

# ARKANSAS BALANCE OF STATE

## CONTINUUM OF CARE

January 12, 2023—11:00 a.m.

Zoom

- I. Welcome
- II. COVID updates
- III. Approval of Minutes
- IV. Federal and State Reports
  - HUD
  - DHS
  - HMIS
- V. Old Business
  - HMIS
    - i. LSA Data Inquiry
- VI. New Business
  - PIT Count
    - i. Training Reminder
    - ii. Counting Us App/Survey Questions
    - iii. Other discussion
  - Update of Committees for 2023
- VII. Committee Reports
- VIII. Coalition Reports
- IX. Next meeting of BoS Board – February 9th, 2023-Zoom
- X. Adjourn

### **Vision Statement:**

*The vision of the Arkansas Balance of State Continuum of Care is to work toward eliminating homelessness through collaboration of innovative solutions.*

### **Mission Statement:**

*The mission of the Arkansas Balance of State Continuum of Care is to facilitate a coordinated effort of planning, integration of mainstream resources, and implementation of programs targeted at reducing homelessness and improving housing stability across Arkansas' diverse local homeless coalitions that comprise the Arkansas Balance of State Continuum of Care.*

Resources:

<https://www.healthy.arkansas.gov/programs-services/topics/covid-19-vaccination-plan>

<https://www.hudexchange.info/resource/6229/covid19-homeless-system-response-vaccine-planning-and-distribution/>

<https://www.hudexchange.info/resource/6338/covid-19-homeless-system-response-vaccine-messaging-toolkit/>

<https://www.cdc.gov/coronavirus/2019-ncov/community/homeless-shelters/index.html>

<https://www.hudexchange.info/resource/6193/covid19-homeless-system-response-winter-planning-resources/>

<https://humanservices.arkansas.gov/covid-19/dhs-response-to-covid-19/updates-for-clients/rental-assistance/>

<https://files.hudexchange.info/resources/documents/COVID-19-Homeless-System-Response-ESG-CV-Notice-CPD-21-08-Summary.pdf>

[https://emergency.cdc.gov/shelterassessment/pdf/Shelter Assessment COVID 508.pdf](https://emergency.cdc.gov/shelterassessment/pdf/Shelter_Assessment_COVID_508.pdf)

[https://www.usich.gov/resources/uploads/asset\\_library/Eviction Flyer 1.pdf](https://www.usich.gov/resources/uploads/asset_library/Eviction_Flyer_1.pdf)

<https://www.usich.gov/tools-for-action/at-risk-of-eviction-help-is-available/>

# ARKANSAS BALANCE OF STATE

## CONTINUUM OF CARE

February 9, 2023—11:00 a.m.

Zoom

- I. Welcome
- II. COVID updates
- III. Approval of Minutes
- IV. Federal and State Reports
  - HUD
  - DHS
  - HMIS
- V. Old Business
  - PIT Count
    - i. Data Entry Deadline-2/10
- VI. New Business
  - Housing Inventory Count
  - NOFO Program Registration
  - Special NOFO Awards Announcement
- VII. Committee Reports
  - PIT Count Committee
    - i. 2023 PIT Count Debrief
- VIII. Coalition Reports
- IX. Next meeting of BoS Board – March 9th, 2023-Zoom
- X. Adjourn

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ARKANSAS BALANCE OF STATE

CONTINUUM OF CARE

March 9, 2023—11:00 a.m.

