

NE Oklahoma Continuum of Care Full Membership Meeting

September 7, 2017

Meeting Minutes

The NE Oklahoma Continuum of Care full membership met at 12:00 noon, Thursday, September 7, 2017 at Lighthouse Outreach, 1411 W. Hensley Boulevard, Bartlesville, Oklahoma.

1. **Attendance:** List of attendees is attached.
2. **Introduction of Guests:** Guests in attendance included Rebekah Zahn-Pittser and Daniel Chae from ODOC and Carol Erwin from Washington County Affordable Housing Coalition.
3. **Updates and Events:** Terry Schroeder announced he had received an email announcing a series of regional training events on youth homelessness to be conducted the week of September 11-15. Terry will forward the email to COC partners for their information.
4. **Consideration and action regarding August 10, 2017 COC Full Partnership meeting minutes:** Copies of the August 10, 2017 COC Full Partnership minutes were sent to COC partners with the meeting notice and agenda. Terry noted there is one correction to the minutes, on the first line an incorrect date was inserted, indicating the meeting was held on August 8, instead of August 10. That correction has been made. **Motion by Aletha Redden, Seconded by Scott Hammond to approve the minutes as corrected. Motion carried unanimously.**
5. **Update regarding 2017 Emergency Solutions Grant funding:** Terry Schroeder reported that he had received communication from ODOC informing the COC that the 2017 allocation amounts were being released. He noted that NE OK COC already decided to fund 6 applications at \$38,718.17 each and that one applicant dropped out of the application process, so 5 applications have been received and that the COC has agreed to consider all 5 for funding. Recommendation from the board was to approve funding for all 5 applications at \$38,718.17 and to rank them according to score when the scoring is complete and to allow for modification of the contracts when awarded to allow for an additional \$7,920.23 per awardee, as an equal share of the \$38,718.15 left over from the applicant that dropped out of the funding application process and the additional \$883 available in the 2017 allocation. This would equal an award of \$46,638.40 per grantee. A copy of the FY2017 ESG Application ranking was provided at the meeting (copy attached) as this information was received after the meeting notice was sent out. **Based on this new information, motion by Aletha Redden, Seconded by Melissa Brumley to rescind the ESG funding recommendation approved at the August 10, 2017 meeting and to approve the ESG application ranking and funding recommendation described above and in the FY 2017 ESG Application Ranking. Motion carried unanimously.**
6. **Committee Reports:**
 - a. **Planning Committee:** Sarada McGaha reported that progress has been made on the COC-wide resource directory. Copies of the draft document were distributed and Sarada walked those present through the draft format. There is still a need to confirm contact information for some entities, as some have multiple addresses or contact information listed in various places, so the issue is confirming correct contact information. Sarada encouraged all agencies to continue to submit data using the resource directory information form and return it to her for inclusion in the directory.
 - b. **Monitoring and Evaluation Committee:** Report on recommendation from the COC board regarding 2017 COC application ranking and project priority listing. It was reported that all of the renewal applications were received by the established deadline and that the applications had been reviewed and scored in accordance with application rating and review procedures adopted by the COC partnership at the August 10, 2017 meeting. Scoring of the applications is based on information contained in the applications and in project Annual Performance Reports. Copies of the application Scoring and the FY2017 COC Project Ranking were sent out with the meeting notice. **Motion by Althea Redden, seconded by Bryan Rigsby to approve the Fy2017 COC ranking and the Project Priority Listing and to approve submittal of the Collaborative Application when completed. Motion carried unanimously.**

- c. **HMIS:** Melissa Brumley presented the COC Annual Performance report (copy attached) and walked those present through critical elements of those reports.
- 7. **Other Business:** None
- 8. **Next Meeting Date:** The next scheduled meeting will be held at 12:00 noon on Thursday, November 9, 2017 at NEOCAA, 856 E. Melton Drive, Jay, OK.

Meeting adjourned at 1:00 p.m. and was followed by an Emergency Solutions Grant Con-plan focus group conducted by Rebekah Zahn-Pittser from ODOC (Copy of talking points attached).

