

**Mississippi United To End Homelessness Coalition**  
**Balance of State CoC Annual Membership Meeting Minutes**  
Thursday, December 11, 2014  
10:00 a.m.

**TIME AND PLACE**

The Fall Quarterly Membership meeting of Mississippi United To End Homelessness was called to order at 10:03 a.m. The meeting was held at the Mississippi Library Commission Conference Room (3881 Eastwood Drive, Jackson, MS 39211)

**ROLL CALL**

Agencies with current membership dues

**CALL TO ORDER**

Louise Meyer, MUTEH Executive Director, called the meeting to order.

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

Bobby Capps, Louise Meyer, Tamara Stewart, Charise Scott, Connie Miller, Yvette Parker, Joanna Johnson, Kayla Russey, Shenika Cleveland, Ivie Pulliam, Martishia Powers, Christianna Jackson, Mary Simons (Open Doors), Stacey Howard (PTEH), Jennifer Savell, Marika Baliko, Ledger Parker, Reginald Glenn, Bethany Latham, Sharon Griffin-Cohen, Tiffany McGee, Delinda Robinson, Angela Glenn, Kenyatta Newson, Annie Jackson, Kizmet Cleveland, Clarence Williams, Jean Spring, Adiam Vernon, Faye McCall (MDA), Patti Guider (Open Doors), Donna Wickes (HUD), Amy Ricedorf, Martha Davis, Sheila Brand, Cassie Hicks, Marci Ann Reynolds, Florida McKay, Victoria Hawkins, Tracy Naylor, Kathy Garner, Melissa Little, Charmaine Byes, Tracy Magee, Don Roberts, Nekieda Brown (PTEH), \*Paul Rossi (Foothold Tech.)

**ADOPTION / REVIEW OF AGENDA**

*Bobby Capps adopted a motion to accept the agenda. The motion was seconded. All in favor by acclamation.*

**REVIEW OF MINUTES**

*A motion was made to adopt the minutes for the meeting on September 9, 2014. The motion was seconded. 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)
- Board Transition Committee
  - o MUTEH is transitioning into a new board structure, that includes separating the CoC (which will now be the CoC Governance Board) from MUTEH’s board.
  - o Committee Members:

- Cassie Hicks
  - Kathy Garner
  - Spencer Blalock
  - Martha Mitternacht
- What is the timeline? The Board will push to make the changes by February 2015.
- What is the end result? MUTEH and the Balance-of-State's Boards will function as two different entities with no conflicting interests or unintended effects with governance and funding (per HUD compliance)
  - Donna Wickes spoke about the importance of correcting the governance of the CoC.
- CoC Application
  - The Balance-of-State CoC received many applications for FY15-16 year. However because of our threshold, the BoS couldn't include all of the applications.
  - A CoC Application Workshop will be tentatively held at the Homeless Systems Workshop ELEVATE in Spring of 2015.

## 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)

<b>December 11, 2014</b>					
<b>MUTEH Expenditure Report</b>					
	Effective dates	Budget	YTD-November 2014	Balance	% Expended
Pine Grove Village	10/1/13-9/30/14	\$273,845	\$9,536	\$264,309	3%
MPHA 1	6/1/14-5/31/15	\$175,382	\$44,615.49	\$130,766.51	25%
MPHA 2	9/1/12 - 8/31/14	\$159,041	\$25,707	\$133,334	16%
HMIS 1	3/1/14-2/28/15	\$166,633	\$138,041	\$28,599	83%
HMIS 2	9/1/13-8/31/14	\$102,896	\$13,297	\$89,599	13%
SSVF	10/1/13-9/30/14	\$157,000	\$21,820	\$135,180	14%
ESG	10/1/13-5/31/15	\$227,259	\$202,557	\$24,702	89%
		\$1,262,056	\$455,573.49	\$806,482.51	

