continuum of Care
Meeting Minutes
November 5, 2013 from 1:00 to 4:00 PM
Marott, Indianapolis**

NOTES:

1:00pm – 1:10pm

Christy Shepard | Welcome

Good afternoon! For those of you who have been part of the process so far, thank you for your continued support and for being here today. For those of you new to the process, welcome to your first Indianapolis Continuum of Care meeting. We are glad you are here and certainly hope you continue to be part of the process moving forward!

Today is meant to be informative and resourceful as well as interactive. We hope that you will ask questions and give input as we move through our agenda. Getting input and working together on next steps is critical to accomplishing the work of the Blueprint and continuum of care strategies.

Here is what our time today will look like:

- Presenting Nominations
- Ensuring we all know the Voting Process and Election Timeline/Announcement
- We will take a few minutes to view HUD Video that really helps visually frame how the CoC community process is intended to work and where the “board” and committees come into play.
- You will hear from, Greg Martz, a member of the CoC Program App committee who will provide an overview of the ranking process for renewals
- We will also take time to talk about the Committee compositions and responsibilities – Leslie Kelly will help walk us through what exactly the functions of the committees are and what roles they will play in implementing the Blueprint.
- We will follow that up with a panel discussion with (4) members of the ISC to address any questions you may have about the Continuum of Care, committees, the Blueprint 2.0 or any other questions. There are index cards provided for you to write questions or comments throughout today to ensure you can ask these of the panel or facilitators during time together.
- To ensure we capture the talent we have in this room, we will facilitate an interactive discussion and breakout session of the committees so that you can have more meaningful discussions in small groups and get an opportunity to hear about 2 or 3 committees you are interested in. There will be open discussion on what do you hope happens as a result of this work? Why is this committee of interest to you? Any questions on committee, other efforts or

groups that are meeting that could inform the work of the CoC, or any field updates you want to share with your fellow community members

- Finally, we will wrap up the day with overview of timeline and next steps
 - When the BP council will need to meet
 - An opportunity to sign-up for committee membership
 - And we will open the on-site voting

1:10pm – 1:20pm

Christy Shepard | Nomination process

Between October 1 and October 25th, there was an open call to the community to nominate individuals for Blueprint Council member elections. During that time we had 68 nominations representing 45 individuals, and 34 accepted their nomination for elections. Per our Continuum of Care governance charter we have (10-13) **Elected Seats with in the following categories.**

- Homeless Prevention Provider
- Health Care Institution or Practitioner
- Mental Health or Substance Abuse Provider
- McKinney Vento Liaison or Designee
- Housing Provider
- (1-2) Homeless or Formerly Homeless Individuals
- Direct Homeless Service Providers
- (2-4) Members At-Large, with the At-Large seats providing flexibility in maintaining an odd number of Blueprint Council members.

Per the charter, there are named designations for up to six (6) **Appointed Seats**

- **Collaborative Applicant** - Jennifer Fults, Administrator
- **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

I will now read the nominees names and category for which they were nominated.

Homeless Prevention Provider (1)

- **Terri Garcia**, Executive Director, Southeast Community Services

Health Care Institution or Practitioner (1)

- **Aaron Kalinowski**, Physician, Eskenazi Medical Clinic at Horizon House

- **JoAnn Morris**, Nurse Practitioner, IU Health/HealthNet/Homeless Initiative Program (HIP)

Mental Health or Substance Abuse Provider (1)

- **Dean Babcock**, Associate Vice President, Midtown Community Mental Health Center
- **Rebekah Bricker**, Crisis Specialist , Crisis Intervention Unit - Midtown CMHC
- **Karin Thornburg**, Community Liaison Coordinator, Midtown Community Mental Health

McKinney Vento Liaison or Designee(1)

- **Crystal Haslett**, McKinney-Vento Homeless Education Liaison for Washington Township

Housing Provider

- **Greg Martz**, GM Development
- **Jeremy Turner**, Director of Housing Services, The Damien Center

Homeless or Formerly Homeless Individuals (1-2)

