

**Mississippi United To End Homelessness Coalition**  
**Balance of State CoC Annual Membership Meeting Minutes**  
Thursday, September 4, 2014  
10:00 a.m.

**TIME AND PLACE**

The Fall Quarterly Membership meeting of Mississippi United To End Homelessness was called to order at 10:18 a.m. The meeting was at the Woolfolk Building (501 N. West Street, Room 117, Jackson, MS 39201)

**ROLL CALL**

Agencies with current membership dues

**CALL TO ORDER**

Stephanie Johnson, President, called the meeting to order. Passed control of the meeting to L. Meyer.

**PRESENT (\*=denotes online attendance)**

Louise Meyer, Stephanie Johnson, Cassie Hicks, Reginald Glenn, Ledger Parker, Kathy Garner, Florida McKay, Marci Ann Reynolds, Bethany Latham, Bobby Capps, Don Roberts, Tiffany McGee, Claudine Ervin (HUD), Angela Glenn, Kenyatta Newson, La’Niendra Colbert (HUD), Sharon Griffin-Cohen, Tamara Stewart, Amy Jones (Memphis VA), Charise Scott, Don Connolly (HUD), Donna Wickes (HUD), Regina Newell, Faye McCall (MDA)

**ADOPTION / REVIEW OF AGENDA**

*L. Meyer motioned to add D. Wickes to the end of the agenda for introduction of her position and experience with HUD. Bobby Capps adopted a motion to accept the agenda. Kathy Garner seconded the motion. All in favor by acclamation.*

**REVIEW OF MINUTES**

*A motion was made to adopt the minutes for the meeting on May 29, 2014 by K. Garner. The motion was seconded C. Hicks. All in favor by acclamation.*

**I. MUTEH AGENCY REPORT**

Presented by L. Meyer:

- Introduction of the 2014-2015 MUTEH Board Members
  - o Stephanie Johnson – President (Recovery House)
  - o Spencer Blalock – Vice President (CMRC)
  - o Cassie Hicks – Secretary/ Treasurer (USM IDS)
  - o Kathy Garner – Member (ASC)
  - o Bobby Capps – Member (Crosswind)
  - o Sheila Brand – Member (Sally Kate Winters)
  - o Marci Ann Reynolds – Member (MCCSA)
- CoC Application Process: 2014-2015 Funding Cycle
  - o An estimated \$3,306,798 will be available for funding both new and renewal projects
  - o Analysis of existing projects to determine the extent to which each project addresses the goals of:
    - End homelessness and substantially reduce the number of families and

- individuals with severe housing needs
    - End chronic homelessness by 2015
    - End veteran homelessness by 2015
    - End family and youth homelessness by 2020
  - Reallocation
    - Funds for renewal projects may be reduced or eliminated to develop new projects
    - Projects that are underperforming, obsolete, or ineffective will be reduced or eliminated
    - New projects can only be permanent supportive housing projects for the chronically homeless or rapid re-housing projects for families
    - *\*Rapid re-housing will only be funded by HUD if the CoC demonstrates that chronic homelessness is being addressed by other means*
    - HUD will allow new reallocated projects to request funding for 1 year. New reallocated projects requesting capital costs (new constructions, acquisition, or rehabilitation) will be for 3 years.
    - MUTEH will follow HUD’s policy priorities for the FY2013 Program Competition, currently found in the Program Registration Notice: Strategic Resource Allocation, Ending Chronic Homelessness, Ending Family Homelessness, Removing Barriers to CoC Resources, Maximizing the Use of Mainstream Resources, Building Partnerships and Other Priority Populations.
  - Project Applications
  - A separate application must be completed for each project, with the following attachments:
    - Most recent APR
    - Most recent A-133 Audit or certified Financial Statements
    - Copy of 501©(3) documentation
    - Copy of MUTEH Membership Certificate indicating HMIS compliance
    - Copy of Agency Code of Conduct (for agencies currently HUD funded)
  - Applications can be:
    - Mailed to Louise Meyer, Executive Director, P.O. Box 24147, Jackson, MS 39225
    - Hand delivered to MUTEH, 201 West Capitol Street, Suite 800, Jackson, MS 39201
    - Faxed to (866) 551- 0916
    - E-mailed to lmeyer@muteh.org
  - Board President will appoint ranking committee
  - Applicants will receive written notice that their project has been accepted and will be ranked as part of the CoC Consolidated Application, or that their application has been denied and the reason for denial
  - Applicant agencies must enter their accepted project in the e-snaps electronic grants management system prior to being ranked for funding

