Polk County Continuum of Care Board
November 13th, @ 12:00 PM – 12:45 PM
River Place, 2309 Euclid Ave, Room 1A

Agenda
Welcome & Approve Agenda

5 minutes  Consent items
- October board meeting minutes, Housing Committee, Directors Council, Service Council, and Contractor Reports

30 Minutes:  Committee Items
- Executive Committee: Libby
  - Update on next steps for transition
  - Approve the signing of the VA HUD Vash Chronically Homeless Performance Measure Exemption Report
- Coordinated Services: Sue Wright
  - Approval of a change in Family Shelter Waiting Lists and Consultation Requirement
- Finance Committee: Eric Burmeister
  - Approve the submission of the eFile 990
- Performance Committee: Renee
  - Review and approve exit to permanent destination for the community
  - Report/Data requests via Performance Committee
- Youth Plan: Please plan on attending the December 4th community wide meeting to review the plan.
- Call for Legislative items: Current items are affordable housing, employment/training, send items to Mark Phillips forward along on.

10 Minutes  Flying High Award and final items
- Committee’s Cancelled in November: Coordinated Services and Performance
- Lunch: Sponsor is needed for September, October, and November
- Open items/Comments:
  - Events: November 13th is hunger and homeless awareness week
  - November 14th IF A holding an affordable housing community conversation
  - November 15th is Opening Doors, get your tickets
  - December 21st @ 5.30 PM the Homeless Memorial will be held at the State Capitol
  - January 24 and 25, 2018 Point In Time, details forthcoming
  - CoCB Membership: reminder, open to join

Next meeting: December 11th, 2017
CONTINUUM OF CARE BOARD
Monday, October 9, 2017
12:00 – 1:30 pm
Polk County River Place, Room 1A

MINUTES

Board Members Present:
Diogenes Ayala, Miah Baum, Carole Bodin, Eric Burmeister, Phil Delafield, Angela Dethlefs-Trettin, Lt. Cynthia Donahue, Russ Frazier, Jamie Gilley, Deirdre Henriquez, Tom Jackowski, Renee Miller, Valerie Miller-Coleman, Susan Osby, Catherine Reaman-Gerdes, Kris Schechinger-Camper, Doug Stodgel, Susan Wright

Board Members Absent:
Thomas Beil, Sam Fink, Nancy Galeazzi, Chris Johansen, Matt McDermott, Libby Nelson, Brad Spielman

Guests:
Shelby Ridley, Margo Miller, Karen Bougher, Sarah Boese, Tim Krueger, Jim Cain, Charles Hill

Staff:
Mark Phillips

Call to Order
Board Member Kris Schechinger-Camper called the meeting to order at 12:05 pm.

Approval of Agenda
A motion was made by Eric Burmeister to approve the Agenda; seconded by Phil Delafield. Carried.

Approval of Consent Items
A motion was made by Susan Wright to approve the Consent Items; seconded by Valerie Miller-Coleman. Carried.

COMMITTEE ITEMS
Executive Committee
Mark Phillips has agreed to continue his work with the CoCB, $80 per hour, up to 12 hours a week through December 31, 2017.

A motion was made by Russ Frazier to approve the proposal for Mark Phillips in the role of Continuum of Care consulting services to assist in the transition to a new employee and completing/moving identified items in the Deliverables section; seconded by Diogenes Ayala. Carried.

Housing Committee
Eric Burmeister brought to everyone’s attention the 28E Agreement for Assessment of Fair Housing prepared by the City of Des Moines regarding fair housing and an
action plan by the jurisdictions involved: the cities of Des Moines, West Des Moines and Ames.

The City of Des Moines, as a recipient of HUD funding, is required to analyze fair housing issues and related contributing factors in their jurisdiction and region and set fair housing priorities and goals through the Assessment of Fair Housing report. This round will be due in 2019. Community involvement will be required in the preparation of this report; the Polk County Continuum of Care being one of these organizations.

A motion was made by Eric Burmeister to approve the 28E Agreement – Assessment of Fair Housing from the City of Des Moines; seconded by Deirdre Henriquez. Carried.

Eric continued his report from the Housing Committee by giving a review of their recommendation regarding the Tiny Homes proposed by JOBA and the impact a Tiny Homes Village may make in a community from a CoC perspective. The Housing Committee asked and brainstormed possible outcomes from HUD with four Housing Determinations: Unsheltered, Emergency Shelter, Transitional Housing, Permanent/Temporary Housing and THEN what CoC Responsibilities/Ramifications would be to the community from HUD.

Additionally, Eric shared the news that the PCHTF board on Friday allocated $725,000 for new affordable housing projects in the community, associated with upcoming low-income housing tax credits. The projects awarded: 227 new affordable units for 80% AMI or less, 20 of which will be reserved for households making 30% of AMI or less. This speaks very well for the entire community’s push to create new units for this population.

Mark announced that an offer has been made for Mainstream Living, which represents a good step forward.

Draft for Youth Plan
Mark encouraged all organizations that work with young people, ages 0 – 25, to please share comments and feedback on this Plan.

Call for Legislative Items
Last month Dave Stone, Advocacy Officer at United Way, attended the CoCB meeting. Since then, Mark has been in touch with Dave, who reported that housing is something United Way is hearing about across all work. Mark will gather and share information with United Way so that they continue to connect housing (with the developing of units) as high level priority.