<b>Balance of State CoC Expenditure Report July 1, 2014 – November 30, 2014</b>		
Revenue		
ELEVATE Workshop Registration	\$863	
Membership Dues	\$2,830	
Recovery House		
IDS/USM		
SW MS Christian Outreach		
Sally Kate Winters		
Care Lodge		
SAFE, Inc.		
Crosswind		
R. Blake West		
New Beginnings		
Catholic Charities		
TSA Hattiesburg		
HMIS User Fees	\$13,200	
Contractual Service Fees	\$6,916.66	
<b>Total Revenue</b>		<b>\$23,809.00</b>

<b>Balance of State CoC Expenditure Report July 1, 2014 – November 30, 2014</b>		
Expenditures		
Salaries	\$863	
Fringe Benefits	\$2,830	
Travel	\$488.19	
Consumable Supplies	\$105.57	
ELEVATE Workshop	\$1,200	
Dues & Fees	\$1,757.00	
<b>Total Expenditures</b>		<b>\$14,472.26</b>
Excess Revenue Over/(Under) Expenditures		<b>\$9,337.40</b>

- b. Membership / Outreach – Sheila Brand – Chair (Presented by R. Glenn)
- Committee Members: Pam Montgomery (Safe, Inc.), Inga Wallace (MCCSA), Kathy Garner (ASC), Ivie Pulliam (SEMHRI), Florida McKay (BCCAA), and Donna Miller (Catholic Charities).
  - Regional Coalition Updates (Presented by R. Glenn)
    - North Central Coalition is not fully functioning. As more contacts are made, we will work bring the North Central Coalition up to speed of all other Coalitions.
    - New initiative throughout coalitions: Agency Presentations. This serves as a introduction to the group so that outreach to other agencies can be initiated.
      - Currently the Central Coalition is successful with this initiative having 3 new groups become apart of the Coalition meeting.
    - Regional Coalition PIT Plans

- Delta
    - BCCAA – covering Bolivar, Sunflower, Washington & the surrounding Delta Rural Towns (i.e. Ruleville, Leland, etc.)
    - Our House – counting their DV shelter
    - WWISCAA – counting their shelter & collaborating w/ TSA G’ville
    - Hoping to join w/GCVAC to find veterans to count
    - AmeriCorps VISTA – working to provide Care Packs for the Delta
  - Northeast
    - Crosswind – counting Alcorn & Tishomingo Counties, Community Stakeholder Meeting
    - Recovery House – counting ES, TH, PSH, Fishes & Loaves Soup Kitchen, collaborating w/ the United Way
    - TSA Tupelo – counting their shelter
    - SAFE – DV shelter & All Saints Episcopal Breakfast
    - Sally Kate Winters – counting shelter & food pantries
  - Pine Belt
    - Will be meeting in a few days to complete planning.
  - North Central
    - Doors of Hope TH – Count shelter
    - Possible collaboration w/ AmeriCorps VISTA (Ole Miss)
  - Southwest
    - Catholic Charities – count Natchez, shelter, ESG office, connect w/ SMO, local churches & outreach ministries
    - WINGS – both shelters, Pike County Unsheltered, connect with St. Andrews Men’s Shelter
  - Central
    - MCCSA – counting Lauderdale County, South Harbor, Satellite offices, working w/ other shelters in area, also looking into counting in Philadelphia, MS.
    - People’s Charity Project/ASLANe’s Mission
    - TSA Meridian (possible collaboration...in talks with Major Riggs)
- c. HMIS – Bobby Capps – Chair
- a. Members: Sharon Cohen (227 Place), Inga Wallace (MCCSA), and Amy Ricedorf (Oak Arbor)
  - b. Training Tuesdays
    - i. Every 3<sup>rd</sup> Tuesday of each month
    - ii. In-depth review of AWARDS features/modules
    - iii. Online Meetings to correct any issues
  - c. MUTEH AWARDS Feature Highlight: VI-SPDAT
- d. Strategic Planning – Kathy Garner – Chair
- a. Members: Tracy Naylor (WEEMS), Impact Mission
  - b. General overview of planning meetings
- e. Point-In-Time Count – Marci Ann Reynolds – Chair
- a. Members: Sara Windham (Crosswind), Danielle Styron/Nikki Strickland