Zoom

- I. Welcome
- II. COVID updates
- III. Approval of Minutes
- IV. Federal and State Reports
  - HUD
  - DHS
  - HMIS
- V. Old Business
  - PIT Count
    - i. Data Entry Deadline
      - 1. Extended to 3/10-**FINAL**
    - ii. Debrief Meeting
      - 1. Additional Meeting Needed
- VI. New Business
  - Systems Performance Report
    - i. Submitted on February 28<sup>th</sup>
  - Housing Inventory Count/PIT Count Report
    - i. Estimated to be due in April
    - ii. Will review at April Meeting
    - iii. RRH programs to be added
  - General Meeting Planning
    - i. Location
      - 1. One Church in Conway (NOT Confirmed-TBD)
    - ii. Date and Time
      - 1. 4/13 from 10-3
    - iii. TAs onsite
    - iv. Discussion Items

1. Coordinated Entry
  2. Data Quality/HMIS
  3. LHC Participation
- VII. Committee Reports
- VIII. Coalition Reports
- IX. Next meeting of BoS Board – April 13th, 2023 (In-Person)
- X. Adjourn

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ARKANSAS BALANCE OF STATE

CONTINUUM OF CARE

GENERAL MEETING

April 13, 2023—10:00 a.m.

In- Person @ 1058 Front St. Conway

I.	Welcome/ Introduction	10:00-10:30
II.	LHC: Challenges, Successes, Best Practices	10:30-11:30
III.	Data Integrity/HMIS (talk about SPM, PIT/HIC, why it's important)	11:30-12:30
IV.	Lunch Break	12:30-1:30
V.	Coordinated Entry	1:30-3:00
VI.	Adjourn	

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# ARKANSAS BALANCE OF STATE

## CONTINUUM OF CARE

May 11<sup>th</sup>, 2023—11:00 a.m.

Zoom

- I. Welcome
- II. Approval of Minutes
  - March Minutes
  - April Minutes
- III. Federal and State Reports
  - HUD
  - DHS
  - HMIS
- IV. Old Business
  - PIT and HIC Reports
    - i. Submitted to HUD
- V. New Business
  - MOU between Collaborative Applicant and BoS Board
  - NOFO Debrief
  - Workgroups
    - i. Racial Equity
    - ii. Identifying First-Time Homelessness/Reducing Number
    - iii. Reducing length of time being homeless
    - iv. Increasing exits to permanent housing
    - v. Reducing number returning to homelessness
  - Governance Charter Review
    - i. Send any suggestions to Casey by 5/31/2023
  - ESG Funding Application Open
  - Rank and Review Committee for CoC Funding
- VI. Committee Reports
- VII. Coalition Reports
- VIII. Next meeting of BoS Board – June 8<sup>th</sup>, 2023

IX. Adjourn

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# ARKANSAS BALANCE OF STATE

## CONTINUUM OF CARE

June 8th, 2023—11:00 a.m.

Zoom

- I. Welcome
- II. Approval of Minutes
- III. Federal and State Reports
  - HUD
  - DHS
  - HMIS
- IV. Old Business
  - Governance Charter Review
  - Workgroups for Continuum
- V. New Business
  - NOFO Prep
    - i. Gaps Analysis
    - ii. Permanent Supportive Housing Project Request
    - iii. Informational Webinar
      - 1. 6/29<sup>th</sup> from 11-12:30 through zoom
  - Data Sharing Agreement for Coordinated Entry
  - Delta Hills Local Homeless Coalition Realignment
  - Lived Experience Board Members
- VI. Committee Reports
- VII. Coalition Reports
- VIII. Next meeting of BoS Board – July 13<sup>th</sup>, 2023
- IX. Adjourn

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*implementation of programs targeted at reducing homelessness and improving housing stability across Arkansas' diverse local homeless coalitions that comprise the Arkansas Balance of State Continuum of Care.*

# ARKANSAS BALANCE OF STATE CONTINUUM OF CARE

## Board Meeting

July 13<sup>th</sup>, 2023—11:00 a.m.

