

MEETING MINUTES
SOUTHERN NEVADA REGIONAL PLANNING COALITION
COMMITTEE ON HOMELESSNESS
April 11, 2013

In attendance:

Stephen Harsin, Chair, City of Las Vegas
Rose Ann Rabiola Miele, City of Boulder City
Barbara Geach, City of Henderson
Kathy Somers, City of North Las Vegas
Tim Burch, Clark County
Paula Zier, Clark County School District
Annie Wilson, alternate, Las Vegas Metropolitan Police Department
Rey Bouknight, alternate, MGM Resorts International
Stacy Sutton Pollard, Nevada Homeless Alliance
Jodie Gerson, Southern Nevada Adult Mental Health Services
Dr. Cynthia Dodge, alternate, Veterans Administration

Absent:

Dr. Carolyn Hughes, Veterans Administration
Gordon Absher, MGM Resorts International

Agenda Item 1. Call to order, notice of agenda compliance with the Nevada Open Meeting Law.

A meeting of the Southern Nevada Regional Planning Coalition's Committee on Homelessness was called to order by Stephen Harsin, Chair, City of Las Vegas, at 2:04 pm, on Thursday, April 11, 2013, at the Pueblo Room, 500 S. Grand Central Parkway, Las Vegas, Nevada, 89155. The agenda for April 11, 2013, meeting was duly posted in compliance with the Nevada Open Meeting Law requirements.

Agenda Item 2. Public Comment.

No public comment was given

Agenda Item 3. Approval of the Agenda for April 11, 2013; for possible action.

A motion was made to approve the agenda. The motion was seconded and approved unanimously.

Agenda Item 4. Approval of the Minutes from the March 14, 2013 meeting; for possible action.

A motion was made to approve the agenda. The motion was seconded and approved unanimously.

Agenda Item 5. Receive an overview of the Committee's 2012 Strategic Plan and its accomplishments; for possible action.

Agenda Item 6. Discuss the Committee's 2013 Strategic Plan as facilitated by the Moonridge Group; for possible action.

Agenda item 5 was combined with agenda item 6.

Miles Dixon, Moonridge Group, stated that Tyrone Thompson will give a brief presentation on the 2012 Strategic Plan and its accomplishments. Tara Ulmer and Michele Fuller-Hallauer will present the 2013 Strategic Plan draft. The discussion will follow the 2013 Strategic Plan draft to identify keys goals for the year.

Tyrone Thompson, Regional Initiatives Coordinator, gave an overview of the 2012 Strategic Plan goals and accomplishments, as well as the goals not achieved. Primary accomplishments are as follows: 1. Alignment of Federal and local plan in partnership with University of Nevada, Las Vegas, 2. Followed and integrated the CoC Community Action Plan (CAP), 3. Updated the homeless glossary, 4. Fully implemented the HMIS Clarity Software System, and 5. Continued to pursue HUD Technical Assistance where appropriate.

Some major highlights and initiatives include: 1. Southern Nevada continues to actively participate in the nationwide 100,000 Homes Campaign, attended Rapid Results Boot Camp and conducted the Registry Week, 2. Southern Nevada identified as a “priority community” by HUD, 3. In partnership with City of Las Vegas, Clark County Consortium (Clark County, State of Nevada and City of North Las Vegas) Homeless Prevention and Rapid Rehousing Program (HPRP) served over 4000 homeless individuals in the community, 4. Inclement Weather Shelter opens during extreme temperatures, 5. 2011 Continuum of Care Projects funds awarded to the community, 6. Compassion Stations for those looking to escape from inclement weather 7. Monthly Mainstream Programs Basic Training that served over 800 community members throughout the year.

Some of the key 2012 Community events include: Corridor of Hope Housing Connect that was coordinated in partnership with the City of Las Vegas, Nevada Homeless Alliance, City of North Las Vegas, METRO, and the Regional Initiatives Office, Veterans Stand Down coordinated by the U.S. Veterans Initiative, Family Connect Summer Resource Fair coordinated by Nevada Homeless Alliance, and Project Homeless Connect coordinated by Nevada Homeless Alliance.

