

PORTLAND CONTINUUM OF CARE

Wednesday, May 14, 2014

MEETING MINUTES

Present:

Bob Duranleau	City of Portland, Health & Human Services Department, Social Services Division
Jeff Tardif	City of Portland, Health & Human Services Department, Social Services Division, Family Shelter
Aaron Geyer	City of Portland, Health & Human Services Department, Social Services Division, Home to Stay
Josh O'Brien	City of Portland, Health & Human Services Department, Social Services Division, Oxford Street Shelter
Tammie Butner	City of Portland, Health & Human Services Department, Social Services Division, Family Shelter
Amanda Doyle	City of Portland, Health & Human Services Department, Social Services Division, Refugee Services
Vickey Rand	CHOM
Norman Maze	Shalom House

I. Introductions

Bob welcomed everyone and brief introductions were made.

II. 2013 CoC Application – Update

Bob stated that Housing and Urban Development (HUD) has released awards for Tier 1 projects and renewal projects. Those awarded funding are: DHHS Shelter Plus Care Programs; Avesta Housing Logan Place and Florence House. He reiterated that Rapid Re-Housing projects are not renewals, but new programs, as well as the new Preble Street program for permanent housing. The Planning Grant is not included. This year the only awards were for renewal programs in Tier 1, with other awards being announced at a later date. The Continuum has two projects in Tier 1 that we are still waiting to hear about, the HMIS and Employment Assistance projects. Tier 1 awards are supposed to equal the annual demand rate less five percent. Bob, Jon Bradley, and Anne Gass have looked at the calculations and agree HUD's calculations appear are off. This year HUD is not taking any questions so it has been difficult to get this problem fixed. Bob is working with Lynn Morrow, HUD program manager, in resolving this issue.

III. HMIS – Cloudburst Group TA Survey Update

Bob reminded everyone of the HMIS survey. There are approximate 180 active users statewide and only 32 surveys were completed (18%). Bob asked Megan to send out another reminder on the MaineHousing website and he will send out reminders as well. He is hoping to get at least 50% filled out. He asked the group to remind their staff to complete the survey at <https://www.surveymonkey.com/s/MaineHMIS>

IV. HUD HMIS Data Quality Workshop Overview

Jeff recently attended the HMIS Data Quality Workshop on Monday in Boston and stated there were only two big pushes from the workshop. First, the governance that we passed previously just needs to be amended, which Maine Housing is working on. This will require legal to have a first viewing of the governance due to some data quality changes. When they finish it will just have to run through both continuums to be approved. Second, projects may now operate multiple CoCs. There are two new data element changes: First is they want adult income only, no longer kids' income; Second is you have to identify a head of household per entry. However, it seems that HUD has not given a definition of Head of Household, and leaving it up to the individual Continuums. At the workshop, they discussed implementing Metadata, which will help to track all data records from when they are first initiated. All the new data changes will take effect on October 1st. Bob added that HUD did come out with two new documents about the data changes which he stated he would have a book made and present it at the next meeting.

- V. Portland CoC and Maine CoC Planning Grant – Update and Subcommittees
Bob reminded everyone that the Planning Grant scope of work outlines tasks required by the City of Portland and MaineHousing in regard to the CoC Planning Grants of the Maine and Portland Continuums of Care (MCOC & PCOC), to comply with HEART Act regulations, improve performance on HUD strategic planning objectives, and strengthen the ability of both COCs to end and prevent homelessness. The Planning Grant Subcommittee has selected two providers: Melanie Mondello, Technical Assistance (T.A.) Collaborative will help us with the federal portion, and Anne Gass, ABG Consulting, will incorporate the work into the CoC applications, work in smaller groups with the CoCs and carry the board. As part of the Monitoring Committee from the Portland CoC and the Maine CoC John Bradley, who is CoC-funded and Heather Rhoda, non-CoC funded, were. Part of the Coordinated Assessment Committee will be Joe Everett and, Dan Coyne from United Way. There will be an initial meeting with T.A. and the joint CoCs with a presentation and discussion about the intake and assessment process, written policies and practices as well as working with the subcommittees and developing a model to be used as a consistent tool for the CoCs. T.A.C. will be holding that presentation tentatively on June 9th in Augusta at 9:00 or 9:30 am.
- VI. AHAR Unmet Need Review
Vickey went over the Unmet Need Worksheet and explained the process. She reported that the worksheet looked very similar to last year with little changes. See attached worksheet. Bob thanked Vickey and the committee for all of their work.
- VII. Mainstream Resources Committee
Aaron reported that the attendance hasn't been as high at the Fair Housing presentation as previously and would accept any suggestions on how to get the word out about the meetings. He reported only six or seven attendees when previously there were around 35 people presenting. Josh suggested joining together with a staff meeting to gain numbers Aaron agreed. He plans on having another meeting tentatively in August.
- VIII. New City Website
Bob reported the new City of Portland website is in effect and very user-friendly. He stated it is very similar to the MaineHousing website with the news flashes on the screen. It has a separate section just for updates, attendees, stats, agendas and minutes to all the meetings for ESAC and CoC.
- IX. Other Business
Bob stated that recently there has been discussion at the Region 1 Homeless Council, along with media coverage regarding the General Assistance (GA) audit. The City of Portland was found in non-compliance for the way that GA is being billed for all of the shelters. This has been in place for many years. He mentioned that previously all other audits were passed. Bob pressed there could be a potential impact at Oxford St. shelter and other shelters, impacting a high number of people who have income and are staying at the shelter. Also there may be a requirement to come up with a regular bed night cost. The issue is operating costs us actual GA rental guidelines under the definition of presumed eligibility.