NORTHEAST OKLAHOMA CONTINUUM OF CARE

SIGN-IN SHEET

DATE: September 7, 2017

NAME	AGENCY	PHONE	EMAIL	MAILING ADDRESS
FERRY Schmeider	NEOCA			
Debra Doney	CCC			
Chaeleek	VA Tribal Health			
Carol Garrison	WCAHC	918-76-2217	cap.tal.hill.tyler@va.gov	
Bryan Ringobay	KI BOIS	918-81-7525		
Mark Nichols	CARD			
Aphese Brumley	United Way Ponca	918-739-5017	wuhmise@cablenet.net	
Sam Webster	OKDHS	918-273-2327		
Rebecca Zolm-Fisher	ODOZ	405-815-5323	RabeKoun.zolm@okcommunities.gov	
Daniel Chue	CDCL		daniel.chue@okcomm.gov	
Donna M. Grabow	Safenet Services	918-341-1424	donna@Safenet-services.org	
Lynn O'Connell	Visitor	918-316-2706	Lame	
Scott Hammond	LIGHTHOUSE OUTREACH CT	918-336-9029		
EROL HAAR	LIGHTHOUSE OUTREACH CT	918-336-9029		
Alysha Bearden				
Ernie Reddick				
Julie Rogers	Hope House		hopehouseshelter@gmail.com	

NE OK COC
 FY 2017 ESG Application Ranking

		Max Score Possible				150	
Funded Amount	Application ID	Shelter Name	Rev	Total Score	Average	Ranking	
\$38,718.17	ESG-2017-Safenet Services-00035	Safenet Services Inc	Average 25 3	148	148.5	1	
\$38,718.17	ESG-2017-NEOCOA-00014	Community Crisis Center, Inc.	Average 29 100	150 144	147.0	2	
\$38,718.17	ESG-2017-NEOCOA-00004	ARK	Average 32 100	149 144	146.5	3	
\$38,718.17	ESG-2017-CARD-CAA-00027	Community Action Resource and Development	Average 4 7	144 136	140.0	4	
\$38,718.17	ESG-2017-NEOCOA-00015	Hope House of Cherokee County, Inc	Average 5 19	139 112	125.5	5	
\$232,309.00	<<<< Total Allocated		\$233,192.00				
\$193,590.85	<<<< Total Requested		\$193,590.85				
\$38,718.15	<<<< Total Remaining		\$39,601.15				
\$46,461.80	Total available per grant for 5 grants		Total for 5 Grants				
\$7,743.63	Additional funds available per grant with 5 grants		\$46,461.80				
\$290.39	Additional Admin per grant		\$1,741.00				
\$3,097.45	RRH Additional per grant		\$18,586.17				
\$4,355.79	Additional Shelter per grant		\$26,134.63				
new allocation							
\$46,638.40	per grant		\$233,192.00				
\$193,590.85							
\$39,601.15							
\$7,920.23	Additional funds available per grant with 5 grants		\$1,748.94				
\$297.01	Additional Admin per grant		\$18,665.36				
\$3,168.09	RRH Additional per grant		\$26,234.10				
\$4,455.13	Additional Shelter per grant						

FY 2017 COC Ranking
OK-505 NE OK COC

Rank	Score	Applicant Name	Project Name	Expiring Grant #	Project Type	Component Type	\$ Requested	\$ Ranked	Running Total
			Tier I						
1	62	FFATC	ARK Annex Renewal 2018-2019	OK0071161051602	Renewal	PH	\$36,636.00	\$36,636.00	\$36,636
2	59	CARD	Safe Life PSH Renewal	OK0064161051607	Renewal	PH	\$16,189.00	\$16,189.00	\$52,825
3	58	NEOCOA	NEOCOA PSH Renewal	OK0048161051608	Renewal	PH	\$37,019.00	\$37,019.00	\$89,844
4	51	FFATC	ARK Renewal 2018-2019	OK0037161051609	Renewal	PH	\$47,489.00	\$47,489.00	\$137,333
5	50	The Landing	The Landing SHP Renewal	OK0082161051604	Renewal	PH	\$138,222.00	\$138,222.00	\$275,555
6	47	CCCI	Partnership for Peace	OK0036161051609	Renewal	PH	\$40,342.00	\$40,342.00	\$315,897
7	44	NEOCOA	NEOCOA Dedicated HMIS Renewal	OK004761051608	Renewal	HMIS	\$27,217.00	\$6,630.00	\$322,527
			Tier 1 Cutoff \$322,527						
			Tier II						
7	44	NEOCOA	NEOCOA Dedicated HMIS Renewal	OK004761051608	Renewal	HMIS	\$27,217.00	\$20,587.00	\$343,114
			COC Planning Project	NA	Planning	Planning	\$21,864	\$21,864	\$364,978