Mark recently spent a couple of hours touring with Iowa Congressman David Young at Centralized Intake and Family Promise. They drove by CISS and stopped at a camp site talking to three individuals. Mark and Jim Cain were impressed by Congressman Young’s genuine interest.
Final Items

- Valerie Miller-Coleman said that Plymouth Church has “offering” funds available and grant requests are being accepted.
- Opening Doors, November 15.
- Opportunity Summit, October 24.
- White Privilege Conference, October 27 & 28.
- Invoices for lunch, September and October.
- CoCB Membership: open to join.
- Flying High Award trophy goes to Mark and the people who care about the homeless: “This is Us.”
- Russ Frazier announced new units being built. Anawim’s Fall Property Tour, October 12, 11:30 am – 1 pm.

Kris thanked Mark for his support and hard work and recognized Jane Fogg and Jim Cain for their excellent work as well.

Adjourn
With no further business to conduct, Angela Dethlefs-Trettin moved to adjourn at 12:55 pm; seconded by Diogenes Ayala. Carried.

The next meeting of the Continuum of Care Board is scheduled for 12 noon to 1:30 pm, Monday, November 13, 2017 at the Polk County River Place, Room 1A.

Respectfully submitted,
Tracy Levine
Polk County Housing Trust Fund
Housing Committee--MINUTES
Continuum of Care Board
October 16th @ 1:00 PM – 2:00 PM
Peace Conf. Room, Plymouth Congregational UCC, 4126 Ingersoll
Attending: Eric, Latoya, Valerie, Cynthia, Seth, Amanda, Sue

1. Eric reviewed efforts to better coordinate housing efforts in Polk County. Seth Johnson, from United Way, has jointed the Housing Committee to move that effort forward.

2. Tiny Houses: There has been no response yet from HUD concerning the status of the JOPPA Tiny Houses.

3. Mainstream: Two offers to purchase have been received in writing. One is local.
   - Neither will limit residents 100% to those at or below local median.
   - Both offers involve some debt service, so would be hard to hold at 30% of median.
   - There will be some period of negotiation. Hopefully there will be some definite news next month.

4. Landlord Party:
   - Both Anawim and PHC need new landlord involvement, thus additional contact would probably be helpful.
   - Eric will talk with Mark to find out whether any firm commitments have been made for a party.
   - If we have a party, it will be important to have CoCB members attend.

5. CoC Grant items:
   - HUD each year adds new items that CoCs must address to maximize points for the grant application. Thus we need to be sure that we are taking appropriate actions.
   - Jim Cain may be able to help Housing Committee figure out what actions might be in purview of the committee.
• Housing First Conference in March in Denver. It works ahead of HUD and people generally know what is coming next. Cynthia will be going.

6. **Permanent Supportive Housing Conference** will be held November 14, from 1-4 pm at DMACC, Ankeny campus. IFA is planning it, Polk County Housing Trust Fund has been asked to host.

7. **CoC Director:** Mark’s last day was October 13, though he will continue to do some work as a consultant.
   - The committee asked Eric to inquire of the Executive Committee about strategies to move forward.

8. **Upcoming Agenda:** Email agenda items to Eric.
Participants:

Call to Order:
Catherine called the meeting to order at 10:03 A.M.

Approval of Minutes of September 2017 meeting:
Althea moved for approval of the minutes and Jim seconded the motion. The September minutes were approved.

Introductions and agency updates:

Cross Ministries will be changing from a 1st come/1st serve basis to an appointment-based service. This decision was made in part because it had gotten to the point where people were lining up at 3:30 a.m. The exact process is yet to be determined and is anticipated to start in November.

West Des Moines Human Services is taking new referrals for its Rapid Rehousing via coordinated entry from PHC. LIHEAP and holiday sign-up have also started.

ICA will be using a team approach for Des Moines so that there will be more than one person to talk to/coverage if main person is out.

Anawim is pulling from the chronic list to fill openings in the Housing Opportunities Program II permanent supportive housing. Anawim also received TBRA funding of $288,000 from IFA. They were the only TBRA funding recipient in Polk County. Families or individuals coming from homelessness are eligible through centralized intake. There is no requirement of disability. Participants must be able to get a lease in their own name.

Leon announced a change in men’s shelter program at Bethel. There is no longer a chapel attendance requirement. Now it is a voluntary opportunity.

Lynn announced red ribbon week for addiction awareness.

Jim announced the Family Promise Comfort Food Cook-off 11/12. Tickets are available on the website.
Definition of Exit to Permanent Housing:

The updated definition is 90 days to the best knowledge and discretion of the case manager and client. After discussion of situations where, for example, it is known that the client has a permanent place to move but will be staying temporarily with family for a week or two until the apartment is ready, the proposal was made that if a signed lease or confirmed placement with permanent supportive housing within a short time but staying with family/friends until then, it is okay to include this as an exit to permanent housing since that is the confirmed ultimate destination.

Scorecard Review:

No changes have been made. If you have any further comment, let Mark know.

NOFA:

Lower number of submissions nationwide. Last year results were known 12/21 but no guarantee that it will be similar this year.

Presentation on Disaster Planning – Steve Eggleston:

See attachment.