(Recovery House)

- i. Point-In-Time Count Dates: January 26-30
  - ii. Point of Reference: Jan. 26<sup>th</sup> @ 12am thru Jan. 27<sup>th</sup> @ 12 am
  - iii. PIT Committee met twice through October-November (minutes upon request)
  - iv. For any and all information related to the PIT Count, visit <https://muteh.wordpress.com/>
- 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
- i. 85% of participants in Permanent Housing (PH) remain for 6 months or longer
  - ii. 80% of project participants obtaining mainstream benefits at project exit
  - iii. 80% of participants will discharge into permanent housing
- h. The NEW Quarterly Report Card (to be delivered by the end of December 2014)
- a. What has changed?
    - i. The old QRC measured:
      1. HMIS Data Quality
        - a. Data Completeness
        - b. Data Timeliness
      2. Staff HMIS Utilization
      3. Program Discharge Destinations
      4. Program Unit Utilization Rates
      5. Grade Calculated using AHAR usability measurements
    - ii. What's NEW?
      1. Personalized for each agency
      2. Distributed at each quarterly membership meeting
      3. Rankings posted on MUTEH website
    - iii. The new QRC measures:
      1. Project Performance vs. Projected Performance Goals
      2. Project Performance vs. CoC and HUD Performance Measures
      3. Utilization Rates
      4. Agency/Project Specific Performance Measurements as requested by each agency

\*Monthly HMIS reports will continue to offer HMIS performance measurements.

### III. AGENCY SPOTLIGHT – MUTEH, INC.

- The MUTEH Quarterly Report was created in video format:  
<http://youtu.be/P6GIf18AXT4>

### IV. GUEST SPEAKER, Paul Rossi

- a. During our meeting, we were excited to hear from Paul Rossi, Director of Client Services at [Foothold Technology](#). Paul will be addressing the [Coordinated Assessment](#) and updates and trends in HMIS systems nationwide.

From his experiences in both the public and private sectors, Paul brings a unique perspective to the non-profit/social service arena and a keen interest in improving the efficiency of social service delivery. Using his technical expertise, program management and client service experiences, Paul helped to develop the HMIS version of AWARDS. Paul is also a member of the Board of Directors of the [National Human Services Data Consortium \(NHSDC\)](#), an organization focused on developing effective leadership for the best use of information technology to manage human services.

To learn more about Paul and the team at Foothold Technology, [click here](#).

To connect with Paul:

Email: [paul@footholdtechnology.com](mailto:paul@footholdtechnology.com)

Google Chat/Hangouts: [paul@footholdtechnology.com](mailto:paul@footholdtechnology.com)

## **V. UNFINISHED BUSINESS**

- a. SSVF PROGRAMS RENEWED FOR 2014-2015 (presented by L.Parker)
  - i. Oak Arbor
  - ii. Catholic Charities
  - iii. Soldier On
  - iv. MUTEH
  - v. PTEH

SSVF Coverage Map located here:

<http://storage.cloversites.com/mississippiunitedtoendhomelessness/documents/SSVFStateCoverageMapInfo%20-%202014-2015.pdf>

## **VI. NEW BUSINESS**

- None

## **VII. ANNOUNCEMENTS**

- i.
- 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. CoC Membership Dues
  - i. 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)).
- d. Next Membership Meeting
  - i. Our next Quarterly Membership Meeting will be March 12th, 2015 10am in Jackson, MS.
- e. Annual Homeless Memorial, Dec. 21<sup>st</sup>, Hattiesburg, MS

## **VIII. ADJOURNMENT**

The meeting adjourned at 12:20 p.m.