Agency	Project	Type	Support	Draws	Housing Lst	Bed Cost	% CH Increase CH	Person Cost	Vulnerable Pops.	Vet. Beds	% CH Prioritize CH	Person Cost	Vulnerable Pops.	% CH	Person Cost	UNIL. Rate	Vulner. Pops.	Vets served	Stay PH	Total Income	Earned Income	Data Complete	Timely Entry/ex	APR Timely	Total	
FFAIC	ARK Renewal 2018-2019	5	1	5	5	3	1	0	3	2	3	1	3	1	3	1	2	2	2	1	2	2	2	0	5	51
FFAIC	ARK Annex Renewal 18-19	5	5	5	5	2	3	2	2	2	3	2	3	2	3	2	3	2	2	4	0	0	6	0	5	62
NEOCAA	NEOCAA PSH Renewal	5	5	5	5	3	3	2	3	2	3	3	3	3	3	3	1	2	2	2	1	1	2	0	5	58
Landing	Landing SHP	5	5	5	5	1	1	0	1	2	1	1	2	1	1	0	0	2	2	2	1	1	1	0	5	30
CCCI	Partnership for Peace	5	1	5	5	2	3	2	2	2	3	2	2	3	2	2	3	2	0	4	2	0	1	0	4	47
CARD	Safe Life PSH	5	5	5	5	2	3	2	2	2	3	2	3	2	3	2	0	2	0	4	2	1	5	0	5	59
NEOCAA	HMIS	5	5	5	0	3	0	0	3	2	0	3	0	3	0	3	0	2	2	0	0	0	5	0	5	44
New Project Rating																										
Agency	Project	Type	Support	Describe Support?	Leverage	Coord Entry & H	Capacity	Budget	Bed Cost	% CH	Prioritize CH	Person Cost	Vulnerable Pops.	% CH	Person Cost	Vulner. Beds	Vet total									
						HMIS											0									

Report Options

Provider Type Provider Reporting Group

Reporting Group* NEOCoC ALL

Q4a Provider* NE OK 2016 ESG A RRH (11716)

Program Date Range* 05/01/2017 to 09/06/2017

Entry/Exit Types* Basic Basic Center Program Entry/Exit HUD PATH Quick Call RHY Standard Transitional Living Program Entry/Exit VA HRRP (Retired)

CoC-APR Report Results

Organization Name	NE OK 2016 ESG A RRH
Organization ID	11716
Project Name	NE OK 2016 ESG A RRH
Project ID	11716
HMIS Project type	PH - Rapid Re-Housing (HUD)
Method of Tracking ES	
If HMIS Project ID = 6 (S Only)	
Is the Services Only (HMIS Project Type 6) affiliated with a residential project?	
If 2.4, Dependent A = 1	
Identify the Project ID's of the housing projects this project is affiliated with	

Report Validation Table

1. Total Number of Persons Served	754
2. Number of Adults (age 18 or over)	532
3. Number of Children (under age 18)	218
4. Number of Persons with Unknown Age	4
5. Number of Leavers	489
6. Number of Adult Leavers	335
7. Number of Adult and Head of Household Leavers	348
8. Number of Stayers	265
9. Number of Adult Stayers	197
10. Number of Veterans	31
11. Number of Chronically Homeless Persons	26
12. Number of Youth Under Age 25	58
13. Number of Parenting Youth Under Age 25 with Children	13
14. Number of Adult Heads of Household	485
15. Number of Child and Unknown-Age Heads of Household	19
16. Heads of Households and Adult Stayers in the Project 365 Days or More	22

Data Quality - Personal Identifiable Information

Data Element	Client Doesn't Know/Client Refused	Information Missing	Data Issues	% of Error Rate
Name (3.1)	96	215	0	29%
SSN (3.2)	103	119	2	30%
Date of Birth (3.3)	0	4	97	13%
Race (3.4)	3	5		1%
Ethnicity (3.5)	0	4		1%
Gender (3.6)	0	4		1%
Overall Score				30%

Data Quality - Universal Data Elements

Data Element	Error Count	% of Error Rate
Veteran Status (3.7)	4	1%
Project Entry Date (3.10)	0	0%
Relationship to Head of Household (3.15)	38	5%
Client Location (3.16)	3	1%
Disabling Condition (3.8)	25	3%

Data Element	Error Count	% of Error Rate
Destination (3.12)	18	4%
Income and Sources (4.2) at Entry	60	12%
Income and Sources (4.2) at Annual Assessment	7	32%
Income and Sources (4.2) at Exit	24	7%