Presentation on Head Start – Lisa Proctor:

See attached power point.

The meeting adjourned at 11:31 AM

Minutes submitted by Cindy Rybolt
Polk County Housing Continuum – S.C.
Meeting Minutes for Wednesday, October 18, 2017
10:00 A.M., Polk County River Place

Participants:
Julie Bardin Hewitt, Dan Zahn, Penny Orewiler, Roberta Victor, Latoya Scott, Diana Mata Corvera, Sadie Gasparotto, Dwight Long, Steve Eggleston, Shawn McAninch, Amanda West, Linda Meyer, Marge Ramsey, Amber Tomkins, Megan George, Theresa Coleman, Jennie Kerger, Carrie Moreno, Tobi Simmons, Andrew Anderson

Call to Order:
Roberta Victor called the meeting to order.

Approval of Minutes of September 2017 Board meeting:
Minutes approved.

HUD on Disaster Recovery and Homelessness – Steve Eggleston:
- Focused on continuity of operations in case of disaster
  - Iowa most likely to have tornado or flooding
  - What are essential functions to provide?
- Four Step Plan
  - Preparedness phase
  - Impact phase
  - Response phase
  - Recovery phase
- Disaster Recovery Homelessness Toolkit available to help your organization

Drake University Head Start – Lisa Proctor
- Early childhood education and resources
  - Determine health status; ie: doctor and dentist
  - Healthy meals
  - Community connections
  - Parent education
  - Center and home-based services
- Can provide services to homeless families to keep kids on track, refer families
- Major barriers:
  - Transportation
  - Program enrollment requirements

Topics for future meetings:
- Please contact Roberta or Julie if you have ideas!

Updates from Council Members:
- Salvation Army Christmas sign-up is 11/06-11/10 at Boy Scout Council – must get signed up there
- Home, Inc. moving to 1618 6th Ave as of 10/31
- Cross Ministries moving to appointments as of November
- Leadership program at YMCA supportive housing campus looking for volunteer opportunities and community engagement. Contact Tobi with ideas!

