

PORTLAND CONTINUUM OF CARE

Wednesday, September 17, 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
Tammie Butner	City of Portland, Health & Human Services Department, Social Services Division, Family Shelter
Norman Maze	Shalom House
Jon Bradley	Preble Street
Matt Pryor	City of Portland, Health & Human Services Department, Social Services Division, Adult Services
Cindy Namer	MaineHousing
Joe Everett	The Opportunity Alliance
Aaron Geyer	City of Portland, Health & Human Services Department, Social Services Division, Adult Services
Megan Spencer	Maine State Housing Authority
Chet Barnes	State of Maine, SAHMSA
Cindy McPherson	State of Maine, SAHMSA
Cindy Namer	Maine State Housing Authority
Melany Mondello	TAC
Sami Rudnick	TAC
Lauren Knott	TAC
Anne Gass	ABG Consulting
Dawn Pickles	The Opportunity Alliance
Pat Robinson	The Opportunity Alliance
Joni Boissonneault	Portland Housing Authority

I. Introductions

Bob welcomed everyone and brief introductions were made.

II. Update on HUD Appeal and Next Steps

Bob stated that we are now working on the 2014-15 application. He discussed the issue with the FY2013-14 program application. They are now working on a possible no-cost extension since the appeal was denied despite the timeline submitted by Joe Everett. The impacted projects will be on a conference call to 12:30 on Thursday with HUD officials to discuss next steps solution. He also addressed that the GIW for the FY 14-15 application is located on the [website](#).

Joe asked what the next steps were after the call, as this impacts the community as a whole, and pushed the delegation to step up and push on HUD. Cindy explained the impact on HMIS. Jon stated the delegation has been involved and seem to be optimistic that there is a workaround for the future, not necessarily the past. The no-cost extension deadline is soon, so things will need to be decided upon soon.

A follow-up meeting was scheduled for Monday, September 22, 11 am – 1 pm, in the Refugee Services Conference Area.

III. HMIS – Cloudburst Group TA Survey Update

Bob stated that Lindsey wanted to meet with the data committees for both CoCs to discuss the survey results. He will contact MCOC to schedule a conference call.

IV. HMIS Data Quality Standards

Megan asked that everyone review the standards and addendums. She gave background on the Data Quality Standards group and its role. This charter gives definitions and timeline standards. The Maine CoC data committee meeting has voted and approved it. Cindy pointed out that nothing is set in stone and items may be adjusted, as needed. *Jeff motioned to pass the Data Quality Standards put forth during the meeting, unanimous vote to pass.*

Megan pointed out that the implementation date is October 1. There is a new required question in the data set regarding health insurance coverage. Due to the major upgrades, there will be mandatory training for users soon. Cindy stated they are trying to make it as seamless as possible and thanked everyone for their patience.

Bob thanked Megan for all her work at the Oxford Street Shelter with client ID cards, which has made the sign-in process much easier.

V. Planning Grant Presentation

Anne handed out the results of the planning grant committee meeting between the Maine and Portland CoCs. There are two committees: Coordinated Assessment; and Monitoring and Evaluation. While not looking for immediate decisions, they are looking for input and recommendations. Melany discussed performance measures set forth by separating monitoring from funding and how to score individual programs. The performance measures planning committee could work with the HMIS Lead, as well as programs, so that everyone understands the community they are serving and data to collect. Anything new from the NOFA would be addressed and worked on for a year. She discussed the draft performance measures spreadsheet based on what HUD wants and what each program wants to do and may change over time.

Sam discussed Policy and Procedure for monitoring, as well as the monitoring form, and the threshold tool. These programs could be put into a lottery to be evaluated every other year, rather than annually. For those not meeting the threshold, they would report quarterly on changes and updates. After one year, they could meet to discuss the possibility of reallocation. Melany referred everyone to the monitoring tool changes handout.

Anne discussed the policies and procedures, as well as new and renewal project rating forms. Each CoC should create a project selection committee. These committees should exclude representatives from CoC-funded projects; separate scoring tools for new, renewal, and HMIS projects; selection tools to reflect performance measures and targets; and create an appeals committee and process.

Cindy clarified that the annual performance measure meeting on the flowchart to set standards and targets should be a joint CoC meeting. Then each CoC has separate meetings to discuss individual projects.

Chet clarified that this is a soft copy, in that it can be changed and adjusted to programs and CoCs. Jon asked whether people would like to send him feedback or set up a time to go over this again. It was agreed email would be a good forum, and he asked that everyone look at this very soon, as there is a timeline. Joe suggested that an additional 30 minutes be added to the October CoC meeting to discuss the feedback from the organizations.

Coordinated Assessment:

Lauren discussed the Coordinated Assessment committee. At the first meeting, they discussed best practices around the country and developed a three-step process (The “3As”) in reviewing the assessment process: Access, Assessment, and Assign. The proposal for Access is to combine the strong 2-1-1 system and walk-ins to regional locations. No other community interviewed uses the “no wrong door approach.” The proposal for Assess is to use the National Alliance to End Homelessness screening tools. This can be adjusted to meet the needs of each CoC. The recommendations will be based on content, it is then up to each program and CoC on how it is entered into HMIS. There are no recommendations for assign at this time.

Anne discussed the funding for the planning grant since it has not been funded by HUD. TAC and ABG work will end on December 31. The Betterman Fund has a December 30 deadline. This would fund a Coordinated Assessment consultant. Cindy offered that any organization can apply for this, not just the consolidated or the City. Pat suggested this be decided today, City was decided for now (until Maine CoC makes a decision) with Anne running lead. Cindy will address it at the Maine CoC Meeting.

Next Meeting:
October 15, 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.