



## **Cape Fear Homeless CoC Board Meeting**

**July 20th, 2023 11am to 1pm**

**Dark Red Text = Vote Required**

**X Denotes Conflict of Interest Present**

**I. Welcome and Introductions/Attendance – Kyle Abrams, Board Chair**

**II. Agenda, Consent Agenda & Minutes - All**

**A. Approve Agenda for 7.20.23 Meeting**

**B. Meeting Minutes from Board Meeting 5.18.23 and 6.15.23**

**III. New Business**

**A. United Way/City of Wilmington Panhandling Program – Tommy Taylor,  
United Way**

**B. CoC Budget Presentation – Allen Serkin, Cape Fear Council of Governments**

**C. HMIS System Updates – Kyle Abrams**

**D. CoC Website – Kyle Abrams**

**E. CFCOG PSH Program Update – Judy Herring, CoC Director**

**F. Board Member Announcements**

**IV. Old Business**

**A. Updates on ESG and CoC Grants – Leslie Smiley, Chair of Ranking  
Committee**

**V. Public Comment**

**VI. Adjournment**

### **UPCOMING MEETINGS:**

- **CFHCoC Membership Monthly Meeting – August 1st @ 9am - hybrid**
- **CFHCoC Board of Directors – September 21st @ 11:00am - hybrid**

**Meeting Minutes NC 506 Cape Fear Homeless  
Continuum of Care Board Meeting**

**DRAFT for Approval**

**May 18, 2023**

Recording Link:

- I. Meeting was Called to order by Kyle Abrams, Chair at 11:02  
Judy Herring, Meg McBride, Anne Best, Kyle Abrams, Andrea Stough,  
Leslie Smiley, Connie Morris, Cecelia Peers, LaCretia Keith, Tufanna  
Bradley, Jessica Biel, Laura Bullock, Mari McKenzie, Thom Moton, Jason  
Black, Robert Campbell, Dawn Ferrer, Tommy Taylor, Laura Kidd  
Not In Attendance: David Stanley, Jamie Stokely  
Public Attendees:  
Joe Byrnes, Katrina Knight, Yolanda Daniels, John Fennell, Kerry  
Dunaway, Allen Serkin, Paul Witmer, Brian Fike, Vikki Hines, Crystal  
LeDuc, Kerry Dunaway,
  - A. Approve Agenda for 05-18-23 with C being removed from the agenda.
    - a. Motion made by Tom Morton, 2<sup>nd</sup> by \_\_\_\_\_. Motion passes
  - B. Approve Consent Agenda as well as last Board meeting and Annual Meeting
    - a. Motion made by \_\_\_\_\_, 2<sup>nd</sup> by \_\_\_\_\_, Motion passes.
- II. New Business
  - A. Kyle Abram discussed Board Responsibilities: what is COC, written standards, board member responsibilities and the attendance policy. May 4, 2024 is the next annual meeting and it is MANDATORY. He reviewed all committees, the committee chair and their purpose. Judith discussed the process of being in good standing and resolving findings, as well as what it means to be in “good standing” with HUD. Alan Serkin asked if someone on the board could explain how much HUD money there is, what’s the total homeless response is and what’s the board’s responsibility to the community’s response.
  - B. Kyle moved on to discuss homelessness in the community and reviewed the Homelessness system, the Housing First program and Coordinated Entry System. Alan pointed out that Housing First is a HUD requirement and not just a best practice. Kyle discussed the six Homeless Services and provided examples of those services, COC Grants and common acronyms.