- **Charles Dillard**
- **Adam Hutton**
- **James Mattingly**
- **David Piatt**
- **Sue Reed**
- **Michael V. Schwing**
- **Maurice Young**

Direct Homeless Service Providers (2)

- **Lori Casson**, Executive Director, Dayspring Center
- **Abby Hardin**, Warman site Social Worker, HVAF
- **Sandy Jeffers**, Executive Director , Pathway to Recovery
- **Leslie Kelley**, Program Director, Horizon House
- **Kelsie Longway-Vince**, Intensive Case Manager, Horizon House
- **Cal Nelson**, Chief Program Officer, Wheeler Mission Ministries Inc.
- **Brianna Sauer**, Case Manager, Ralph Dowe Legacy Project, Homeless Initiative Program

Members At-Large (4)

At-Large seats providing flexibility in maintaining an odd number of Council members.

- **Andrew Fogle**, Deputy Prosecutor, Marion County Prosecutor's Office
- **Don Hawkins**, Founder & CEO, HRH & HHOOT
- **Mary Jones**, Director, Community Projects, United Way of Central Indiana
- **Julia Kathary**, Executive Director, Coburn Place Safe Haven
- **Melissa Madill**, Executive Director, accessABILITY

- **Jim McElhinney**, Executive Director, Indianapolis Interfaith Hospitality Network
- **Patrick Russ**, Director of Veteran Services and Housing, VOA
- **Phil Smith**, Executive Director, Partners in Housing
- **Jonel Thaller**, Social Work Faculty, Ball State University
- **Betsy Whaley**, Shelter Director, Julian Center
- **Sharvonne A. Williams**, AmeriCorps VISTA

Lena Hackett, with Community Solutions has been a great partner in helping us ensure an open, inclusive, and fair process. She is going to help walk us through next steps in when we can vote, how we can vote, and when the members will be elected to their Council seat.

1:20pm – 1:40pm

Lena Hackett | Voting process

- Elections will be open from November 5th to December 6th
- Ballots and nominee biographies will be available on line and in paper format
- Paper ballots and nominee biographies will be available at service provider sites and at the public libraries
- YOU MUST BE EITHER HOMELESS OR FORMERLY HOMELESS OR A MEMBER OF THE CoC TO BE ABLE TO VOTE
- CoC Member Commitment forms will be available electronically and in paper format with the ballots
- The ballots are confidential – not anonymous. The voter must write their name on the ballot for the ballot to be counted.
- Results of the election will be announced no later than December 16th

1:40-2:00

Christy Shepard | Video

Now it's movie time. Most of us have heard and have read more information on the HEARTH Act and new Continuum of Care structures than we ever thought possible. Living with this information as closely as CHIP and Interim Steering Committee has, we discovered a quick video that really helps illustrate how we, as part of the continuum, all fit in and what our roles could and should be. We hope this helps take this concept from an abstract vision to concrete implementation.

VIDEO LINK = <https://www.onecpd.info/resource/3144/continuum-of-care-program-roadmap/>

As creative and big picture as I think I can be, this video helps strip away the intangible idea of the CoC and create, quite literally, a roadmap for a new Continuum of Care structure. Again, we hope this was helpful and there will be a link to this on the CoC website.

Next I would like to ask Greg Martz, member of the CoC Program Application and Technical Assistance Committee to talk about this year's process for ranking renewals in light of the NOFA dropping any day.

