

**GEORGIA BALANCE OF STATE CONTINUUM OF CARE BOARD  
MEETING MINUTES  
Atlanta, Georgia  
November 4, 2015  
Conference Call Number (866) 754-5292**

**Present**

David E. Blackwell (Teleconference)  
Shannon Candler (Teleconference)  
Sule Carpenter (Teleconference)  
Carmen Chubb  
John Ellis (Teleconference)  
Mike Kraft  
Bill McGahan  
Pat McNally (Teleconference)  
John R. Moeller  
Ann Shirra (Teleconference)  
Lejla Slowinski (Teleconference)  
Randy Welty (Teleconference)

**Absent**

Kristy Carter  
Sister Elizabeth Greim  
Eric McGhee  
Monica Parker  
Jennifer Shearin

**Collaborative Applicant Staff**

Christy Hahn  
Tina Moore  
Shawn Williams  
Amy Zaremba

**Support Entity**

Evan Mills, Ethics Officer (Teleconference)

**Guests\***

Chris Fields, MUST Ministries  
Tawana Tarno, Calvary Refuge  
Debbie Vives, Citizens Against Violence  
Marcie Howington, Phoenix Pass  
Jennifer Turner-Reid, U.S. Department of Veterans Affairs

\*An additional 6 members of the BoS CoC requested the call in number, but did not confirm if they were or were not on the line.

The special meeting of the Georgia Balance of State Continuum of Care Board (the "Board") meeting was called to order by Chairman Carmen Chubb at 11:07 a.m.

Chairman Chubb welcomed board members, thanked everyone for participating in this Special Meeting, and conducted a roll call of the board members present, either in person or on the call. Lejla Slowinski was present on the call, but due to illness, assigned proxy vote to Shannon Candler.

Chairman Chubb called on Tina Moore to review the 2015 Balance of State Continuum of Care (CoC) Competition. Referencing meeting materials distributed to the Board (*2015 CoC Project Application Priority Ranking Summary - Tier 1 and Tier 2; Backup Data - BoS 2015 RENEWAL Application Scores; Backup Data - BoS 2015 RENEWAL Application Scores; Backup Data - BoS 2015 NEW Application Scores; and BoS CoC Competition Threshold Notes*), Ms. Moore reviewed the results of the competition and project review by the application review sub-committees. Project applications were sent to the application review sub-committees and scored in accordance of policy set by the Board at the last meeting on September 29, 2015. Staff collected scores from review team members for each project on October 27-28, 2015, performance data was collected from annual reports, and applicants that met threshold were given the opportunity to review their project scores. On November 2, 2015, the results of the competition, project ranking, and recommended reallocations were reviewed with the Standards, Rating, and Project Selection Committee who approved them and recommended they move forward to the Board.

Ms. Moore reviewed the ranking results for renewal permanent housing project applications which includes Permanent Supportive Housing (PSH) and Rapid Re-Housing (RRH), new permanent housing project applications (which also includes RRH and PSH), and renewal Transitional Housing (TH) project applications. Using project application review scores, projects were ranked in tiered groupings as determined in the BoS Competition Policy (Group 1 – Renewal PSH and RRH; Group 2 – New Permanent Housing (RRH & PSH); and Group 3 – Renewal TH).

Ms. Moore noted that 70 projects are in the final ranking. The 2015 CoC Competition began with \$3.4 million subject to reallocation (to the extent that new RRH and PSH projects were submitted and scored high enough to make it through), and agencies representing 14 of the TH projects opted not to apply for their renewal TH project, but to apply through reallocation for a new RRH project, in the 2015 competition. Staff reviewed threshold issues around two new project applications. Of the 16 new project applications submitted, the independent application review sub-committee determined that two of the new projects (1 RRH and 1 PSH) did not meet threshold due to organizational capacity issues.

Ms. Moore requested the Board's approval of the results of the competition, final ranking and determinations, and recommended reallocations of the 2015 Balance of State CoC Competition.

Prior to the vote, Chairman Chubb welcomed attendees on the call and if any of the attendees had questions or comments at this time. Chairman Chubb then asked non-board member attendees on the call if to email Tina Moore if they would like their name on record as attending the meeting. Tawana Tarno asked about the referenced materials, noting that she did not receive them. Tina Moore noted that the materials were only sent to the Board prior to the meeting, as they have not yet been approved.

A motion to approve the results, final ranking and determinations, and recommended reallocations for the 2015 Balance of State CoC Competition as proposed by the Standards, Rating, and Project Selection Committee was made by John Moeller and seconded by David Blackwell. The Chair conducted a roll call for votes, and the motion passed unanimously.

Chairman Chubb called on Christy Hahn to review the Georgia HMIS Steering Committee Bylaws. Referencing the *Georgia HMIS Steering Committee Bylaws 10-21-15 Final* document, Ms. Hahn discussed work with the HMIS Lead, HUD TA representatives, and seven other participating CoC's to edit the Bylaws to this final draft that is being voted on by each of the participating CoC's. Ms. Hahn discussed the need to align the Bylaws with regulations in regards to the roles and responsibilities of each party noting that these Bylaws are required to be updated annually. Following the HMIS Committee meeting on October 29, 2015, Ms. Hahn reviewed further recommendations made to appoint Christy Hahn as the Collaborative Applicant Staff Representative to the Georgia HMIS Steering Committee, and Keya Hillman as the Agency User/HMIS Committee Representative to serve as the two voting members as specified in Section IV of the Bylaws. In these roles Ms. Hahn and Ms. Hillman will provide oversight of the implementation and represent the Balance of State Continuum in GA HMIS decision-making, as proposed by the HMIS Committee. Ms. Hahn reviewed recommendations of Katie Arce and April Lickett to serve as CoC Administrators, as defined in the Bylaws. Ms. Hahn requested the Board to adopt the Bylaws and approve the designated representatives as recommended by the HMIS Committee.