The following are 2013 Strategic Plan goals that were not achieved and may potentially be address in 2013: 1. Finalize and approve Committee on Homelessness bylaws for HEARTH Act compliance for Governance, 2. Continue to integrate the CoC Community Action Plan (CAP), 3. Conduct homeless services gaps analysis, 4. Create greater public awareness and engagement, 5. Increase fundraising, and 6. Jurisdictional coordination for ESG and Homeless-related CDBG.

Tara Ulmer, City of Las Vegas gave a quick overview of the 2013-2014 Committee on Homelessness Strategic Plan. She stated that the plan that was given to the CoH members was a compilation of goals and objectives identified at the previous CoH Strategic Planning meeting in March. The draft also includes key goals and objectives that were not identified at the last meeting. Ms. Ulmer thanked Michele Fuller-Hallauer, Continuum of Care Coordinator for her input for the strategic plan.

Mr. Dixon stated that the strategic plan draft will be explored in detail and addressed by the CoH members. Key objectives and milestones will also need to be identified. Each committee member was asked to identify goals and objectives they may be able to assist with in the future.

Goal 1: To develop and implement directives to ensure compliance with the HEARTH Act.

Ms. Fuller-Hallauer stated that CoC’s across the nation must comply with HEARTH Act, which is federally mandated and turned into law. This must be implemented by July, 2014. The interim HEARTH Act regulations are to be implemented immediately. HUD is incrementally releasing guidance on the HEARTH Act.

Key Objective 1: Research, select and prepare for Unified Funding Agency (UFA) Implementation.

UFA would be responsible for the CoC and submits the CoC application to HUD. UFA would directly enter into contract with each CoC funded provider, as opposed to each provider entering into contract with HUD. UFA must be capable of performing administrative duties, oversee large amount of grants, etc. A full checklist of the eligibility criteria to be a UFA is being devised by Ms. Fuller-Hallauer. 3% of the CoC admin dollars can be directed towards to the UFA. Southern Nevada is very well poised to be a UFA and the CoH will need to vote on if the community will move forward to become a UFA. A first step is collecting input from prospective providers who contract with HUD.

Tim Burch would like additional information on the criteria, who in the community can meet the standards and whether or not the community is ready to be a UFA. Engage the executive directors of the CoC funded partners to understand their readiness and concerns. Stacy Sutton Pollard would like to collect input from prospective users about being a UFA. Mr. Harsin would like to be informed/educated of the specific responsibilities of a UFA and what it means for the community. Julie Murray asked if there are communities in the nation who already have an UFA in place. Ms. Fuller-Hallauer stated that each UFA would structurally differ from other communities in the nation because it is tailored to the needs of Southern Nevada. Kathy Somers would like the RIO to research national best practice to become a UFA.

Key Objective 2: Develop and implement a monitoring and evaluation plan

- Complete the monitoring tool
- CoH will review the monitoring tool
- Implement the tool
- Collect the usability of the data collected through the monitoring tool

The CoH Evaluation Working Group (EWG), in conjunction with HomeBase and the Regional Initiatives Office, is currently developing the monitoring tool to ensure funded providers are performing appropriately.

Mr. Burch would like the EWG to complete the monitoring tool and present it to the CoH, who then would review and vote to implement it. He would like to encourage the providers to provide input on the feasibility of implementing the monitoring tool. He would like the CoH to research developing a streamline audit system to ensure only one agency performs all audits in the community, as opposed to each of the funding streams auditing separately. Tara Ulmer will take the lead to ensure Key Objective 2 is accomplished.

Key Objective 3: Develop and ratify a governance structure

- Determine and identify any new CoH members
- Ratify bylaws

Ms. Fuller-Hallauer stated that it is mandated by HUD that all CoC have a written governance charter. The CoC board would need to have representation from institutions of areas. One representative may represent more than one area of interest. A comprehensive list of who needs to be represented on the CoH is developed by Ms. Fuller-Hallauer and was given to the current CoH members. Approximately two thirds of the list covered by those already on the committee.