## II. COMMITTEE REPORTS

(Introductions and Overviews were presented by Committee Chairs)

- a. Finance –Cassie Hicks – Chair
  - Members: Janis Williams (WWISCAA), Gwen Bouie-Haynes (Catholic Charities), and Leslie Payne (Care Lodge)
  - Description:

- Develop an annual operating budget with staff.
- Approve the budget within the finance committee.
- Monitor adherence to the budget.
- Review Fiscal Policies and Procedures annually. Set long-range financial goals along with funding strategies to achieve them.
- Develop multi-year operating budgets that integrate strategic plan objectives and initiatives. Present all financial goals and proposals to the board of directors for approval

▪ MUTEH Expenditure Report

	Effective dates	Budget	YTD - August 2014	Balance	% Expended
Pine Grove Village	10/1/13 - 9/30/14	\$262,242	\$29,205	\$233,037	11%
MPHA 1	6/1/14 - 5/31/15	\$170,717	\$17,725	\$152,992	10%
MPHA 2	9/1/12 - 8/31/14	\$305,153	\$241,921	\$63,232	79%
HMIS 1	3/1/14 - 2/28/15	\$166,633	\$58,939	\$107,694	35%
HMIS 2	9/1/13 - 8/31/14	\$102,896	\$99,980	\$2,916	97%
SSVF	10/1/13 - 9/30/14	\$157,000	\$135,480.86	\$21,519.14	86%
ESG	10/1/13 - 5/31/15	\$227,259	\$122,366.73	\$104,892.27	54%
		\$1,391,900	\$705,617.59	\$686,282.41	

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b. Membership / Outreach – Sheila Brand – Chair (Presented by R. Glenn)

- Committee Members: Pam Montgomery (Safe, Inc.), Inga Wallace (MCCSA), Kathy Garner (ASC), Ivie Pulliam (SEMHR), Florida McKay (BCCAA), and Donna Miller (Catholic Charities).

- Description:

- The Membership Committee is composed of Regional Coalition Leadership that comes together to address the issues surrounding homelessness & social services in their community.
- This includes creating initiatives and announcing key focuses to broaden community awareness, service, and participation.

- Regional Coalition Updates (Presented by R. Glenn)

- All Regional Coalitions meet between July–August 2014. The main topic on agenda was the PIT Presentation Results. Many people attended and thought the data was very useful and looked forward to using it to focus services throughout the continuum.
- Additionally, the Central, Delta, and Southwest Coalitions adopted the idea of inviting service agencies to present at Coalition meetings to introduce them to MUTEH and group.

c. HMIS – Bobby Capps – Chair

- a. Members: Sharon Cohen (227 Place), Inga Wallace (MCCSA), and Amy Ricedorf (Oak Arbor)

- i. Description:

1. Recommend system upgrades based on feedback from member agencies

2. Grow database to include other relevant sectors (both private and public)
- b. MUTEH AWARDS Feature Highlight: Electronic Signatures (Presented by L. Parker)
  - i. For details on AWARDS Electronic Signatures:
    - <https://demodb.footholdtechnology.com/help/?10652>
  - ii. This feature is currently available in MUTEH's HMIS. For more information contact L. Parker ([lparker@muteh.org](mailto:lparker@muteh.org))
- d. Strategic Planning – Kathy Garner – Chair
  - a. Members: Tracy Naylor (WEEMS), Impact Mission
  - b. Description:
    - i. Making recommendations to the full board related to the organization's mission, vision, strategic initiatives, major programs and services.
    - ii. Developing strategies to achieve HUD outcomes regarding ending Chronic Homelessness and using Rapid Rehousing as a method to reduce homelessness.
- e. Point-In-Time Count – Marci Ann Reynolds – Chair
  - a. Members: Sara Windham (Crosswind), Danielle Styron/Nikki Strickland (Recovery House)
  - b. Description:
    - i. Implement the PIT Count in 71 counties.
- f. Coordinated Assessment – Spencer Blalock – Chair
  - a. Members: Deborah Yates (SAFE), Ivie Pulliam (SEMRHI), Ginger Grisham-Stephens (Wesley House), and Gloria Adams (MDA)
  - b. Description:
    - i. Develop system to meet HUD criteria for assessment and intake.
- g. Performance Outcomes and Evaluation – Louise Meyer – Chair
  - a. Members: TBA
  - b. Description:
    - i. Create tools for evaluation of ESG and CoC funded projects
    - ii. Perform onsite and remote monitoring of project performance
    - iii. Develop criteria for corrective action plan
  - c. The NEW Quarterly Report Card
    - i. What has changed?
      1. The old QRC measured:
        - a. HMIS Data Quality
          - i. Data Completeness
          - ii. Data Timeliness
        - b. Staff HMIS Utilization
        - c. Program Discharge Destinations
        - d. Program Unit Utilization Rates
        - e. Grade Calculated using AHAR usability measurements
      2. What's NEW?
        - a. Personalized for each agency
        - b. Distributed at each quarterly membership meeting
        - c. Rankings posted on MUTEH website
        - d. The new QRC measures:

- i. Project Performance vs. Projected Performance Goals
- ii. Project Performance vs. CoC and HUD Performance Measures
- iii. Utilization Rates
- iv. Agency/Project Specific Performance Measurements as requested by each agency
- v. \*Monthly HMIS reports will continue to offer HMIS performance measurements.

**III. AGENCY SPOTLIGHT – AIDS SERVICES COALITION**

- The ASC Quarterly Report was created in video format: <http://youtu.be/5mezbiDaY6s>

**IV. GUEST SPEAKER, Pat Morgan**

- a. During our meeting, we heard from Pat Morgan, expert on homelessness and author of "*The Concrete Killing Fields*," a story about her personal battle to end the cycle of homelessness. Balancing the seriousness of her work with a refreshing sense of humor, Pat is experienced at engaging crowds big and small.

Pat has worked with the likes of [Former President Bill Clinton](#), [former Vice President Al Gore](#), and current [New York Governor Andrew Cuomo](#). Also, she has received numerous awards including the [U.S. Interagency Council on Homelessness'](#) 2006 Innovation Award for her contributions to ending chronic homelessness.

To learn more about Pat, her book and her work, visit [www.patmorganauthor.com](http://www.patmorganauthor.com). Also, you follow Pat on Twitter at [@PatMorgan110](#), follow her on [Facebook](#), OR email: [Pat@PatMorganAuthor.com](mailto:Pat@PatMorganAuthor.com).

**V. UNFINISHED BUSINESS**

- None

**VI. NEW BUSINESS**

- None

**VII. ANNOUNCEMENTS**

- a. SSVF PROGRAMS RENEWED FOR 2014-2015
  - i. Oak Arbor
  - ii. Catholic Charities
  - iii. Soldier On
  - iv. MUTEH
  - v. SSVF Coverage Map located here: [Http://Storage.Cloversites.Com/Mississippiunitedtoendhomelessness/Documents/SSVF\\_Statecoveragemapinfo\\_2.Pdf](Http://Storage.Cloversites.Com/Mississippiunitedtoendhomelessness/Documents/SSVF_Statecoveragemapinfo_2.Pdf)
- b. DEPT. OF MENTAL HEALTH TO RECEIVE CAHBI
  - i. The Cooperative Agreement to Benefit Homeless Individuals (CABHI) funding to Dept. Mental Health. MUTEH is slated to work along side DMH to house CABHI participants while other services will provide wrap-around resources. More details to come in the coming weeks.
- c. Case Manager positions available at MUTEH
  - i. MUTEH is now accepting applications for multiple case management positions. If you know of anyone who is searching for opportunities in social work,

encourage them to apply for all eligible positions. For a complete job description detailing essential functions and responsibilities as well as employment qualifications, please see the link: <http://muteh.org/#/contact-us/employment>

- ii. CoC Membership Dues
  - 1. Each member agency has received an invoice for Membership Dues. Please complete the Membership Application Survey and send in the dues as soon possible. If there is any discrepancy in your invoice, please contact Reginald Glenn ([rglenn@muteh.org](mailto:rglenn@muteh.org)).
- iii. Next Membership Meeting
  - 1. Our next Quarterly Membership Meeting will be December 11<sup>th</sup>, 2014 10am at the Library Commission Building in Jackson, MS.

#### **VIII. ADJOURNMENT**

The meeting adjourned at 12:20 p.m.