- C. Discussed Judith and Joe's responsibility within the COC and the COC Director. Kyle stated that Alan was given permission to speak although he was not on board. Kyle discussed Judy's title and what should be the best title for her and informed everyone in the meeting that Alan would work an appropriate title for Judy.
- D. Leslie Smiley, the chair for the Ranking Committee gave her committee report. Leslie reported that "the grants are dropping a lot earlier" and that the ESG is supposed to go on June 5<sup>th</sup> or 6<sup>th</sup>. The COC grant (HUD NOFO) drops in July so there will be some overlap. Leslie stated that the ranking committee lost some members because they are going to apply for funding and encouraged others to serve. Cecilia asked Leslie if she would discuss what the committee does. Leslie reviewed the changes that she wanted to take place in the written standards on page five regarding recommending that organizations that are applying for funding opportunities are required to have someone on their board with the lived experience of homelessness, preferably within the last seven years. Jason asked, "so someone has to be on the board in the last seven years if apply" and Leslie responded no but if you do not have a person, say for example, if Coastal Horizons applies and Coastal Horizons does not have a member on their board who meets this criteria, then you just don't get those points when we score". Connie and Jason asked several questions regarding the recommendations and Jason voiced his concerns regarding the recommended changes. Judith discussed the HUD requirements regarding Jason's concerns. Tom discussed his concerns regarding the HUD mandates regarding a person of lived experience being a board member. Kyle asked Leslie if the changes needed to be voted on today and she replied yes. Celica asked if the wording in the Ranking Committees Written Standards be changed from must, to strongly recommended. Tommy suggested that Leslie change the wording to "strongly recommended" and then add a line in to say that applicants that do not have lived experience must present a strategy for acquiring lived experience on their board in writing with application. We want to add "must present a strategy to compliance with this recommendation." Leslie proposed to change the wording from required to strongly recommended and to add to that like a caveat that they must if they do not, if the organization does not have a person that meets this criteria, then they must present a board approved strategy. Leslie made a motion that we accept the recommended changes to the written standards, with the exception of changing the word required to Strongly recommended under the lived experience on your Board and Pastor Campbell seconded the motion. Leslie made recommendations for the ESG Competitions four categories to receive additional points and those four categories are Homelessness Prevention, Emergency Shelter, HMIS. Leslie Smiley made a motion that the board accept the recommended community priorities for the ESG

competition, and it was seconded by \_\_\_\_\_, Jason Black, Rob Campbell, Kyle Abrams and Connie Morris recused themselves from voting on the points regarding the additional points for the ESG Competition and all were in favor of the recommendations. Motion passed.

- E. Andrea Stough, Chair of Coordinated Entry Committee reported on the committee's work. They have been looking at Charlotte Mecklenburg's policy and procedures and comparing them so that they can make changes and is excited about the work they have been doing. Has a goal of working on creating access points and Kyle asked if there will be training and Andrea replied yes. Next meeting will be one pm at Good Shepard.
- F. Judy Herring, Chair of Strategic Planning reported that they are meeting tomorrow with HUD TA And in the month of June is when they will start qualitative data collection.

III. Old Business- Currently we don't have any.

#### IV. Public Comment

- A. Tom Morton stated that for 10 months that the city afforded him the opportunity to participate in a professional development program and it was on Tuesdays and wants it noted because of his absences.
- B. Meg McBride reported that the new day center has been open for five times, its located at 411 market St. with our new partner First Baptist Church and is averaging about 50 people. The Day Shelter dates and times are Monday and Wednesday from 9:00 to 1:00, and that includes lunch. It's in the basement, when you go down the driveway between Harrelson Center and First Baptist, there is a door right on the right and it's in there.
- C. Leslie invited everyone to come to Cape Fear Net's 15<sup>th</sup> anniversary celebration at the Plaza on Princess from 4pm until 6pm.
- D. Katrina Knight stated that she would be interested in having a continuing conversation about the prevention element and discussed her jobs prior related to HPRP as well as the housing crisis.
- E. Andrea Stough announced that Open Gate is very close to moving into their shelter.
- F. Kyle reported that we have our next monthly membership meeting on June 6 at 9:00 AM, at the Harrelson Center as well as hybrid and you'll be able to attend virtually, our next Board of Directors meeting is July 20th at 11:00 and that'll be

hybrid as well and we will have a special meeting in June for grant funding purposes.

G. Connie with the Salvation Army informed everyone that they have partnered with Cape Fear Community College, and they are offering life skill classes.

IV. Adjournment - Motion to Adjourn was made by Connie Morris made the motion and it was 2nd by Tommy Taylor. Meeting ended at 12:58pm.

