

**SLHCC/SLCoC MEMBERSHIP MEETING MINUTES**  
**Thursday, May 17, 2018, 9:00am**  
**Volunteers of America Homeless Youth Resource Center**  
**888 South 400 West**  
**Salt Lake City, UT 84104**



**In attendance:** Pauline Zvonkovic (HUD), Devin Shipp (HMIS), Joseph Jensen (HMIS), Tara Rollins (UHC), Jean Hill (Catholic Diocese), Russell Goodman (HASLC), June Hiatt (UHC), Raelynn Longhat (VBH), Amberlie Phillips (YWCA), Patrick Merkle (A Soldiers Home), Kim Correa (The Inn Between), Tarra McFadden (SLCo), Sandra Hollins (SLC), Sarah Strang (VOA), Tony Milner (UCA), Patrice Dickson (UCA), Michelle Flynn (TRH), Zach Bale (HACSL), Sarah Bauman (FSH), RuthAnn Majnik (Salvation Army), Brad Clemens (HACSL), Toni Pegues (VA), Preston Cochrane (STH), Sherri Wittwer (Optum), Alex Hartvigsen (HCD), Amy Russell (STH), Shawn McMillen (FSH), Karen Kuipers (SLCo), David Litvack (SLC), Linda Vann Miller (Welfare Square), Mina Koplín (SLCo Youth Services), Annie Dayton (SLCo), Katherine Fife (SLCo), Ashley Barker Tolman Shuler (Board Support), Rob Wesemann (Board Chair & NAMI Utah)

**1. 9:00 Welcome & Approval of February and April Minutes – Rob Wesemann**

At 9:10 am, the meeting was called to order by Rob and introductions were made around the room. Tara Rollins made a motion to approve the February and April minutes, Sarah Strang seconded. All voted in favor, none opposed.

**2. 9:05 HMIS Steering Committee Representatives Vote - Rob Wesemann**

Nominations Received: Zach Bale & Sarah Strang

There are two openings for Salt Lake CoC representation on the HMIS Steering Committee. Ashley Barker Tolman Shuler is functioning as an alternate voting member. Rob is on the committee but they are trying to find a replacement for him. Two nominations were received for representation on that committee - Zach Bale from HACSL who has been very involved in CoC for many years and Sarah Strang who is in her 7th year with VOA and operating at Youth Resource Center.

Amy Russell asked what the function of the HMIS Steering Committee is. Rob answered that the primary tasks of HMIS Steering Committee is to ensure appropriate functionality of the database system to make sure that it is technically functional, that training occurs and reports are done in a timely fashion. Joseph Jensen added that those are the main tasks of the HMIS team but that the Steering Committee provides clarification on what exactly the CoCs want done with regard to their information and what type of resources they need from the database. Rob added that some of that would come from the CoC if they are talking about system changes, and technical aspects such as database size will happen in the HMIS Steering Committee. Tara Rollins commented that the CoC owns the data and is responsible for it. Rob added that there are 3 continua in the state and that their responsibility is to make sure that we have a HMIS database and that it functions appropriately.

Pauline Zvonkovic questioned whether the other continua have 4 representatives; Rob & Tara answered that BOS and Mountainland have 3 representatives but SLCoC has 4 representatives. Ashley added that it includes any funding position that requires entry into HMIS. Representatives are also from DV and Youth and Joseph added that there are representatives from HOPWA, VA and ESG. (A current list of HMIS Steering Committee members are attached at the end of the minutes)

Ashley asked if there were any additional nominations for the vacant HMIS Steering Committee representatives. Rob included that there will be a vacant position coming up soon and to send suggestions and Tara Rollins added that people could go to the meetings to get a feel for what is happening and the commitment involved.

Tara Rollins made a motion to accept the two nominations, Shawn McMillen seconded. All voted in favor, none opposed.