Meeting adjourned at 11:00am
Minutes submitted by Julie Bardin Hewitt
<table>
<thead>
<tr>
<th>Identified item</th>
<th>New Owner</th>
<th>Action steps</th>
<th>October Progress/Updates</th>
<th>Completed or Transition complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015 Planning Grant AFR</td>
<td>Mark</td>
<td>Mark to complete in Sage, submitted final draw on October 12, 2017</td>
<td>Not started but will complete by end of November</td>
<td></td>
</tr>
<tr>
<td>2016 Planning Grant</td>
<td>New fiscal agent</td>
<td>Coordinate with City of DSM and PHIS</td>
<td>In process</td>
<td></td>
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<tr>
<td>CDBG Contract</td>
<td>Fiscal agent</td>
<td>Coordinate with City of DSM, Penny, submitted reimbursement for $6,250 for each month (July, Aug, Sept) on October 12, 2017</td>
<td>Completed, submitted reimbursement for Q1/Q2 in Oct</td>
<td>Completed</td>
</tr>
<tr>
<td>Contractors</td>
<td>Mark</td>
<td>Supervise, capture, process invoices, and review work by Jim and Jane. Update work list with Jim after the 2017 CoC Grant has been submitted.</td>
<td>Jim will have one in October but Jane's will be after Nov 15 as she is away.</td>
<td></td>
</tr>
<tr>
<td>Grant Committee</td>
<td>Mark</td>
<td>Work on agendas with Kris and Susan, updated work list with Jim, prepare a grant schedule for 2018</td>
<td>October Committee was cancelled but agenda with commentary was sent out for review, rev those items in November &amp; Nov.</td>
<td></td>
</tr>
<tr>
<td>Housing Committee</td>
<td>Housing Comm/Mark/ Eric</td>
<td>Coordinate agendas with Eric, coordinate with Bill, Jim, and Eric on Mainstream, NDC bill will be paid by City of DSM, focus on the coordination of the 1 to 3 items for the CoC to work on from the Housing Tomorrow Plan</td>
<td>Oct agenda coordinated with Eric, work with Eric for Nov agenda, Mainstream received 2 offers-accepted and finalizing one offer, working on items to focus on with Eric</td>
<td></td>
</tr>
<tr>
<td>Finance Committee</td>
<td>Mark</td>
<td>Coordinated agendas, financials, and fiscal agent review with Lobby, Eric, and Kris</td>
<td>Nov committee mtg will be via email to rev. Oct expenses and review and recommend the fate 900, waiting for quotes from 2 potential fiscal agents</td>
<td></td>
</tr>
<tr>
<td>Coordinated Services Committee</td>
<td>Mark</td>
<td>Work with Jane, Susan, and Dee for agenda items and leading the committee meeting</td>
<td>Oct committee was held, coordinate with Jane and Sue for Nov agenda</td>
<td></td>
</tr>
<tr>
<td>Performance Committee</td>
<td>Renee, Julie, and Gary</td>
<td>Coordinated agendas with Renee, Julie, and Gary. November mtg cancelled on Thanksgiving, October committee is to ask members to partner with someone and come back to the December mtg with a draft on a strategy</td>
<td>Oct committee was held</td>
<td></td>
</tr>
<tr>
<td>Family Processes</td>
<td>Mark</td>
<td>Mark, Jim, and Cynthia to review and</td>
<td>Waiting for details from Jim</td>
<td></td>
</tr>
<tr>
<td>Service Coordination for Hard to House</td>
<td>Mark</td>
<td>Coordinated mtg to be held on Nov 13</td>
<td>Coordinated mtg to be held on Nov 13</td>
<td></td>
</tr>
<tr>
<td>Professional Development</td>
<td>Mark</td>
<td>Jim, Danell, Shelby, and Mark renewed potential next steps during Oct 30 mtg, Danell forwarded some items from her former CoC and these are being reviewed, reviewing a prevention and diversion specific assessment tool</td>
<td>Jim, Danell, Shelby, and Mark renewed potential next steps during Oct 30 mtg, Danell forwarded some items from her former CoC and these are being reviewed, reviewing a prevention and diversion specific assessment tool</td>
<td></td>
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<tr>
<td>Prevention/Diversion</td>
<td>Mark</td>
<td></td>
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</tr>
<tr>
<td>Task</td>
<td>Responsible</td>
<td>Details</td>
<td>Notes</td>
<td></td>
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<tr>
<td>Centralized Intake</td>
<td></td>
<td></td>
<td>Coordinate work team mtg on Nov 7 with Jane</td>
<td></td>
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<tr>
<td>Discharge</td>
<td></td>
<td></td>
<td>Rachel Adams will own this initiative (Annie to assist as needed), do something going out this week for a December mtg; before the next CBSS/PHC safety and health mtg in December</td>
<td></td>
</tr>
<tr>
<td>CoGB Progress report</td>
<td>Diogenese</td>
<td>Diogenese will work on assessing our progress by calendar year end 2017.</td>
<td>Present in board meeting, December but need to meet with Diogenese</td>
<td></td>
</tr>
<tr>
<td>Youth Plan</td>
<td>Andrea, Toby, Mark</td>
<td></td>
<td>Ongoing but needs work to identify leaders who can assist in moving this forward</td>
<td></td>
</tr>
<tr>
<td>Youth Homeless Demonstration Grant</td>
<td>Toby, CoGB</td>
<td>Waiting for this NOFA period to open, once open convene a work group to lead it.</td>
<td>HUD has not released this yet</td>
<td></td>
</tr>
<tr>
<td>Board agenda items</td>
<td></td>
<td>HUD VASHI document to sign, update on position, finalize the 990 eFile, ask for PTT count volunteers</td>
<td>Waiting for committee min</td>
<td></td>
</tr>
<tr>
<td>Point In Time</td>
<td></td>
<td></td>
<td>Add to Nov board agenda</td>
<td></td>
</tr>
<tr>
<td>Homeless Connect 2018</td>
<td></td>
<td></td>
<td>Do we do this again?</td>
<td></td>
</tr>
<tr>
<td>Website costs</td>
<td>Mark</td>
<td>Can I cancel this in December and update where the change should be directed too?</td>
<td>When can I move to another account?</td>
<td></td>
</tr>
<tr>
<td>Meetings Mark can attend</td>
<td>Mark</td>
<td>December Board meeting, Nov Grant Committee. Youth plan release</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chronic Task Force</td>
<td>Internals Jan Z at CBSS</td>
<td>Jan is coordinating, work on chronic report</td>
<td>I will include the update from last week in the exec comm agenda</td>
<td></td>
</tr>
<tr>
<td>CoGB Meeting scheduling</td>
<td>Mark</td>
<td>Board meetings have been set with Peggy Faison, <a href="mailto:peggy.faison@polkcounty.wa.gov">peggy.faison@polkcounty.wa.gov</a>, for the 2018 calendar year.</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>File clean up</td>
<td>Mark</td>
<td>Clean up all CoGB files on computer for ease of transition</td>
<td>In progress</td>
<td></td>
</tr>
</tbody>
</table>

**Future Forward items:**

<table>
<thead>
<tr>
<th>Task</th>
<th>Responsible</th>
<th>Details</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tiny Homes</td>
<td>Housing Committee</td>
<td>Waiting for HUD to respond, introduced topic to Charles with Iowa Legal Aid</td>
<td>Updates to come from Housing Committee; nothing since October board mtg, emailed Joe and Tim to connect in Nov but heard nothing from Joe</td>
</tr>
<tr>
<td>Potential Shelter in Warren County, specifically Indianaola</td>
<td>Roger Nesbitt, We Lift</td>
<td>Roger has been keeping me updated but a group wants to purchase a home and use it as a shelter. He is going to try to find a time for me to connect with them.</td>
<td>This introduction came from Commerce w/UCW but once we identify a new fix I will connect them.</td>
</tr>
</tbody>
</table>
Polk County Continuum of Care Board

Contractor Report for October 2017
Jane Fogg

Centralized Intake:
- Organize, facilitate and document CI Work Team meetings, agendas, notes and communications.
- Topics include:
  - Follow-up from IFA conference
  - Set criteria which would indicate the need to re-administrate VI-SPDAT by defining “life change.”
  - Create script as introduction for the client prior to administering the VI-SPDAT
  - Review of OrgCode for RRH and Diversion
  - Continuing work on protocol for CI
- Identify remaining CI Policies and Procedures items to meet HUD’s requirements
- Ensure flow of information and process between CI Work Team and Coordinated Services committee

Coordinated Services:
- Communications and planning underway for CI client surveys to be completed next quarter
- PCH/CI staff shared examples of CI protocol. As more clients are assessed the variety of individual circumstance reveal complexities.