Zoom

- I. Welcome
- II. Approval of Minutes (*pages 3-8*)
- III. Partner Reports
  - HUD
  - DHS
  - HMIS
- IV. Old Business
  - Governance Charter Review
    - i. Comments due by 7/20
  - Delta Hills Local Homeless Coalition Realignment
  - Lived Experience Board Members
- V. New Business
  - FY 2023 CoC Notice of Funding Opportunity
    - i. Request for Proposals (*pages 9-12*)
    - ii. Supplemental Applications
    - iii. Rating Tools
    - iv. Important Dates
      - 1. Project Application Q&A through zoom: 7/26 at 2:00 pm
      - 2. Letter of Intent and/or Letter to Voluntary Reallocate due 7/28
        - a. Sample included on page (*page 13*)
      - 3. Project Applications due 8/29 by 4:30 pm
      - 4. Rank and Review announcement due 9/13
      - 5. Public Posting of App and Priority Listing due 2 days before submission
      - 6. CoC Application and Priority Listing due 9/28 b 7:00 PM

- Policies and Procedures for CoC
  - i. Anti-Discrimination Policies and Procedures (*pages 14-21*)
  - ii. Emergency Transfer Policy (*pages 22-28*)
  - iii. Notice of Occupancy Rights Under VAWA (*pages 29-37*)
  - iv. Educational Responsibilities (*pages 38-41*)
- Vulnerable Populations for Coordinated Entry Prioritization (*see page 43*)
  - i. Serious Mental Health Illness
  - ii. Substance Use Disorder
  - iii. Domestic Violence Survivors
- Membership Surveys
- Rapid Rehousing Learning Collaborative
  - i. Register [here](#)
- Training from Arkansas Coalition Against Domestic Violence

VI. Committee Reports

- 6.28 Minutes Included (*pages 42-44*)

VII. Coalition Reports (*pages 45-46*)

VIII. Next meeting of BoS Board – August 10<sup>th</sup>, 2023

IX. Adjourn

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# ARKANSAS BALANCE OF STATE CONTINUUM OF CARE

## Board Meeting

August 10<sup>th</sup>, 2023—11:00 a.m.

Zoom

- I. Welcome
- II. Approval of Minutes (*pages 2-5*)
- III. Partner Reports
  - HUD
  - DHS
  - HMIS
- IV. Old Business
  - Governance Charter Review
    - i. Vote on in September
  - Delta Hills Local Homeless Coalition Realignment
    - i. Vote on New LHC Realignment (*page 6*)
  - Lived Experience Board Members
  - FY 2023 NOFO
  - RRH Learning Collaborative
- V. New Business
  - Election for Chair
    - i. Nominee, Chonda Tapley
  - Training (Required for CoC funded housing projects)
    - i. August 18<sup>th</sup>, 11:00 through zoom (1 hr)
- VI. Committee Reports
  - Coordinated Entry Committee
    - i. 7.25 Minutes Included (*pages 7-8*)
- VII. Coalition Reports (*pages 9-10*)
- VIII. Next meeting of BoS Board – September 14<sup>th</sup>, 2023
- IX. Adjourn





# ARKANSAS BALANCE OF STATE CONTINUUM OF CARE

## Board Meeting

September 14<sup>th</sup>, 2023—11:00 a.m.

Zoom

- I. Welcome
- II. Approval of Minutes (*pages 2-5*)
- III. Partner Reports
  - HUD
  - DHS
  - HMIS
    - i. 8/21 Voting Board Member Meeting/Full Membership Session Update
      - 1. HMIS Lead Agency Selection
    - ii. HMIS Changes for Balance of State
    - iii. Data Standards Updates-10/1
- IV. Old Business
  - Governance Charter Review
    - i. Tabled until October
  - Delta Hills Local Homeless Coalition Realignment (*page 6*)
    - i. Vote on New LHC Realignment with understanding that White county will be placed in appropriate LHC after further discussions in October
  - FY 2023 NOFO
    - i. Project Applications/Rank and Review Update
- V. New Business
  - October General Meeting
    - i. 10/12, zoom, 11 am to 1 pm
    - ii. Topics/Guest Speakers
  - Fair Housing Training (Required for CoC funded housing projects)
    - i. September 25<sup>th</sup>, zoom, 11 am to 12:30 pm
- VI. Committee Reports
  - Coordinated Entry Committee
    - i. 8/22/23 Minutes Included (*pages 7-8*)

- VII. Coalition Reports (*pages 9*)
- VIII. Next meeting of BoS Board – October 12<sup>th</sup>, 2023
- IX. Adjourn

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# ARKANSAS BALANCE OF STATE CONTINUUM OF CARE

## Board Meeting

October 12<sup>th</sup>, 2023—11:00 a.m.