The CoH bylaws will need to be ratified by CoH members. Mr. Harsin proposed that a subgroup be formed to revisit the draft CoH bylaws that already exist. He volunteered to chair that subgroup.

Ms. Fuller-Hallauer stated that written standards for all CoC activities will need to be developed and be posted on the Help Hope Home website so that the public may have access to view it. Written standards will need to be updated as needed. The standards are guided by the HEARTH Act. She recommended that a subgroup be developed to research the written standards. As mandated, written standards will need to be published by July 2014. Jodie Gerson would like the written standards be completed and published well in advance of the federally mandated publish date.

Mr. Burch expressed his concerns in that, the written standards is a large task in itself. It requires constant updating and extra admin support to manage the ongoing task. Communication methodology and presentation of material to the public needs to be explored in detail. Mr. Burch would like to participate in accomplishing Key Objective 1. Dr. Cynthia Dodge would also like to partake in researching Key Objective 1.

Key Objective 4: Complete and post written standards and policies and procedures

Rose Ann Miele volunteered to participate in accomplishing Key Objective 4, with assistance from Ms. Fuller-Hallauer.

Key Objective 5: Conduct a gaps analysis to determine current community need

- Approve and issue scope of work
- Implement gaps analysis

The Regional Initiatives Office will take the lead on Key Objective 5, along with Tim Burch or Bobby Gordon from Clark County Social Service.

Key Objective 6: Update and continue to implement directives to achieve the goals of the CoC Community Action (CAP)

CAP has been developed by HomeBase for implementation of the HEARTH Act. Key Objective 6 does not need action steps/milestones because the CAP has its own timeline and milestones.

GOAL 2: To update and further implement the “Help Hope Home: Southern Nevada’s Regional Plan to End Homelessness”

Key Objective 1: Further align the plan with Federal strategies (HEARTH Act, Opening Doors, etc)

- Adjust strategies to reflect gaps analysis findings
 - Complete the gaps analysis
 - Identify the gaps

Ms. Sutton Pollard stated that key objective 1 has been partially achieved. Republish the local plan inclusive of the federal strategies.

Catherine Huang Hara, Senior Management Analyst, Regional Initiatives Office, stated that the Help Hope Home implementation schedule will need to integrate HEARTH Act implementation, written standards, and federal standards from Opening Doors. An informal bid is open to the public to accomplish this task. An informal bid for the gaps analysis is also out.

Ms. Fuller-Hallauer stated that it has been identified where local plan and federal plans were not in alignment, however, this has not been included in a published document with actual objectives and end dates with measurable outcomes.

Mr. Burch would like the gaps between local and federal plans be identified. An implementation schedule will need to be developed and published.

Revised and updated plan will need to be approved by the CoH prior to publication.

Ms. Gerson and City of Las Vegas will be the lead for Key Objective 1 under Goal 2.

Key Objective 2: Evaluate progress on current objectives

- Approve and issue scope of work
- Implement gaps analysis

Key Objective 2 will need to be accomplished by July 1, 2013.

Key Objective 3: Align local initiatives to the Help Hope Home plan. – Move to Community Engagement

Dr. Lisa Morris Hibbler, Nevada Homeless Alliance and METRO would like to be the driver of the objective 3.

GOAL 3: To develop and implement a Community Engagement Plan (CEP)

To educate and inform the external community outside of the individuals and organizations who deal with homeless issues on a regular basis.

Ms. Sutton-Pollard, Dr. Cynthia Dodge, Paula Zier and Rey Bouknight volunteered to spearhead goal 3.

Key Objective 1: Align Community Engagement (CE) with strategic plan to determine goals, and set expectations

The best communications plans- internal or external- are strategic and purpose driven. The CEP should be integrated into, and directly support CoH’s near and long-term strategic goals.

Key Objective 2: Assign CE related roles and responsibilities to CoH parties and partners

Ms. Sutton-Pollard stated that the CoH already has the public awareness working group. The objective can be modified to fit the working group. Roles and responsibilities can be assigned to existing member of the working group. Mr. Dixon recommends that the Moonridge Group assist with the community engagement piece and provide additional assistance as needed.