Next Meeting:
June 18, 2014
10:30 AM – 12:00 PM
REFUGEE SERVICES CONFERENCE AREA
190 Lancaster Street

Please Contact Robert Duranleau, City of Portland, Health and Human Services Department, Social Services Division at 482-5124, or rmd@portlandmaine.gov if you have any questions.

City of Portland and MaineHousing CoC Planning Grant Scope of Work

This scope of work outlines tasks required by the City of Portland and MaineHousing in regard to the CoC Planning Grants of the Maine and Portland Continuums of Care (MCOC & PCOC), to comply with HEARTH Act regulations, improve performance on HUD strategic planning objectives, and strengthen the ability of both COCs to end and prevent homelessness.

The consultant will work with two separate ad hoc subcommittees, Coordinated Assessment Subcommittee and Program Monitoring & Evaluation Subcommittee that have members drawn from Maine COC and Portland COC to:

- Explore and develop a single, coordinated intake and assessment process, including a draft workflow, and create a tool for coordinated intake and assessments.
- Review and draft recommendations for CoC's to amend existing policies and procedures, or develop new ones, to ensure that Continuum and/or ESG-funded projects are in compliance with the HEARTH Act, including, without limitation:
 - Draft recommendations that establish a year-round monitoring process and instruments to review and/or reallocate CoC-funded projects, if necessary.
 - Develop and draft written policies and procedures for consulting with ESG recipients on the plan for allocating ESG funds; ensuring that shelter policies are consistent with HEARTH Act regulations and performance measures.
 - Draft recommendations that strengthen policies, procedures and instruments for year round monitoring and reporting of performance measures.
- Incorporate the decisions, policies and procedures resulting from this Planning Grant in future CoC competitions.

Work will include:

- Working with MaineHousing and City of Portland staff to plan meeting agendas and timetables
- Attendance at subcommittee meetings, minimum of 4 in-person meetings
- Researching HEARTH Act regulations, national trends and best practice models
- Developing drafts for subcommittee review and CoC presentation
- Incorporating edits
- Reporting milestone progress at full CoC meetings; April, June, Sept & Dec

PLANNING GRANT

Technical Assistance Collaborative

Melany Mondello

Larger national picture

Best practices/research

ABG Consulting

Anne Gass

Incorporate work into the CoC applications

Smaller groups in CoC

Carry out work

Small groups for Portland and Maine CoCs

Monitoring Committee

Jon Bradley- CoC funded

Heather Rhoda- not CoC funded

Coordinated Assessment Committee

Joe Everett- CoC funded

Dan Coyne- not CoC funded

New Website Highlights

<http://www.portlandmaine.gov/225/Social-Services>

Each person currently on the ESAC and CoC email lists has been uploaded to the new listserv. From now on, those individuals will receive meeting updates and newsflashes, including data postings, agendas, and minutes.

If you would like these updates sent directly to your inbox, and are not on the email list, feel free to sign up online.

<http://www.portlandmaine.gov/list.aspx?Mode=Subscribe#newsFlash>

Or by going to:

Social Services Page

Click on the News Flash title

Click on the Notify Me icon on the right-hand side of the screen

In addition to News Flash notifications, The Social Services Division calendar can be synced to your Groupwise, Outlook, and even your phone.

Or by going to:

Social Services Page

Click on the Calendar

Click on Subscribe to iCalendar at the top of the calendar

Follow the prompts and it will sync!



Now viewing data for: ME-502 - Portland CoC

Welcome, [Robert Duranleau](#) | [Log Out](#)

[Home](#) [Dashboard](#) [HIC](#) [PIT](#) [AHAR](#) [PULSE](#) [Messages](#) [Reports](#) [HDX Admin](#)

Housing Inventory Counts (HIC) [Organizations and Projects](#) [Inventory List](#) [Inventory Details](#) [Unmet Need](#) [Reporting Status](#) [Import Data](#)

Unmet Need for ME-502 - Portland CoC

Year:

Date of the Housing Inventory Counts: 1/29/2014 [Change](#)

Save

All Year-Round Beds/Units

Seasonal Beds Overflow Beds

Beds for Households with at Least One Adult and One Child	Units for Households with at Least One Adult and One Child	Beds for Households without Children	Beds for Households with Only Children	Units for Households with Only Children	Total Year-Round Beds	Total Seasonal Beds	Overflow Beds
Emergency Shelter							
20	13	110	0	0	130	0	0
Transitional Housing							
0	0	85	0	0	85		
Safe Haven							
		0			0		
Permanent Housing							
36	14	143	0	0	179		

Save