Zoom

- I. Welcome
- II. Approval of Minutes (*pages 2-4*)
- III. Partner Reports
  - HUD
  - DHS
  - HMIS
- IV. Old Business
  - Delta Hills Local Homeless Coalition Realignment
  - FY 2023 NOFO
    - i. Submitted on 9/25
- V. New Business
  - Guest Speakers
    - i. Christy McMurphy, Executive Director of Kansas Balance of State Continuum of Care
    - ii. Beth Sanders, Executive Director of Arkansas Coalition Against Domestic Violence
  - Brief overview of Balance of State Continuum of Care
  - PIT Count Date
    - i. Proposed 01/24/2024 with 1/30/2024 as back-up date
- VI. Committee Reports
  - Coordinated Entry Committee
    - i. September meeting postponed due to NOFO
- VII. Coalition Reports (*pages 5*)
- VIII. Next meeting of BoS Board – October 12<sup>th</sup>, 2023
- IX. Adjourn



# ARKANSAS BALANCE OF STATE CONTINUUM OF CARE

## Board Meeting

November 9th, 2023—11:00 a.m.

Zoom

- I. Welcome
- II. Approval of October Minutes (*pages 2-4*)
- III. Approval of August and September Minutes (*separate attachments*)
- IV. Partner Reports
  - HUD
  - DHS
- V. Balance of State HMIS Updates
  - Whitney Force
- VI. Old Business
  - Governance Charter Updates (*separate attachment*)
- VII. New Business
  - LSA Report-FINAL deadline 1/17/24
    - i. Report Process Dates
    - ii. Cooperation from HMIS Agencies is a MUST
  - Training Opportunities 10/23-12/24 (*pages 5-6*)
- VIII. Committee Reports
  - Coordinated Entry Committee
  - Discharge Planning Workgroup
  - PIT Count Committee
- IX. Coalition Reports (*pages 7-8*)
- X. Next meeting of BoS Board – December 14<sup>th</sup>, 2023
- XI. Adjourn



# ARKANSAS BALANCE OF STATE CONTINUUM OF CARE

## Board Meeting

December 14<sup>th</sup>, 2023—11:00 a.m.

Zoom

- I. Welcome
- II. Approval of November Minutes
- III. Approval of August, September, October and November Minutes
- IV. Partner Reports
  - HUD – Not in attendance.
  - DHS – Not in attendance.
- V. Balance of State HMIS Updates
  - Whitney Force/Brandon Turner
    - i. New HMIS Regional Coordinator
    - ii. Return New End User Agreements
    - iii. HMIS Information Training
- VI. Old Business
  - Revised Governance Charter Updates
  - LSA Report-
- VII. New Business
  - Discuss Ar. Balance of State positions for HMIS Steering Committee
  - Guest speakers for monthly meetings.
  - Location ideas for the upcoming in-person training with the Domestic Violence Coalition in February.
- VIII. Committee Reports
  - Discharge Planning Workgroup
  - Coordinated Entry Workgroup
  - PIT Count Committee
- IX. Coalition Reports (Last month's - *pages 5-6*)
  - ARVAHAN
  - BBMNS

- Delta Hills
  - Eastern Arkansas
  - Mississippi
  - NEA
  - RHC (Regional Homeless Coalition)
  - SWAP
  - Toadsuck
- X. Next meeting of BoS Board.
- XI. Adjourn

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**Arkansas Balance of State  
Continuum of Care Board Meeting  
November 9<sup>th</sup>, 2023**