CoC Coordination:
- Attend October CoC board meeting
- Work with Mark on transition items and work plan for the next three months

[Signature]
Elisabeth C. Nelson
Memorandum

DATE: September 25, 2017
FROM: VA Central Iowa Health Care System
SUBJ: HUD-VASH Chronic Homeless Exemption Request Form
THRU: VISN 23 Network Homeless Coordinator
TO: National HUD-VASH Program Office

This memorandum is provided in response to the Homeless Program Office's guidance in requesting an exemption to HMLS 42 (Chronically Homeless in HUD-VASH). It is formatted to respond to each of the questions posed in the guidance document for requesting exemptions from the national HUD-VASH program office.

1. Please provide written justification for the exemption request. In your justification, please be sure to address the following questions:
   a. Please describe how the community determines the number of Veterans who are experiencing chronic homelessness within the area and whether they have been referred to and assessed by the VAMC to obtain a HUD-VASH voucher or other appropriate housing resource?

VA Central Iowa takes part in the continuums of care for Polk County and the Iowa Council for Homelessness. These two Continuums utilize I-Count, Iowa's Homeless Management Information System (HMIS). This site is managed by the Institute for Community Alliances and captures demographic data on services provided to the homeless and reports on the numbers served. This report details a full demographic breakout including Veteran specific data. All homeless providers report in this database or send reports into the Institute for Community Alliance to capture data. For Veterans in Polk County, we enter data into I-Count for unsheltered Veterans who are not already in system under another agency. The demographic breakout includes Veteran status and if they are chronically homeless.

VA Central Iowa has compiled I-Count data of the homeless Veteran population for the past few years including Veterans who are chronically homeless. We identified the counties within our catchment area and the percentage of Veterans who are chronically homeless for each continuum within our catchment area. Based on this data we calculated the following:

<table>
<thead>
<tr>
<th>VA Central Iowa Catchment Area-Homeless Veterans</th>
<th>FY16 Total</th>
<th>FY16 Chronic</th>
<th>FY17 Total</th>
<th>FY17 Chronic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Des Moines/Polk County CoC</td>
<td>298</td>
<td>60 (20%)</td>
<td>249</td>
<td>43 (17%)</td>
</tr>
<tr>
<td>Iowa Balance of State CoC-VA Central Iowa Catchment Area</td>
<td>144</td>
<td>23 (16%)</td>
<td>120</td>
<td>26 (22%)</td>
</tr>
<tr>
<td>Total for VA Central Iowa</td>
<td>442</td>
<td>83 (19%)</td>
<td>369</td>
<td>69 (19%)</td>
</tr>
</tbody>
</table>

*FY17 as of September 18, 2017

The data indicates that VA Central Iowa had a total homeless Veteran population of 442 in FY16 with 83 (19%) chronically homeless Veterans. As of September 18, the total homeless Veteran
population in FY17 is 369 with 68 (19%) chronically homeless Veterans. The total homeless Veteran population from FY16 to FY17 to date is 811 with 152 (19%) chronically homeless.

Of the 811 homeless Veterans who were in the Central Iowa catchment area in FY16 and FY17, 547 were in Polk County and 103 (19%) were chronically homeless. In the rest of our catchment area, there were 264 homeless Veterans and 49 (19%) were chronically homeless.

VA Central Iowa, as part of these two continuums, has developed a system of communication when a Veteran is seen by any of our providers. The Homeless Outreach Social Workers regularly visit all the locations where Veterans may come for services and attain referrals directly from the staff on site. Staff at all provider sites have been educated of our desire to be contacted the first business day when a Veteran arrives. Our homeless staff work with several agencies that are going into camps, under bridges, and visiting meal sites to find and refer homeless Veterans. This is a regular occurrence for our outreach workers. We have directly communicated our desire to have staff call us to refer a Veteran and to tell them about the Community Resource and Referral Center (CRRC) in Des Moines Iowa.

In addition, we participate in monthly meetings with community partners in the Des Moines/Polk County CoC to review a by-name list of Veterans who are homeless in I-Count. As mentioned earlier, we enter data into I-Count for unsheltered Veterans who are not already in the system under another agency.

We have identified a large portion of the chronically homeless Veterans population as being non-VHA eligible and therefore not eligible for HUD-VASH. This number represents a large percentage of the Veterans still chronic within our area. Des Moines utilizes a coordinated access system. Eligibility status is identified quickly by the VA and then communicated back to the lead agency. We have worked with the Mayor of Des Moines, the local Public Housing Authority, and other community providers to implement a plan to develop permanent housing for these non-VHA eligible Veterans. We work with community providers to contact these Veterans and provide assistance in meeting their individual housing goals utilizing other programs in which they qualify. Non-VHA eligible Veterans who are eligible for Grant & Per Diem are referred to that program as appropriate. This plan is on track and it is anticipated that the non-VHA eligible homeless Veteran population will be significantly reduced, including those that are chronically homeless. Bottom line is that even non-VHA eligible Veterans are being housed in our strategy.