Minutes respectfully submitted by:

*LaCretia Munn-Keith*

LaCretia Munn-Keith, Secretary  
05/31/2023

**Meeting Minutes NC 506 Cape Fear Homeless  
Continuum of Care Special Board Meeting**

**DRAFT for Approval**

**June 15, 2023**

Recording Link:

: <https://transcripts.gotomeeting.com/#/s/c6844055ba8c81578e96c9604380ff5e71637f8a01c3c645a9e3ce5446b29109>

- I. Meeting was Called to order by Kyle Abrams, Chair
  - Judy Herring, Kyle Abrams, Anne Best, Leslie Smiley, Connie Morris, Cecelia Peers, LaCretia Keith, Tufanna Bradley, Jessica Biel, Laura Kidd, Mari McKenzie, Jason Black
  - Not In Attendance: Laura Bullock, Meg McBride, David Stanley, Thom Moton, Tommy Taylor, Jamie Stokely, Andrea Stough, Dawn Ferrer, Robert Campbell,
  - Public Attendees: none
  
- A. Kyle discussed the wording of the Written Standards regarding having someone with lived experience on your board and stated that we concluded that the wording is not what we needed for the ESG and COC. He encouraged Leslie to discuss the changes for the Written Standards and then discuss the Score Cards. Leslie stated that they will be changing the wording from organizations applying for funding whether it was local, state, or federal WOULD have someone with live experienced on their board to RECOMMENDED that they have someone on their board with lived experience. Leslie stated that Judy reached out to her and stated that some organizations such as the WHA don't have a lot of control over who is on their board because they are appointed. Leslie reported that the new language will state "The COC strongly recommends that organizations seeking funding through the COC have someone on their board with lived experience of homelessness, preferably within the last seven years. Organizations that do not have the ability to choose their board, such as local public entities and public housing authorities, must demonstrate a board approved alternate, such as lived experience advisory council or committee, that can advise their board and the organizations leadership on issues pertaining to homelessness." In the discussion, Tufanna asked if the changes were pertaining to organizations applying for funding and Judy responded yes and stated that the local governments can apply for funding.

Connie stated that they are not a government agency, but they have guidelines they have to follow, and they can't have people with lived experience on their board but can have them on a special auxiliary, which would be appropriate.

- a. Motion made by Leslie Smiley to make the changes to the Written Standards, 2<sup>nd</sup> by Connie Morris, motion passes.
- B. The Score Cards were presented by Leslie Smiley. Leslie started with the new Score Cards. Changes were made to the new score cards regarding community engagement. This new community engagement part is for bonus points. The approved score card will be posted so the applicants can review it before applying. Kyle asked a question about Q 2.7 regarding racial equity and how it's going to be measured. Leslie responded that organizations would report the staff racial makeup and it will be compared to the population served racial make-up. Kyle asked if it will be based on the CAPERS from last year and Judy said it will be whatever information was provided to support an answer to the question. Kyle had a question on 3.3 on new/returning applicant and felt that the scoring was subjective due to the 0-10 scale and wanted to know if there going to be something to determine how it falls within the scale. Leslie stated that they had a discussion and that it was subjective, but they didn't want it to be a yes/no answer so there is some subjectivity, but the scorers will discuss each it as a group. Kyle had questions about cost effectiveness to make sure it wasn't so subjective. Leslie stated that they have a conversation about how much it costs per person and if it's reasonable and it tends to be kind of a consensus. Connie asked if there was a basic CAPER form that explains expectation of cost. Judy gave a breakdown of the application. Kyle asked all that are planning to apply to recuse themselves from the vote. Tufanna pointed out a spelling error to be corrected.
- a. Motion made by Leslie Smiley to approve the new ESG Score Card, 2<sup>nd</sup> by Cecelia Peers, motion passes.
- C. Leslie discussed the returning applicant Score Card. Leslie said there were no changes to the thresh-hold questions and the project specific questions are the same. Leslie asked for any questions and there were none except for the spelling typo pointed out by Tufanna. Leslie stated that the Ranking Committee is looking for new members. Jason asked if it was correct that anyone within an organization that plans to apply for grant funding cannot be a part of the committee and Leslie said that is correct.
- Motion made by Leslie Smiley to approve the returning ESG Score Card, 2<sup>nd</sup> by Jessica Biel, motion passes.

II. New Business

A. Kyle asked if there was any new business and Judy stated that to her knowledge this was all they had to present to the board today. Kyle stated that the next full board meeting would be July 20, 2023, from 11am until 1pm at the COG with a hybrid option.

III. Adjournment - Motion to Adjourn was made by Leslie Smiley and 2<sup>nd</sup> by Jessica Biel.

Minutes respectfully submitted by:

*LaCretia Munn-Keith*

LaCretia Munn-Keith, Secretary  
06/15/2023