<b>Coalition/Organization</b>	<b>Attendees: Voting Members</b>	<b>Attendee: Non-Voting Members</b>
ARVHAN	Cody Shelton	Rashad Woods
BBMNS	William Tollett, Chonda Tapley	Cassie Johnson, Nicole Brakebill
CoC Staff		Casey Kidd, Whitney Force, Autumn Johnson
Delta Hills		
DHS		
EAR	Raymond Whiteside, Josephine Flowers	Julie Coveny, Avery Collins, Jennifer Johnson
HUD		
Mississippi	Lisa Willard	Venna Oldsen
NEA		Madelynn Williams
RHC		Stephanie Gee, Shelley Faulknor
SWAP	Sarah Fowler	Gina Weesner
Toadsuck		Shannon Haward, Carol Townsend, Shawanna Rogers
VA		Bobby Reeves, Andre Jones
Lived Experience	Michelle Simon, John Hooker	
Other Community Partners		Alisa Green (ADFA)

**Call to Order**

The meeting was called to order via virtual platform at 11:05 am by the Director, Casey Kidd.

**Roll Call**

A welcome was given and roll of attendees was recorded.

**Approval of Minutes**

Due to not meeting quorum, the minutes for August, September, October, and November will be presented for vote at the December meeting.

**Federal and State Reports**

**HUD:**

No one present.

**DHS:**

No one present.

**HMIS:**

Whitney announced that the HDX 2.0 will open on 11/13 for LSA uploads, and she and Casey will start on this that date. Please know that you if/when you receive requests from us for correcting data, please understand that this is a time sensitive matter.

If you are an HMIS user, Whitney will contact you soon to set-up end user training and then sign new agreements since the previous ones were between Pulaski County and your agency.

### **Old Business**

#### **Governance Charter:**

Casey has made changes to reflect the coalition realignment along with minor verbiage corrections. For executive committee, a seat has been added for a lived experience board member. Please review if you have not done so and let Casey know ASAP if you would like to request further changes. If not, these will be voted on in December.

### **New Business**

#### **LSA Report:**

Whitney touched on this, but this report is due on 1/17/24. This is a very important report that has a very structured timeline for the CoC to follow. Please remember that it impacts everyone whether or not you have founding, so please work with us quickly on this report when needed.

#### **Training Opportunities:**

Training opportunities have been announced for November 2023-December 2024. The first one, Arkansas Balance of State 101, is 11/15 on zoom at 11:00 am. This would be a great one for individuals to learn more about the CoC. There will be others throughout the year, mainly on zoom, but one that will be in-person will occur in both February and August and led by the Arkansas Coalition Against Domestic Violence and will focus on client-centered support. This will be a great opportunity to learn more about properly working with individuals who are victims of DV. Of course, please be flexible as the person that takes my role could choose to reschedule.

### **Committee Reports:**

#### **Coordinated Entry (given by Josephine Flowers, Chair):**

The Committee on 11/3 as a rescheduled October meeting. This was the first meeting since August since we decided to break for the NOFO. This meeting served as a regroup to discuss what has been done and what still needs to be done through the development. We will be looking at resources that are available in the LHCs. We did not get all of those previously, so you will most likely be hearing from Autumn. There is a chance we will look at 2 resource books—one specific for housing resources in our CoC, and one specific to general community resources.

#### **Discharge Planning Workgroup (given by Casey Kidd):**

This is a new group that met for the first time on 11/7. The group is focused on ensuring that individuals that have been in a facility (hospital, foster care, prison, substance treatment, and/or behavioral health facility) 90 days or longer have a plan to be discharged to housing and not to treatments. We do have representation from a hospital and department of corrections. We are working on the mental health care and foster care

piece. We have met with DCFS previously, but we have had difficulty reaching them now. Some members are reaching out to potential participants. We are working to determine the overall goal for the group and then determining action steps to complete those. We are really in the beginning planning phases. We will be meeting the first Tuesday of each month going forward.