VHA-eligible homeless Veterans, both chronic and non-chronic, are referred to the most appropriate program, specifically HUD-VASH, Grant Per Diem, HCHV Contract Residential, and SSVF. Veterans who are chronically homeless are referred to HUD-VASH unless there is a clinical reason that another program is more appropriate for that individual Veteran’s needs.

We work closely with Therapeutic Supported Employment Services (TSES) Program to assist Veterans in obtaining employment so that they can obtain and maintain housing. For Veterans who are unable to work, a VBA representative conducts outreach at the CRRC at least monthly to meet with Veterans regarding their claims and benefits. SOARS is available to Veterans through the coordinated access system lead agency. Several VA staff will also obtain SOAR training.

The HOMES OR7: Current Program Census Report was reviewed. There are currently 3 Veterans who are identified as being chronically homeless and not in HUD-VASH. Two Veterans are in Grant & Per Diem and housing plans are in place. (One of the chronically homeless Veterans in GPD is non-VHA eligible and therefore not eligible for HUD-VASH.) One Veteran is 100% Service Connected and therefore over the income guidelines for HUD-VASH. This Veteran has a housing plan in place.
It should also be noted that Des Moines/ Polk County successfully declared reaching functional zero of Veteran homelessness in February 2016. The team continues to meet monthly and the benchmarks established by HUD, VA, and US Interagency Council on Homelessness are still being met.

b. Please describe how the community estimates the number of Veterans who will “age in” to chronic homelessness in the next six months. Have these Veterans been accounted for in the projected end of chronic homelessness for Veterans in your community?

Yes, the aged in Veterans have been accounted for in our projections and plans. Through data we determined that about 71% of the homeless Veterans each year are new to homelessness in the entire state (not just VA Central Iowa’s catchment area). With the Supported Services for Veterans and Families (SSVF) grants in our service area we are able to fund prevention efforts necessary to assist Veterans and prevent homelessness. Currently SSVF impacts our recidivism and new to homelessness counts. This prevention coupled with our extensive outreach model ensures Veterans are identified and referred quickly to the most appropriate program including HUD-VASH. Additionally, we have Veterans Justice Outreach and Prison Re-Entry staff that help prevent Veteran homelessness by identifying Veterans who will be at-risk of homelessness upon release and arrange appropriate services.

As stated above, we completed an extensive evaluation of Veterans served through I-Count in Central Iowa. We looked at data from past years to project expected numbers. Below is that summation and projection of Point-in-Time counts.

Using the Gap Analysis Tool, the expected Veteran homeless populations and percentage of chronically homeless Veterans was projected. It has been determined that we have sufficient programs and services to meet the need. Due to our success at reducing the numbers of homeless Veterans we project that the number of chronic homeless Veterans will continue to decrease from our current 19%.

2. Please describe the local comprehensive outreach and engagement strategies used to identify Veterans experiencing homelessness, in particular Veterans in unsheltered situations.

Our homeless staff works with several agencies that are going into camps, under bridges and also meal sites to find and refer homeless Veterans. This is a regular occurrence for our outreach workers. We have directly communicated our desire to have staff call us to refer a Veteran to the VA for an assessment and to tell them about the Community Resource and Referral Center.
(CRRC). Many local agencies have a primary focus to reach those who are unsheltered. We work with them to identify and refer Veterans to us.

Our Point-in-Time counts focus on identifying all Veterans in our catchment areas at least twice a year. This is an extensive grid search of the Polk County area to identify and refer the homeless Veterans. This includes our rural areas. As seen above the numbers have steadily gone down in our area. Below we have a chart of the PIT counts by year. This represents all homeless Veterans in Polk County. This includes unsheltered, emergency shelter, and transitional housing.

![Polk County Homeless Veterans PIT Count](chart)

Though the PIT is not the only method we use to reach the unsheltered, the results indicate that our strategy to reach them is effective. The bottom line is that all providers of services to the homeless are aware of our desire to have referrals of Veterans to us. All provider sites are regularly visited by us to identify Veterans who are just coming in to get supplies to continue unsheltered activities. These Veterans are a primary focus of our site interactions.

3. With our signatures below, we certify our support for the VAMC’s request for exemption from the 65% chronic homelessness performance measure in HUD-VASH. Furthermore, we certify that if exempted, we will use the method of prioritization of non-chronically homeless defined by VA, which is based on the non-chronic portion of HUD’s Prioritization Notice but with a VA-specific amendment (priority groups are attached).