**3. 9:10 Legislative Audit Report Update & Discussion - Tara Rollins**

At 9:22 am, Tara explained that an audit took place and has been talked about in previous meetings. The first part of the audit officially came out on Tuesday and was very well attended by the Road Home staff, board members, and advocates. Preston Cochrane spoke, Matt Minkevitch spoke, and the board chair spoke in regards to the audit. The audit report has been released and there is a need to be sensitive to what is happening but look to the future about what is happening with the Resource Centers. Tara opened up to discussion for comments or questions.

Ashley asked about sharing messaging from CoC. Rob explained that the CoC oversees that data and there was a request about acquiring the entire HMIS database for the audit. The CoC had acquired legal representation to speak with the auditors' legal representation and have conversations about what the data would be used for but that the auditors were evasive in answering. The CoC was able to share the data with unique client ID numbers but no personal identifying information such as address or social security numbers. No one was sure what the auditors were doing with the data but had heard that they were having a hard time navigating the data. Tara Rollins thought that the data was going to be the second part of the audit. Rob thought it was important to have dialogue with auditors about best practices since the auditors are not homeless service experts and don't have experience with homeless. A lot of what the audit boiled down to was if agencies were following their own rules. Moving forward, Rob hopes to be ahead of the game by CoC-funded programs doing what they say they are going to do. Brian Dean, one of the auditor supervisors, spoke with Rob prior to the audit presentation and explained that this was the first audit report and was the first step of the audit process and the rest would be a more global view of homeless services in general so he wanted to maintain and continue contact with the Continuum in terms of best practices and the CoC's input as to what is going on in the community.

June Hiatt and Rob had a meeting with Speaker Hughes the day before the audit was released to get an idea of what they thought they were going to get out of it and how the CoC could be of assistance. They pushed for a continued eye on affordable housing in the community and talked about the setting up of systems where the access to resources is through jail which is not best practice. Tara explained that the CoC Executive Committee met yesterday and decided that it would be great to bring Cynthia from the National Alliance to End Homelessness who did a great workshop at the summit to be brought up now instead of waiting until the summit to get ahead and look at low-barrier shelters. Barbara DiPietro will be coming out in July and she was at the UHC conference last year and was well received and they want to bring her for the family investment coalition and all the Tri-CoCs will be invited because she is about Medicaid, homeless, and health. The UHC is also writing an op-ed which should be out on Sunday.

Amy from STH commented that in talking to the auditors, the second piece will be about systems. She was pleasantly surprised that in the meeting, the senators weren't trying to rip everything apart but were asking what the needs were to make it better. This could be an opportunity to look at gaps and funding and where they need help. Linda Van Miller had a question about 5 entities to oversee the resource centers. Tara thinks it is 5 people who have responded to the RFP. Jean Hill asked question about educating legislators. Tara's op-ed is going to be about supporting affordable housing hopefully with Deseret News. Sarah Baumann asked question about capitalizing on opportunity to come together in structured way as service providers to address as a community. Rob explained that the CoC is well positioned to give input and educate. Shawn McMillen thinks that there is opportunity to be pro-active although they have been resource constrained and the legislature is starting to have awareness about resource constraints. Zach Bale thought it would be good to explain the consequences of tightening the system - that folks are harder to find to get them housing. David Litvack commented that the audit will go through committees and another hearing. There is an opportunity to have a coalition of the providers, including the Road Home, to sit down with individual representatives and senators on the committee prior to the hearing and opportunity to have a dialogue. Tara said that there are two great chairs on the committee, Becky Edwards (who will be leaving after this year) and Senator Anderegg. Tara questioned who wants to be on committee to speak to them. An email will be sent out to gauge interest on who wants to participate. Pauline asked if there was anything in the audit that touched on the level of service already being provided but the audit was focused on safety and not performance. The next audit report will be due in August or September and think it will be a more system-wide view. The CoC will follow-up with an email on this issue.