Entering Into project type	Count of total records	Missing time in institution (3.917.2)	Missing time in housing (3.917.2)	Approximate Date started (3.917.3) DK/R/missing	Number of Times (3.917.4) DK/R/missing	Number of months (3.917.5) DK/R/missing	% of records unable to calculate
ES, SH, Street Outreach	210			17	10	12	10%
TH	94	0	0	2	0	0	2%
PH(all)	82	0	1	3	1	3	6%
Total	386						7%

Time For Record Entry	Number of Project Entry Records	Number of Project Exit Records
0 days	82	47
1 - 3 days	167	115
4 - 6 days	112	100
7 - 10 days	127	51
11+ days	266	176

	# of Records	# of Inactive Records	% of Inactive Records
Contact (Adults and Heads of Household in Street Outreach or ES - NBN)	0	0	0%
Bed Night (All clients in ES - NBN)	0	0	0%

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Adults	532	412	119		1
Children	218		196	22	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	4	0	0	0	4
Total	754	412	315	22	5

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
January	0	0	0	0	0
April	0	0	0	0	0
July	259	165	80	10	4
October	0	0	0	0	0

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Total Households	504	389	97	18	0

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
January	0	0	0	0	0
April	0	0	0	0	0
July	186	157	23	6	0
October	0	0	0	0	0

	All Persons Contacted	First Contact was at a place not meant for human habitation	First contact was at a non-residential service setting	First contact was at a residential service setting	First contact place was missing
Once	0	0	0	0	0
2-5 Times	0	0	0	0	0
6-9 Times	0	0	0	0	0
10+ Times	0	0	0	0	0
Total Persons Contacted	0	0	0	0	0

	All Persons Contacted	First Contact was at a place	First contact was at a non-	First contact was at a	First contact place was
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Talking Points for Proposed Changes for ESG 2018 Focus Groups

Common Issues / Housekeeping items

- Will have to add more revisions to Closeout report to meet data required for State CAPER
 - Starting closeout 2016 will be using new CAPER subrecipient report and sending data directly to HUD in addition to sending data to ODOC.

Proposed Timeline

Date	Description
March 29, 2018	Mandatory Application Workshop (Oklahoma City)
April 2 – May 31, 2018	Applications entered into OK Grants
June – July, 2018	Continua score, rank and recommend
August – September, 2018	ODOC verifies eligibility of potential subrecipients
Last Week of September, 2018	Approximate Date for Award Notification
October 1, 2018	ESG 2018 Contract Start Date
September 30, 2019	ESG 2018 contract end date. All funds must be expended by this date.
November 31, 2019	ESG 2018 Closeout Documentation and Annual Report Due to ODOC.

Proposed Changes

- Add or clarify certain program policy requirements.
 - Need to change mindset from “Old” ESG where most help was a one-time thing or a client could/would not be helped if they had no foreseeable income to take over budgeting when assistance was gone; to a “look at the whole client” and all possible needs approach. Policies such as not helping a client with certain assistance because they have no foreseeable income should no longer be acceptable.
- Plan to assist eligible clients in whole CoC service area. There needs to be some sort of plan or policy regarding a “no wrong door” approach to assisting clients in whole service area. There should be no truly unserved area in the CoC service area.

Standardize Document forms

- Create set of standard forms to track client eligibility to be used by all ESG subrecipients.
- Establish stakeholder committee to help create forms. This committee would also be used to discuss policies and other issues that affect all ESG programs.

If you have any questions or anymore feedback, please contact me:
Rebekah Zahn-Pittser, Program Manager
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Rebekah.Zahn@commerce.ok.gov

Performance Measures

- Any updates to performance Measures?
- 1. Number of individuals and families accessing homeless assistance services that enter permanent housing.
- 2. Number of households accessing homeless assistance program services increase or maintain their income upon exit.
- 3. Number of households accessing prevention services maintained their permanent housing.
- 4. Number of households accessing housing services enter permanent housing.
- 5. Number of unaccompanied youth access homeless assistance services return/enter permanent housing.

Pre-Award Risk Assessment

- HUD requires the Grantee (ODOC) to implement a Pre-Award Risk Assessment on sub-recipient applications before funds are awarded. The Risk Assessment will result in a rating of Low, Medium or High Risk which will come with additional requirements depending on the behaviors that caused the Medium or High Risk results.
- New applicants who are awarded funds will be automatically designated as “high risk.” This will include additional documentation submitted with expense reports, additional technical assistance and monitoring for the first year.

Transitional Housing vs Long-term Emergency Housing

- ESG funds will no longer support any transitional housing activities. Grantee would like to discuss possibilities/needs for long-term emergency housing.

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