**PIT Count Committee (given by William Tollett, Chair):**

The PIT Count will be the night of 1/24/24. Individuals can count on the evening of the 24<sup>th</sup> and ask “where are you sleeping tonight?” or can count during the day on the 25<sup>th</sup> and ask “where did you sleep last night?” Casey has completed an online sign-up form for volunteers, so anyone planning to participate will need to complete this. All volunteers will also need to attend mandatory volunteer training through zoom on 1/17. We will also use the counting us app again this year. The PIT Count committee will meet again if needed, but they will work on taking the information to their LHC. The committee will check in with the LHCs to see if there is any assistance the committee can provide for planning preparations. Casey will also reach out to confirm shelters and transitional housing projects in your area. Please also share the recruitment flyer.

**Coalition Reports:**

None

**Other Discussion:**

William asked Casey who might take minutes during her transition out of this role, or if she knew when the position might be filled. She believes that the person who replaces her will take minutes as she does currently, but she does not have a timeline as to when she will be replaced. However, she has volunteered to do the minutes in December if needed.

**Next meeting: December 14<sup>th</sup> through zoom**

With no other discussion, Casey Kidd adjourned the meeting at 11:30 am.

*Minutes recorded by Casey Kidd via recording of meeting.*

## **Local Homeless Coalition Reports**

### **ARVHAN: No Report**

### **BBMN:**

The coalition met on 10/20 for the regular monthly meeting. We discussed ESG funding for RRH and HP availability for House of Hope. We also discussed Ozark Opportunities funding, and that they do not have any sort of rental or utility assistance available until at least January. The current Federal continuing resolution for the budget is affecting by Ozark Opportunities and Harrison Housing Authority. We also talked about the plan for the warming station. Harrison House of Hope will not be hosting a warming station; they are planning to use their hotel funding for hotel stays if needed during the winter months. We discussed the church and EMS that Harrison Housing Authority worked with last year and availability for all community members to stay if needed due to being homeless; however, power outages and heating source not working or not working properly. We briefly discussed the PIT, and William Tollett will be taking the lead for BBMNS, and we will begin discussions and planning at the next meeting.

### **Delta Hills:**

The CoC will be working on rebuilding the DH coalition with finding leadership as the next step.

### **Eastern AR:**

The coalition met last on 10/10 with 12 members present. New members from the realignment were welcome, and the September minutes were approved. The only housing funding availability at that time was through the Marion School District's ESSER funds that could be used for up to 3 nights in a hotel for students in the district and their families if homeless. A flyer was developed regarding the EAR LHC along with homelessness data and contact information. There is further discussion occurring regarding a single email address to use for individuals in need of assistance. They are continuing to work on ensuring that all agencies are represented in the membership of the coalition. Whitney, HMIS Coordinator, shared the system update had occurred. Data quality is still a focus, and the LSA report will be opening soon so expect emails if you use HMIS. Reminder was given that the Fall General Meeting for the Balance of State would be on 10/12. Local event information was shared by various members, and the meeting was adjourned with agreement that the November meeting date would be changed to November 7<sup>th</sup>.

### **Mississippi: No report.**

**NEA:** The NEA coalition meeting was rescheduled from 10/19 to 10/26. 10 members were present for the rescheduled meeting. Organizations present gave an update on their programs, challenges or barriers they are facing, volunteer opportunities, and success stories. Information

was presented regarding upcoming meal events for individuals in need along with outreach items and open programs/funding availability. The group continued the discussion from previous meetings regarding 1) the need for more emergency shelter bed capacity, 2) the need for more affordable housing, and 3) the need for more services for those homeless individuals facing serious mental health illness. The NEA LHC meets every other month and will meet again in December with date TBD because original date is the week of Christmas.

**RHC:** No report.

**SWAP:**

The coalition did not meet in October due to members being out of town for conferences. The next meeting will occur on Thursday, November 16<sup>th</sup> at 2:00 pm.

**Toadsuck:** No Report