#### **4. 9:20 Updates from Collaborative Applicant/Salt Lake County - Annie Dayton Emergency Transfer Plan for DV Victims**

At 9:47 am Annie presented HUD's template of the Model Emergency Transfer Plan for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking. Printed handouts were provided as attendees signed in at the beginning of the membership meeting with the February and April minutes. In order to be in compliance with HUD and VAWA, the CoC must establish an emergency transfer plan under 24 CFR 578.7(d). The Collaborative Applicants from the other CoCs in the state, Jen Domenici from BOS, and Heather Hogue from Mountainland, as well as Annie from SLCoC met (on April 10th) and decided to present the HUD template to CoC membership for use. The other Collaborative Applicants have already emailed this document to their CoC membership and had it approved. The SLCoC is a little behind because the task was supposed to be completed by the time the local CPD Field Office issued the first FY 2017 grant agreement for a project in the CoC's geographic area which already passed.

A request was made to have information emailed and to have an electronic vote. Shawn McMillen was not willing to vote until there was feedback from Jen (Campbell) or Anne (Burkholder). Amberlie Phillips explained that she and Anne Burkholder from YWCA already looked into the Emergency Transfer Plan in anticipation of this agenda item and found the HUD template document on-line from googling it and it seems pretty standard and there is a referral piece to DV service

providers and would affect intake but the question was if it would significantly affect operating procedures. Annie will email this document and try to connect with UDVC for input and planning for future trainings and implementation and get an electronic vote. Rob hoped that this could be reviewed and get some feedback from UDVC within a week by next Wednesday (May 23rd) with an electronic vote received by next Thursday (May 24th). And in June, an agenda item could be set up to look at implementation with some coordination from UDVC. A question was brought up if this was a requirement just for the CoC funded grantees or for the whole Continuum of Care and Ashley and Annie answered that although it could only be enforced with the CoC-funded grantees, the hope was that it would be adopted system-wide as a coordinated entry effort. Brad Clemens questioned the policy about staying within the CoC vs transferring to another CoC. There are already regulations about transferring from one CoC to another CoC in the CoC Program Interim Rule and Annie can email those regulations out in the email. (Please see attachment at end of minutes with regulations concerning DV victims transferring from one CoC to another CoC)

#### **5. 9:30 System Performance Measures Update - Joseph Jensen & Devin Shipp**

At 10:00 am, Devin presented slides on the System Performance Measures with data pulled from HMIS from Federal FY2017. The SPM are also under review by the CA and will be submitted at the end of the month. There are 7 measures but this year, they are only talking about 6 measures because one measure was not applicable. The SPM can help identify where there is room for improvement. Measure 1 is the Length of Time Persons Remain Homeless. Within the measure, they have metrics and the first metric looks at the change in the average and median length of time persons are homeless in an emergency shelter or safe haven project (which we don't have). In metric two, they look at the change in the average and median length of time persons are homeless in emergency shelter, safe havens, and transitional housing projects. Joseph mentioned that they are working with some agencies who have entered data in incorrectly and that it is cleared up by the end of the week. He would expect that both the average and the median may decrease from what is reported after the data is cleaned up. Measure 1b is the Length of Time Persons Remain Homeless looking at bed nights as an average and median. Tarra McFadden commented that the change looked pretty significant and she noticed that on the report it says that the construction of the measure changed from 2016 to 2017 so HUD is saying that may explain the change between the years. Tarra questioned whether we knew if that change was due to an increase in average nights or the change in the construction of the measure. Devin answered that is something that is being worked on with the Collaborative Applicant in reviewing and determining that. Another question was asked whether these numbers reflect people who are camping out and it was answered that these numbers are just for sheltered homeless and runs from October through September. There were questions about whether there could be an asterisk included to show that these numbers do not reflect the unsheltered people and that if the report got into the hands of the state legislators, that they would not understand the context of the report. Tarra McFadden from Salt Lake County explained that HUD does not allow narrative to be submitted at this stage with the report but HUD understands the limitations of the data in the report. Ashley asked how long the clean-up of data will take before she dives in to look at the numbers more closely. Devin explained that there was an issue with ClientTrack and that the document provided was an early draft. Ashley questioned when to expect a final draft - Joseph hopes it will be the beginning to middle of next week. Once the clean-up of data is complete, Ashley requested that the information be shared with the group for review. A lot of this information is available on the state dashboard though it is not reflecting exactly what is in the state dashboard which acts slightly behind.