[Signatures and dates]

VAMC Homeless Program Representative

CoC Representative

PHA Representative
Once exempted from the HMLS42 target, VAMCs will be expected to use the prioritization list below to admit Veterans to the HUD-VASH program. These Veterans should be homeless and demonstrate a need for the case management and supportive housing provided through the HUD-VASH program. Veterans who are not chronically homeless should be admitted to HUD-VASH in the following order of priority:

a) **First Priority—Homeless persons with a disability with long periods of episodic homelessness and severe service needs.** An Veteran that is eligible for CoC Program-funded PSH who has experienced fewer than four occasions where they have been living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter but where the cumulative time homeless is at least 12 months and has been identified as having severe service needs.

b) **Second Priority—Homeless persons with a disability with severe service needs.** An individual or family that is eligible for CoC Program-funded PSH who is residing in a place not meant for human habitation, a safe haven, or in an emergency shelter and has been identified as having severe service needs. The length of time in which households have been homeless should also be considered when prioritizing households that meet this order of priority, but there is not a minimum length of time required.

c) **Third Priority—Homeless persons with a disability coming from places not meant for human habitation, safe haven, or emergency shelter without severe service needs.** An individual or family that is eligible for CoC Program-funded PSH who is residing in a place not meant for human habitation, a safe haven, or an emergency shelter where the individual or family has not been identified as having severe service needs. The length of time in which households have been homeless should be considered when prioritizing households that meet this order of priority, but there is not a minimum length of time required.

d) **Fourth Priority—Homeless persons with a disability coming from transitional housing.** An individual or family that is eligible for CoC Program-funded PSH who is currently residing in a transitional housing project, where priority to residing in the transitional housing had lived in a place not meant for human habitation, in an emergency shelter, or safe haven. This priority also includes individuals and families residing in transitional housing who were fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking and prior to residing in that transitional housing project even if they did not live in a place not meant for human habitation, an emergency shelter, or a safe haven prior to entry in the transitional housing.

e) **Fifth Priority—VA Priority Populations.** Homeless Veterans who do not meet criteria for chronic homelessness or the priority groups above may be prioritized for VA-funded PSH if they demonstrate a need for ongoing case management based on clinical assessment. Additional priority populations include, but are not limited to, the following Veterans: women, those with children, those who served in Operation Enduring Freedom/Operation Iraqi Freedom/Operation New Dawn (OEF/OIF/OND), aging Veterans, those with a debilitating clinical condition that does not meet formal disability criteria, and those with an extensive homeless history that does not meet other criteria above.
Coordinated Services Committee
Continuum of Care Board
October 25, 2017  10:00 AM – 11:00 AM
MEETING MINUTES

Attending: Chair: Susan Wright, CoC board member, Cynthia Latcham/Anawim, Leslie Van Der Molen, Dan Zahn/Catholic Charities, Jan Zeleke/Central Iowa Shelter Services, Mach Slater/Habitat for Humanity of Iowa, Lynn McCormick, House of Mercy Eileen Mitchell, Ehren Wright & Gary Wicking/Institute for Community Alliances, Kiana Hines/New Directions Shelter, Shelby Ridley & Bernadette Egger/Primary Health Care, Latoya Lewis/United Health Care, Carole Bodin & Danell Vaughan/West Des Moines Human Services, Toby O’Berry & Kate Polush/Youth & Shelter Services/Iowa Homeless Youth

I. Sue opened the meeting at 10:00 AM. Those in attendance were welcomed, a round of introductions was completed.

II. Minutes from the September meeting were approved.

III. Evaluation of Centralized Intake
   • Sue reviewed the Evaluation requirements contained in HUD documents and the current statements in the Polk County Coordinated Services CI Policies and Procedures.
   • The CoC Board, through the Coordinated Services Committee, is charged with carrying out regular evaluations of CI.
   • The requirement that “A forum, hosted and convened by the Continuum of Care Board, with people experiencing homelessness who have been through the coordinated assessment process will take place every six months” has not been carried out.
   • Discussion ensued about possible approaches to collecting data. It was decided that a small subcommittee should convene and develop a proposal for procedures. Those who volunteered for the committee are: Shelby Ridley, Ehren Wright, Gary Wicking, Jan Zeleke, Leslie Van Der Molen, Danell Vaughan. Sue Wright will convene the group.

IV. Process Questions
   • Due Diligence:
     o Shelby discussed the difficulties that relate to due diligence in certifying someone as homeless. CI needs to be in compliance with HUD requirements. Currently, CI is required to outreach to a 3rd party for confirmation of homelessness for individuals not in shelter. The order of consultation and time frame required leave homeless individuals and families out of housing for weeks.
     o After meeting found out that request for technical assistance was denied by HUD. A group will be convened to try to determine how to address these concerns. Further efforts will be made to resolve these procedures.
   • VI SPDAT Script
     o Shelby discussed the need to ensure that all clients are receiving the same information about VI SPDAT before it is administered. She shared a copy of a script that PHC has developed to be used by all who are administering VI SPDAT.
     o Some discussion ensued, with a concern that perhaps the script is too long.
- Eileen indicated that the script could easily be inserted into the online program
- Agreed that the script will be inserted and tried for a few weeks. Feedback will be brought back to the CI Work Group.

- Defining Major Life Changes
  - Discussion has revolved around what has to occur to trigger a new administration of VI SPDAT. Generally major life events including birth, death, permanent housing, homeless-again have been the triggers.
  - Some discussion ensued particularly focused on whether major medical issues should be included.
  - PHC will develop a proposed statement concerning life changes that trigger a re-administration of VI SPDAT and will bring the December Coordinated Services Committee meeting.