2:00-2:05

Greg Martz | Ranking process For Renewals

2013 Ranking Process Description:

- There are no new funds available from HUD.
- The renewal process will be the same as last year.
- The renewal process will include no reallocation of funds because there are no new funds or new projects to reallocate to. There is anticipated to be a reduction in available funds for renewals.
- The renewal process will not be an open, competitive process - meaning no new projects or grantees will be invited to seek funding.
- Ranking will be completed by the CoC Program Application & Technical Assistance Committee and will be based on the renewal application, APR, HUD goals, schedule 3 and draw down rate.
- Ranking will be submitted to the Interim Steering Committee to approve and submit for the Mayor's signature on the application. Any member of the Interim Steering Committee that also serves on the CoC Program Application & Technical Assistance Committee will abstain from voting on the ranking at the Interim Steering Committee level because they have already voted at the Program Application and Technical Assistance committee level.
- There is the intention to strengthen and expand community engagement in the ranking process in the future.
- The CoC Program Application & Technical Assistance Committee is collecting info on how other cities facilitate and engage community in the ranking process and will seek community input about this process in early 2014. There is room to sit on the current Program Application and Technical Assistance Committee. You are welcome to join the committee if you want to help define the new process moving forward.
- Info will be made available on the CoC website including the public information about the funded projects.

2:05-2:15

Leslie Kelly | Committee Intent / Next Steps

Governance Committee Responsibilities:

- ❖ Annually review/update Charter, policies and codes of conduct, and the election process
- ❖ Make recommendations to the Blueprint Council regarding above policies and procedures
- ❖ Ensure the approval by the full Continuum of all policy updates
- ❖ Ensure coordination and execution of capacity building events for the full Continuum of Care

CoC Program Application & Technical Assistance Responsibilities:

- ❖ Oversee application process related to the Notice of Funding Availability for HUD CoC funds
- ❖ Review applications; recommend to the Blueprint Council project ranking for new and renewal projects
- ❖ Answer questions related to the application process and arrange technical assistance training events

Blueprint Investment Strategy & Performance Auditing Responsibilities:

- ❖ Coordinate efforts to expand and “publicize” resources available to the full Continuum
- ❖ Encourage effective collaborations that support service needs and reduce competition and duplication
- ❖ Using work of Research, Planning and Evaluation Committee, recommend system and project-level performance targets
- ❖ Assist in monitoring grant performance and recommending actions against poor performing projects
- ❖ NOTE: This committee does not have authority to apply for funding directly

Research, Planning & Evaluation Committee Responsibilities:

- ❖ Recommend policies for data collection activities and data systems, including the HMIS
- ❖ Organize and present data; assist the Blueprint Investment Strategy & Performance Auditing Committee to develop system and project-level evaluation strategies and policies
- ❖ Scan the environment for best practices and innovations
- ❖ Conduct an annual community-wide gaps analysis of prevention & intervention strategies and services
- ❖ Guide the annual review/update of the Blueprint
- ❖ Evaluate the overall outcomes of the Blueprint
- ❖ Provide oversight for the annual Point-in-Time Count

Housing Spectrum Committee Responsibilities:

- ❖ Coordinate the implementation of housing strategies within the full Continuum, as outlined in Blueprint 2.0

- ❖ Ensure that housing strategies address prevention and intervention needs as well as all sub-populations including individuals, unaccompanied youth & families
- ❖ Assist in ensuring improved access to existing and emerging housing opportunities

Intervention & Prevention Support Services Responsibilities:

- ❖ Coordinate the implementation of prevention and intervention services within the full Continuum, as outlined in Blueprint 2.0
- ❖ Ensure that services address prevention and intervention needs as well as all sub-populations including individuals, unaccompanied youth & families
- ❖ Ensure optimal information sharing across the full Continuum to improve the coordination of services at system and client levels

Public Policy & Advocacy Committee Responsibilities:

- ❖ Coordinate public policy activities by working with local, state and/or federal officials to implement policy and advocacy goals as outlined in Blueprint 2.0

Community Education & Communication Committee Responsibilities:

- ❖ Coordinate awareness-building and educational activities directed toward the community at large to implement external communication goals as outlined in Blueprint 2.0
- ❖ Coordinate the development of partnerships within the full Continuum to advance goals related to educating the community about homeless prevention and intervention as outlined in Blueprint 2.0
- ❖ Ensure the effective flow of accurate and timely information within the Continuum
- ❖ Assist in the planning of semi-annual meetings of the full Continuum

2:15-2:45

Interim Steering Committee | Panel Discussion

- **Question:** How often will the committees meet? Are there estimates of time commitments required to participate on these committees?
 - The time commitment will vary by type of committee and also will depend upon the committee workflow or time of year. Committees will meet more initially as each committee needs to form, define purpose and determine how they are going to operate and how often they will meet. Time commitment will lessen after year one. It

is hard to predict time commitment at this point because it is a new structure that is just getting started. The bulk of the work will be accomplished at the committee level. Committee participation is a way to have voice and lend your expertise and knowledge. The CoC is made up of all of us – it is critical that these working committees have people committed to getting the work done.