#### **6. 9:45 Collaborative Applicant Transition Discussion & Vote - Rob Wesemann**

At 10:18 am, Rob explained that transitions need to occur with the Collaborative Applicant function within the county. The CA that lives within the Mayor's office of special projects needs to move out of that office into some other entity in the county or elsewhere. One of the options is for SLHCC, which acts as a 501(c)(3) non-profit organization, could take on those Collaborative Applicant responsibilities which would require some financial and staffing resources. There have been discussions with the Executive Committee, County Board, and membership of the CoC as well as the county about what might be a good option. Reasons why it would be good to move would be because the SLHCC acts more independently and would not have to act under political will. One thing that the SLHCC has been working on with the Collaborative Applicant is delineating responsibilities and the CA provided a spreadsheet of activities which outlines the monitoring, operations of the Continuum, system planning, etc. One of the challenges of the Collaborative Applicant team being in Salt Lake County Mayor's Office is having to answer to both the Mayor and the SLCoC.

It was proposed that the CA move under the SLHCC. There is a need to establish financial resources to support those activities and a vote of intent to move in that direction. Potential next steps: need to formalize short term plan which would include the continuation of the NOFA process currently and for Continuum to evaluate potential funding streams and resources to establish that working foundation moving forward, need to talk about staff resources which might take the form of an executive director, outline a potential staffing structure as well as funding mechanism for that. There has been conversation with community partners to make sure that this move fits into what the community needs moving forward. As Shelter the Homeless and Collective Impact figure out where they are going to function within the system, the SLCoC is trying to do the same thing and figure out their role which has ebbed and flowed over the years but they can be the group

that can provide expertise in the services that they are providing, familiar with best practices, can help inform with the data they have. There is a good long-term view and short-term view but trying to develop the mid-term view and some of this is taking shape organically. Intent is to continue moving forward, thinking approximately a year, by the time next year's NOFA came around, that they would be situated to have that functionality within the Continuum. General trajectory is that within a year, the CA will move within CoC. Asking for vote of intent to move in the direction of moving the CA to SLHCC, as they can specify funding, staffing, a more detailed trajectory of activities and get that to the group. Michelle Flynn thanked Rob & Ashley and Salt Lake County for the long discussion of managing the process and recognizing the time and effort to researching. Katherine Fife commented about the County's support in the transition to have a successful and strong CoC moving forward for the long term. The next step is to vote on intent to move in that direction, put on paper staffing structure, potential funding streams, and work plan with the County. The executive team is leading this change with support from the board and support from the county. Tri-CoC has been meeting to look at shared advocacy work.

Tara Rollins made a motion for the Continuum as a vote of intent, to continue to move towards planning and structure that will allow SLHCC to retain Collaborative Applicant responsibilities within the 501(c)(3) and Shawn seconded. All voted in favor, none opposed.

Motion to adjourn.

Minutes taken by Annie Dayton (Salt Lake County Collaborative Applicant)