- Family Shelter Waiting Lists
  - The number of days on the waiting list, under current guidelines, can be up to 90 days.
  - Shelby proposed a change: After 3 contact attempts to shelter a family, if the family does not respond for shelter, the family will be taken off of the list. Family can be added back on this list after contact with PHC stating continued need for shelter. Cynthia Latchem seconded the motion.
  - Motion passed

- Consultation requirement
  - Shelby discussed the need to require consultation in cases in which families are frequently entering shelters.
  - Motion: Families who enter second shelter within 12 months are required to enter consultation. Ehren Wright seconded the motion.
  - Motion passed.

V. HMIS Data
- With Eileen Mitchell’s retirement Ehren Wright is taking over Coordinated Intake Quarterly Summary.
- Ehren reviewed the distributed October 2017 Coordinated Intake Quarterly Summary.
  - Intake downtrend partly an issue of low staffing at PHC. New staff member has been hired.
  - Downward trend on referrals due to lack of PSH and permanent housing.
  - Shelby noted that CI has seen 2200 households in first 9 months of 2017, compared to 2080 total in 2016.

VI. Announcements & Information sharing
- Patrick Shocker will be joining the Institute for Community Alliances, taking the position vacated by Eileen Mitchell with her retirement.
- Jorie Hidri has been hired as the new Intake case manager at Primary Health Care.
- Anawim has two new members joining the staff – Jeremy Orcutt and Ryan Laudick. A third staff member will start in December.

Future C.S. Meeting Dates: 4th Wednesday of each month: Dec. 27, Jan. 23, Feb. 28
There will not be a meeting in November.

VIII. The meeting was adjourned at 11:05 AM
Contact Information

- Home
- Security Profile
- Logout

e-Postcard Profile
Select EIN
Organization Details
Contact Information
Confirmation

Electronic Notice-Form 990-N (e-Postcard)

Organization Address and Principal Officer Information

Organization's legal name:  POLK COUNTY CONTINUUM OF CARE BOARD
If your organization conducts business using another name (DBA), enter other name:
* = required field
Organization:
DBA Name

DBA Name - continued

ENTER ADDITIONAL DBA NAMES
Country*

US - United States
Number and Street (or PO Box)*
2309 Euclid Ave
City or Town*
Des Moines
State*
IA - Iowa
Zip Code*

50310

Organization's website address, if applicable

www.polkcarea.gov

Principal Officer: Type of Name*

Person

Person Name*

Elizabeth A Nelson

Country*

US - United States

Number and Street (or PO Box)*

2100 Maury Stree

City or Town*

Des Moines

State*

IA - Iowa

Zip Code*

50309

PREVIOUS CANCEL FILING SAVE FILING SUBMIT FILING
CoCB Performance Committee 10.26.17 Minutes

Members Present: Gary, Lisa, Leon, Aaron, Kesha, Renée

1) Employment Strategy: Additional convening forthcoming
   a. R. Miller provided a recap of the Employment Strategy for the HUD application. United Way of Central Iowa and CoC jointly convened a group of community providers/programs that deliver workforce and training services to begin the discussion on a coordinated system to address employment and income for our homeless community. Rather than develop a formal strategy for the purposes of the HUD application the community partners felt it was important to give us time to be more strategic so the application language was framed as a commitment to build a coordinated strategy. UWCI and CoC are committed to continuing the conversation with a target of establishing a coordinated system to assess and connect homeless individuals to employment/earned income.

2) Discussion of defining exit to permanent destination as a community – see attached definition document
   a. Group discussion, led by Gary, regarding a recommendation to more clearly define exit for those who have a long-term plan but may have a short-term period where they are doubled-up. For example – someone who had a VASH/signed lease but will have a 2 week gap of time from exit to permanent placement where they may live temporarily with a family member.
   b. A motion to recommend Option #2 (definition document) was put forward by Lisa, with a second from Kesha and passed by the full committee.
      i. The committee is asking for the CoCB to formally adopt Option #2 recommendation at the 11.13.17 board meeting.

3) Report/Data requests come through Performance Committee, special reports?
   a. Group discussion, led by Gary/Aaron, regarding establishing a process for special reports or data requests from other CoC committees. A recommendation was made to have other committees submit requests to either CoC staff and/or ICA then CoC staff/ICA would bring requests to the Performance Committee for consideration and coordination with other requests. This would mitigate duplication and could result in a more efficient use of time and better coordination of future requests.
      i. The committee is asking for the CoCB to approve the recommended process.

4) How can we connect reports community wide?
   a. Group discussion, led by Gary, regarding how we might better coordinate community-wide reporting to eliminate duplication of data entry for providers, etc. It was recommended that a conversation begin with UWCI and ICA about whether or not we could coordinate reporting for those programs/providers we have in common. UWCI and ICA will convene a meeting to begin this discussion.

5) Data/Performance for coming year and work on strategies for each reaching each goal:
   a. Members agreed that they would bring suggestions on strategies to achieve goals at the December meeting, but clarification was needed from Mark on what goals (CoCB goals, Committee Goals, etc.)
b. Renée will present questions to Mark for clarification and someone will email the committee (with clarification) in preparation for the December meeting.

Clarification Questions for Mark:

1) What goals should we be focused on generating strategies for – is it the overarching goals of the CoCB or the goals for our respective committee?

2) Going forward, how will committee meeting minutes, reports, etc. be made available to all committee members? Will they be posted on the website (by who), will they be emailed out (by who), etc.

3) Going forward, who will be reporting committee progress, etc., to the Director’s Council and the Board?