Key Objective 3: Identify all relevant CE audiences; begin developing key relationships

It is critical to understand who CoH's audiences are, and what each audience concerns and needs are. After identifying the audience, develop a business case to reach out to that specific group.

Key Objective 4: Identify and develop messaging

Most recent data should be used before developing the messaging.

Key Objective 5: Develop a CE Tool Kit

Collect supporting documents and materials that substantiate CoH's Mission and strategic plan. The Tool Kit should demonstrate the need for increased assistance and how the proposed programming can produce a solution.

Key Objective 6: Update the Business Case for ending homelessness in Southern Nevada

A business case captures the reasoning for an initiative or organization. CoH's Business Case will need to justify that an effective solution is possible. Message may include: Southern Nevada can no longer afford to operate at the status quo, a new shift in national policy and funding makes now an important opportunity for local progress; and additional funding, whether federal, state, local or philanthropic, is necessary for meaningful progress.

Key Objective 7: Build an integrated, collaborative development organization

Local government's ability to solicit and accept external resources is highly restricted. Thus, it is necessary to develop an external resource development organization to support CoH; it is critical that the organization be fully aligned with CoH such that it can leverage the strengths and capabilities of the existing organizations.

Key Objective 8. Produce a comprehensive CEP

A comprehensive CEP will bring together all of CoH's planning and preparation in a single cohesive strategy that can guide the CE initiative's launch and execution. The CEP should directly support CoH's strategic plan and should reflect all of the content and recommendations discovered through the first seven steps of this process.

The Help Hope Home plan will be reviewed to ensure the community engagement piece exists in there or develop a new business case plan. Update and create as necessary.

Mr. Harsin proposed that the CEP draft be visited by the members who expressed interest in participating.

Ms. Sutton Pollard requested that the Community Engagement working group prior to the next CoH meeting. The group will create a working draft of the existing CEP document and present it to the CoH in May.

Key Objective 9: Launch and begin executing CEP

Mr. Burch stated that he would like to include Goal 3 under Goal 2.

Ms. Sutton-Pollard would like to keep the goals separate because the CoH has not previously followed through with the community engagement piece. Ms. Geach requested that Mr. Dixon go through the key objectives the Moonridge Group has developed for the community engagement plan and the CoH members can have the opportunity to accept or reject the goal. Mr. Harsin stated that The Moonridge Group can be made available to the CoH, as needed. Renee Cookson stated that the Nevada Homeless Alliance would like to spearhead strategic plan goals when appropriate. The major barriers to perform include, lack of funding, lack of administrative support, and investment towards operation costs.

Agenda Item 7. Receive an update from each committee member regarding relevant activities within their respective organizations relating to homelessness—the SNRPC Committee on Homelessness members may speak on any item under this section of the agenda. Members may comment on matters including, without limitation, future agenda items, upcoming meeting dates, and meeting procedures. Comments made cannot be acted upon or discussed at this meeting, but may be placed on a future agenda for consideration by the SNRPC Committee on Homelessness.

Jodie Gerson, SNAMHS stated that there are a few clients who are illegal immigrants that are accessing services at her agency but no one else in the community is willing to serve that population. SNAMHS staff is going into shelters and detention center to provide services for eligible clients before their mental health status worsens. Ms. Gerson invited the public to spring fling event that will take place on May 3, at 6161 West Charleston to learn about mental health.

Agenda Item 8. Public Comment.

Phillip Hollon, Catholic Charities, invited the community to attend the Feast of Hope(formerly Thanksgiving event) meal on Thursday, April 25, 2013 from 11am-1pm at St. Vincent Lied Dining Facility, 1502 N. Main Street (located on the corner of Main Street & Owens). The community meal is completely free of charge. The Feast of Hope is dedicated to Monsignor Patrick R. Leary. Call 702-385-2662 for more information.

Tara Ulmer thanked Annie Wilson, Stacy Sutton Pollard, the Regional Initiatives Office, and other volunteers for their support during the Corridor of Hope Housing Connect. Homeless individuals were connected with services in the community.

Meeting adjourned at 5:04 pm.