**Utah Homeless Management Information System (UHMIS)  
Voting Membership:**

<b>Name</b>	<b>Committee Position</b>	<b>Committee Representative</b>	<b>Organization</b>
Dee Norton	Chair - Voting Member	Salt Lake CoC	The Road Home
Karen Kuipers	Co-Chair - Voting Member	ESG Funder - SLCo	SL County
Summer Rohwer	Voting Member	Balance of State CoC	St. Anne's
Jill Anderson	Voting Member	Balance of State CoC	CAPSA
Clint Cottam	Voting Member	Balance of State CoC	Five County AOG
Lynell Smith	Voting Member	Mountainlands CoC	Utah County Housing Authority
Cindy Daley	Voting Member	Mountainlands CoC	Provo City Housing Authority
Heather Hogue	Voting Member	ML Collaborative Applicant	United Way
Rob Wesemann	Voting Member	Salt Lake CoC	NAMI
Sarah Strang	Voting Member	Salt Lake CoC	VOA
Zach Bale	Voting Member	Salt Lake CoC	HACSL
Joseph Jensen	Voting Member	UHMIS System Administrator	UHMIS Lead Agency - DWS/HCD
Michelle Walton	Voting Member	UHMIS Program Specialist	UHMIS Lead Agency - DWS/HCD
Sandra Hollins	Voting Member	ESG Funder SLC	SLC
Sarah Moore	Voting Member	ESG Funder State	State
Justine Murray	Voting Member	RHY Provider	Youth Futures Ogden
Jen Domenici	Voting Member	HOPWA State	State
Dillon Hase	Voting Member	HOPWA SLC	SLC
Robert Snarr	Voting Member	PATH	DHS
Andy Agardy	Voting Member	CHO Staff	UCA
Stefanie Jones	Voting Member	CHO Staff	BRAG
Candace Dunson	Voting Member	Consumer	Iron County Care and Share
(vacant)	Voting Member	Consumer	
Ashley Tolman	Alternate Voting Member	Salt Lake CoC	

**Utah Homeless Management Information System (UHMIS)  
Advisory, Non-Voting Membership:**

<b>Name</b>	<b>Committee Position</b>	<b>Committee Representative</b>	<b>Organization</b>
<b>Kristen Hamilton</b>	Advisory	Veterans	VA
<b>Liz Watson/Selina Gorst (Alt)</b>	Advisory	Domestic Violence	UDVC
<b>BoS Collab Applicant</b>	Advisory		
<b>Annie Dayton</b>	Advisory		<b>SL CoC Collab Applicant</b>

Federal Regulations Concerning DV Transfers from one CoC to another CoC (as requested by Brad Clemens)

CFR 578.5 (c) (3)

(3) Program participants who have complied with all program requirements during their residence and who have been a victim of domestic violence, dating violence, sexual assault, or stalking, and who reasonably believe they are imminently threatened by harm from further domestic violence, dating violence, sexual assault, or stalking (which would include threats from a third party, such as a friend or family member of the perpetrator of the violence), if they remain in the assisted unit, and are able to document the violence and basis for their belief, may retain the rental assistance and move to a different Continuum of Care geographic area if they move out of the assisted unit to protect their health and safety.

CFR 578.103 (a) (5)

(5) Records of reasonable belief of imminent threat of harm. For each program participant who moved to a different Continuum of Care due to imminent threat of further domestic violence, dating violence, sexual assault, or stalking under § 578.51(c)(3), each recipient or subrecipient of assistance under this part must retain:

- (i) Documentation of the original incidence of domestic violence, dating violence, sexual assault, or stalking, only if the original violence is not already documented in the program participant's case file. This may be written observation of the housing or service provider; a letter or other documentation from a victim service provider, social worker, legal assistance provider, pastoral counselor, mental health provider, or other professional from whom the victim has sought assistance; medical or dental records; court records or law enforcement records; or written certification by the program participant to whom the violence occurred or by the head of household.
- (ii) Documentation of the reasonable belief of imminent threat of further domestic violence, dating violence, or sexual assault or stalking, which would include threats from a third-party, such as a friend or family member of the perpetrator of the violence. This may be written observation by the housing or service provider; a letter or other documentation from a victim

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service provider, social worker, legal assistance provider, pastoral counselor, mental health provider, or other professional from whom the victim has sought assistance; current restraining order; recent court order or other court records; law enforcement report or records; communication records from the perpetrator of the violence or family members or friends of the perpetrator of the violence, including emails, voicemails, text messages, and social media posts; or a written certification by the program participant to whom the violence occurred or the head of household.