- **Question:** If members of the committee that rank applications are also applicants, I understand that they will abstain from voting on the rank, but will they have any influence on the ranking process as the committee discusses and reviews applicants?
 - The ranking process is established first before review of the applications begins. The process is then implemented to rank the applications. The ranking process is influenced by the Blueprint Council, the Governance committee and the CoC Program Application and Technical Assistance Committee.
- **Question:** How can this process advise and/or reach out to coordinate with other funders in our community?
 - Funders can be guided and influenced by the completed Blueprint 2.0. The Blueprint 2.0 also defines how we want to work with and engage funders. The CoC Investment Strategy & Performance Auditing committee will look to coordinate funding opportunities beyond HUD dollars. Some of the positions on the Blueprint Council will help coordinate such planning.
- **Question:** Are the committees nominated, then elected? Or are they appointed by another entity?
 - The committee structure is proposed by the Blueprint Council and voted on by the entire CoC. Committee membership is open to anyone – you do not have to be appointed or elected to participate. Sign-up today for committee of your choice. The Blueprint Council will have one member serve as a representative on each committee.
- **Question:** For the Governance Committee – what is meant by “capacity building events”?
 - As the community identifies needs and programs to fill those needs – if we recognize that we do not have everything we need to effectively implement, the governance committee can help identify these gaps and ways to build our capacity in these areas. It could include training, consultation, content expert or partner development. The Community Education and Communication committee will also assist with capacity building efforts.
- **Question:** Can the CoC choose to re-allocate funding from one or more projects in order to support a new project if doing so will benefit our CoC?
 - Yes, HUD allows reallocation of funds. This year prioritizing for reallocation of funding was focused on chronically homeless or homeless families. Before reallocation occurs – we must determine a current project is no longer needed or is not meeting performance metrics. We are not doing this yet because we are not aware of any new projects seeking funding and we have not defined performance metrics for our

community yet. The CoC Program Application and Technical Assistance committee will define the process. The Investment Strategy & Performance Auditing committee will determine how to measure performance metrics, how to deal with organizations not meeting performance metrics and how to handle reallocation of funds. The Research, Planning and Evaluation committee will also inform this process.

- **Question:** Will the terms of founding Blueprint Council members be staggered?
 - Yes, the Blueprint Council will determine staggered terms for the first group of seated Council Members.
- **Question:** For both the Housing Spectrum and Intervention and Prevention Support Services committees – a task is implementation. Can you please explain what the expectation is for “implementation”? I am confused on how a committee will implement strategies without being a formal organization with no budget.
 - Committee descriptions should say “supporting and coordinating the effective implementation of strategies in the Blueprint.” The committees will not house people or provide direct services. The committees will help develop strategy and work with organizations doing the work on the ground.

2:45-3:50

Kathy Pedrotti Hays | Committee Fair (3 rotations)

Attendees are invited to visit a committee table of their choice to learn more about the purpose of each committee. Committee tables include:

- Governance
- CoC Program Application & Technical Assistance
- Blueprint Investment Strategy & Performance Auditing
- Research, Planning & Evaluation
- Housing Spectrum
- Intervention & Prevention Support Services
- Public Policy & Advocacy
- Community Education & Communication

Discussion at the committee table will include the items below. You will spend 20 minutes at a committee table and you will have the chance to visit 3 tables.

