

Compliance & Evaluation Committee | MINUTES

Meeting Date; Time: 3/23/17; 2:30-4pm

Meeting Location: SAS office; Woodstock

Type of Meeting	Regular Meeting
Note taker	Amber Joiner-Hill (NSVRC)
Attendees	Seli Perry (Mercy House), Maria Diaz (Access Independence), Sheila Orndorff (SAS), John Nagley (ARE), Lisa Herbaugh (Laurel Center), Paloma Saucedo de la Pena (VAN), Chris Monroe (NWCSB)
Absent	--

1/19/17 minutes approved

Agenda Topic: Review of Site Visits

Discussion

- There were no findings at Mercy House, ARE, or Choices; there were two concerns with Response, and four concerns with VAN
 - Neither agency is required to follow any of the recommendations from the Committee, with the understanding that not doing so could jeopardize the agency's ability to receive future VHSP funding.
 - VAN will work with ARE to address findings made.
- Next steps: agencies don't have to report back to the C&E Committee in response to whatever points of concern are found; At the next meeting, the group wants to talk about making a recommendation to the Executive Committee that it should be clearly stated to agencies that the findings from the site visits could impact whether or not they're included in the VHSP grant application.

Agenda Topic: Northwestern CSB

Presenter: Chris Monroe

Discussion

- Chris presented information on NWCSB's two permanent supportive housing programs—Permanent Supportive Housing (PSH) for Chronically Homeless and Shelter Plus Care (S+C)
- For both programs: catchment area is Warren, Frederick, Page, Shenandoah counties, and Winchester; clients are housed at scattered sites and all live in Winchester now
- PSH Highlights:
 - Program is at capacity with three people
 - There's an overall need to "tighten up" on holding clients accountable
 - Have had to spend a lot of funds on pest control

- Program changes: when clients leave, their slots won't be filled; moving clients into more suitable situations (smaller space, lower rent); no longer paying utility payments and haven't decided yet if they will continue to pay utility deposits; clients will be required to provide NWCSB access to their SSI/SSDI statements; considering no longer providing a utility subsidy (NWCSB isn't required to provide it); will speak to landlords about the possibility of keeping rent at a steady rate
- Shelter Plus Care
 - Program is at capacity with thirty people
 - When clients enter the program, they must have income but can stay in the program if they lose that income
 - In the past, when clients didn't pay their 30% portion to NWCSB nothing happened; now clients are told they're at risk of losing their placement in the program—this has increased the collection of rent
 - There are five slots set aside for ARE clients
 - Have you considered allowing clients to have roommates to decrease the rental assistance? Yes, this is allowed and there are two clients who do live together.
 - Program changes: when clients leave, their slots won't be filled; moving clients into more suitable situations (smaller space, lower rent); no longer paying utility payments
 - Shortfall is \$1,900 per month right now
 - Leases are in the client's name and the landlord signs an addendum with NWCSB
 - Returned security deposits go back to NWCSB and not the client
- Question & Answer:
 - How is the funding cap for each client determined? There is no cap and Fair Market Rent determines how many clients they'll be able to serve
 - Is case management required? And are clients required to provide certain documentation on a regular basis? Case management isn't required; On anniversary dates, clients are re-certified and required to provide documentation relevant to eligibility
 - What does case management look like? There are 33 total housing clients and five are PACT clients which means that case managers might meet with them daily, provide transportation, and very hands-on attention; average case management is counseling, help client keep their benefits, and keep in touch with their other supportive services
 - How long have clients been in the program? About one client is discharged a year and it's usually due to serious rule violations of their lease; one client has received services for ten years
 - Do NWCSB housing clients go through Centralized Housing Intake before receiving services? To date, no they haven't; however, HUD requires that all housing clients go through centralized intake
 - All mental health case managers are trained in SOAR
- Contact Chris for more detailed information on these programs (cmonroe@nwcsb.com)

Agenda Topic: *FY17 HUD Ranking Team*

Discussion

- Executive Committee wants C&E to create criteria to abide by when selecting individuals to review and rank applications for the FY17 HUD CoC competition
- Item was skipped due to time and might be discussed via email and conference call before the next C&E meeting

Agenda Topic: *CAMS Tracking Sheets*

Presenter: *Seli Perry*

Discussion

- Amber and Seli created Excel worksheets that summarize quarterly performance and financial CAMS reports that agencies submit to DHCD; the overall intent is to provide a snapshot of VHSP programs
- Plan is to share CoC wide information with the community and agency-specific data to be reviewed by the C&E and Executive Committees

Action Items

Person Responsible

Deadline

Action Items	Person Responsible	Deadline
Requests monthly expenditure amounts from VHSP grantees	Seli	--

Agenda Topic: *Announcements/Other*

Discussion

- Request to change meetings to the fourth Thursdays of every other month; no permanent change decided, but the next in-person meeting was moved to May 25th
- There's some interest in talking more about the score that HUD provided on the CoC Consolidated Application