A motion to approve and adopt the Georgia HMIS Steering Committee Bylaws, as proposed by the HMIS Committee was made by Mike Kraft and seconded by Bill McGahan. The Chair conducted a roll call for votes, and the motion passed unanimously.

A motion to appoint Christy Hahn and Keya Hillman as specified in Section IV of the Bylaws, to serve on the GA HMIS Steering Committee to provide oversight of the implementation and represent the Balance of State Continuum in GA HMIS decision-making, as proposed by the HMIS Committee was made by Bill McGahan and seconded by Mike Kraft. The Chair conducted a roll call for votes, and the motion was passed with eleven yeas, and one abstention. John Moeller abstained from the vote.

A motion to appoint Katie Arce and April Lockett to be CoC Administrators as defined in the Georgia HMIS Steering Committee Bylaws, as proposed by the HMIS Committee was made by Mike Kraft and seconded by John Moeller. The Chair conducted a roll call for votes, and the motion passed unanimously.

Chairman Chubb called on Amy Zaremba to review the Balance of State Governance Charter Update. Referring to the document, *Governance Charter Georgia BoS Continuum of Care Updated November 3 2015*, Ms. Zaremba noted that following the approval to recommend the adoption of the Georgia HMIS Bylaws, it is necessary to update the Governance Charter to reference the Georgia HMIS Bylaws. One of the requirements of the Governance Charter is to identify the roles and responsibilities of the HMIS Lead, and while the current Balance of State Governance Charter does designate Georgia Housing and Finance Authority (GHFA) as the HMIS Lead, it is silent on the roles and responsibilities. Therefore, it is necessary to update the Governance Charter. Ms. Zaremba reviewed the proposed updates to the language on page 14 of the Governance Charter to reference the roles and responsibilities outlined in the Georgia HMIS Bylaws as was recommended by the Membership and Rules Committee, and requested Board approval.

A motion to approve and adopt the updates to the Balance of State Governance Charter, as proposed by the Membership and Rules Committee was made by Bill McGahan and seconded by Mike Kraft. The Chair conducted a roll call for votes, and the motion passed unanimously.

Chairman Chubb called on Tina Moore to review the Balance of State Permanent Supportive Housing Written Standards and Prioritization. Referring to the *Draft - BoS PSH Written Standards and Priority* document, Ms. Moore noted that the written standards and policy build on competition policy to prioritize permanent supportive housing (PSH) beds for people who are chronically homeless. This policy establishes written standards for PSH projects and formerly adopts HUD's Notice CPD-14-012, *Notice on Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing*, issued on July 28, 2014, in that those experiencing chronic homelessness should be given priority for non-dedicated PSH beds as vacancies become available through turnover. Requesting approval to adopt the policy, Ms. Moore reported that this policy was approved and recommended to move forward to the Board by the Standards, Rating, and Project Selection Committee on November 2, 2015.

A motion to approve and adopt the Balance of State Permanent Supportive Housing Written Standards and Prioritization policy, as proposed by the Standards, Rating, and Project Selection Committee was made by John Moeller and seconded by Bill McGahan. The Chair conducted a roll call for votes, and the motion passed unanimously.

Chairman Chubb called on Christy Hahn to review the Balance of State Education Policy. Referring to the *DRAFT Balance of State Education Policy 2015* document, Ms. Hahn reviewed the policy. Initially

developed in 2012, this policy has been updated to align with HUD standards around education as indicated in the 2015 NOFA. Ms. Hahn discussed the guidelines of how the Continuum of Care (CoC) will work with Emergency Solutions Grants (ESG) program and CoC-funded services providers and how providers should designate staff to work with families to ensure that children and youth have access to, and understand their rights around, education. Ms. Hahn discussed relationships with Homeless Liaisons, family choice, further agency obligations, and privacy to avoid discrimination. There was some discussion around the need for a Balance of State agency to not be limited to a single person being assigned this role, school district issues depending on which county, and groups responsible. Requesting approval to adopt the policy, Ms. Hahn reported that this policy was approved and recommended to move forward to the Board by the Standards, Rating, and Project Selection Committee on November 2, 2015.

A motion to approve and adopt the Balance of State Education Policy, as proposed by the Standards, Rating, and Project Selection Committee was made by John Ellis and seconded by John Moeller. The Chair conducted a roll call for votes, and the motion was passed unanimously.

Chairman Chubb asked if there was any old business. Ann Shirra commended staff for the review process and materials of the competition presented to the Board.

Chairman Chubb then asked for new business. There was no new business presented.

There being no further business, the meeting was adjourned at 11:46 a.m. The next regular meeting of the Board will be held on November 18, 2015, (1:00 P.M.) in Atlanta, Georgia. Chairman Chubb noted that due to a conflict, Vice-Chair Shannon Candler would chair the next meeting.



Signature



Title