- Introductions
 - Name, organization, role
 - What do you hope happens as a result of this work
 - Why is this committee of interest to you?
- Table facilitator shares more about the committee purpose
- Open discussion

- Any questions on committee
- Other efforts or groups that are meeting that could inform the work of the CoCo
- Any field updates you want to share with your fellow community members

Committee discussion feedback follows:

- **Governance**

- What do you hope happens as a result of this work?
 - I want to make sure that the CoC has easy access for all the people who need it and that all parts of the CoC are providing quality services for all.
 - I want this process to be a true Coordinated Community Response to Homelessness
 - I know CHIP already does good work, I want to see how this process works.
- Why are you interested in Governance Committee
 - Governance is in my job, so this seemed like a good fit.
 - I am a rules person.
 - Governance is the structure – makes sure everything is fitting
 - Concern about changing the CoC Application Process- rating system, conflict of interest. New approach is a work in *process*
 - Governance is Process Police
 - Governance – Call it as we see it – follow the charter or recommend that we change the rule
 - Governance makes recommendations to Council, changes need to be approved by CoC body
- There was other discussion/questions
 - Is there a staggering process for members of the Blueprint Council or will all members go off at the end of 3 years?
 - Will Committee Meetings be Open?
 - What if there are too few or too many members in each committee? Is there a process to rectify?
 - It seems that some of the committees have overlapping duties, duplication of services. How will we address this?
 - Will there be a Website where minutes of Committee Meetings will be posted? IndyCoC.org?
 - Consider shared space for a group so documents could be held there...a page for each committee for documents you want to share with others like “Share Point” ...also support dialog space for committees.

- **CoC Program Application & Technical Assistance**
 - EVERYBODY unanimously supported a transparent process that included community input.
 - Everyone supported “stealing” ideas from other communities. I said that we had already been in the process of stealing some ideas from Cincinnati, and I had several people that said they were a good model to follow.
 - I received one specific comment that said whatever process we come up with needs to pay special attention to HUD guidelines. We did not do a good job in the past of “giving HUD what they want.” One example given was Rapid Rehousing (not sure if this example was for a specific year where this was a focus, or if just mentioning it in general). Also suggested that we need a process that can help with tough decisions, such as deciding not to renew underperformers. The State was credited for the success last year with being able to do this. Everyone at that particular roundtable discussion agreed with comments.

- **Blueprint Investment Strategy & Performance Auditing**
 - The two different areas do not seem to be connected and are too large in scope. Should really be two separate committees (Investment Strategy and separate Performance Auditing)
 - Most wanted to talk about their agency and how we should change the required reporting to HUD to be more Qualitative to explain why numbers are low (the discussion often came back to this point)
 - Need to focus on community level performance measures, would need to work with the Research, Planning and Evaluation Committee.
 - There was also the impression that this committee would decide where resources went, I tried to dispel that myth.

- **Research, Planning & Evaluation**
 - Participants expressed a broad interest in how data gets shared in HMIS and across different databases.
 - Interest in compliance with HIPAA laws
 - Would like to see broader community involvement in planning
 - Interest in community collaboration on social issues and how we can evaluate
 - Hope we will be looking at innovations, evaluating outcomes, not just HUD but other programs, how do you evaluate programs? What are the metrics?
 - We should look into a research question on need for respite care/housing programs
 - We need to conduct a gaps analysis across the entire continuum
 - Engage in more best practice research
 - How can we inform service delivery
 - We need to look at best practice and how to deliver it
 - It would be great to have past PIT reports on the indycoc web page.

- What's the difference between this committee and the Blueprint Investment Strategy and Performance Auditing Committee? RPEC looks at system wide, BISPAC looks at program level.

- **Housing Spectrum**

- Will this group advocate for more shelter capacity (this thought expressed but no consensus about the need)?
- What is the relationship of this committee's work to the advocacy work of the continuum?
- There is a need for transitional housing.
- There is a need for housing for families.
- Can we work with the land bank to create opportunities for housing?
- Can the City use its regulatory powers to address housing quality issues (i.e., slum landlords)?
- The committee's role should include developing methods to get people into the right housing.
- Relating to the above, there were questions about the relationship of this committee to the Housing Committee that meets weekly at Horizon House.
- There was some discussion of gaps (large families, minors, etc.) and what this committee's role might be in identifying and addressing them.
- There was significant discussion about "housing First." Particularly, the opinion was expressed that it is not the best approach for chronic substance abusers, and chronic homeless in general have difficulty with adjusting to housing.
- Again, there was discussion of gaps and the need to define them, prioritize them, and address them.
- There was discussion of the continuum itself and the importance of continuing to develop it toward a true collaboration.
- They wanted to make sure that the work of the committee (focusing on the housing itself) also emphasized the importance of social and medical factors in achieving success.

- **Intervention & Prevention Support Services**

- Interest in the Intervention/Prevention Support Services Committee was strong – I recorded participation by 26-28 people during the 3 sessions.
- The following comments represent cumulative hopes/expectations of the work of the CoC relative to the priorities of this committee:

- Service providers will develop effective communication leading to the availability of comprehensive services that are not duplicative. (reference was made to the success achieved by “Denver’s Road Home” project)
- Case managers will coordinate to provide necessary services to clients who move into housing (i.e. housing case managers will support the client’s primary treatment plan (as developed by primary case manager) and provide secondary case management services).
- The community will work together to determine realistic key indicators of success for individual clients and at the system level. Put another way, we want to determine baselines for effective services and baselines for standards of practice across various services.
- The community of providers will become better acquainted with other agencies/providers, what they each do and “who does what well.”
- Hopefully the community can build the “ideal” or “perfect world” of services by truly working together and figure out the money later.
- Hopefully there will be research into best practice models that can be implemented (or adapted for use) here.
- There is hope that the number of individuals experiencing homelessness will be reduced.
- Clients will be connected to a variety of resources, including “mainstream” resources as well as those designated for homeless.
- Hopefully everyone will gain an increased understanding of the process, and barriers will be broken down (barriers clients face to accessing services or barriers between providers)
- A key clarification within our table discussions was the difference between Intervention/Prevention Support Services Committee and Blueprint Investment Strategy/Performance Auditing OR Research, Planning and Evaluation Committees. Folks now seem clearer about Support Services Committee being focused on facilitating the implementation of services already outlined in the Blueprint, as opposed to researching service models, designing evaluation, etc.

- **Public Policy & Advocacy**

- What do you hope happens as a result of this work?
 - Systems change.
 - Educate and create change.
 - Influence decision makers who impact services.
 - Testimonials and storytelling by those that deliver and receive services.
 - Meet and talk with legislators.
 - More op-ed pieces on clients and linkage to policy.

- Unified message with louder voice.
- Why is this committee of interest to you?
 - Policy makers don't see the full impact of regulations and laws.
 - Use assumptions and stereotypes to make decisions that impact the masses.
 - Limited resources and limited dollars.
 - Policy can make bigger change.
 - Public policy advances social issues and how problems are solved.
 - Relationship between policy and ability to deliver services.
 - Questions on committee:
 - Who does the committee get info from /give info to in order to set policy agenda?
 - What does an ideal committee member look like? Job descriptions?
 - What issues should we keep an eye on? Area of concern?
 - Ban the Box.
 - Panhandling.
- Other efforts or groups that are meeting that could inform the work of the CoC?
 - SPEA
 - Eric Wright
 - Dennis Watson
 - PhD students.
 - General Assembly
 - City County Council

- **Community Education & Communication**

- This Committee should be the one to form/facilitate relationships with business and faith based agencies
- This Committee should be the conduit for communication from the community to the council and from the council to the community. Things gets pushed back and forth
- This Committee is probably similar in scope to the Public Policy Committee and they should plan to meet together on some regularly scheduled time frame, one informs the work of the other
- Committees should craft a vision/mission and action steps for themselves with a decided eye on the Blueprint. For example, this committee could help the public understand the "true" face of homelessness and how to help

3:50-4:00

Christy Shepard | Overview of Timeline and Next Steps

- BP Council will be announced on December 16th and we anticipate their first meeting in early January
- Please sign-up for committee membership or use this time to ask more questions if you still have any.
- On-site voting is now open
- Thanks for coming