

**Arkansas Balance of State
Continuum of Care General Meeting
January 12, 2023**

Coalition/Organization	Attendees: Voting Members	Attendee: Non-Voting Members
ARVAN/ARVAC	Elizabeth Roberson, Cody Shelton	Cassie Johnson
BBMN	William Tollett, Chonda Tapley	Jessica Minton
Collaborative Applicant	Casey Kidd	Sue Legal
Delta Hills	Shannon Haward (absent), Myracle White	Alex Lynch, Jennifer Welter, Vanessa Denson
DHS		Lorie Williams (absent)
EAR	Josephine Flowers	Julie Coveny, Ruth Hegwood
HMIS	Whitney Force	
HUD		Sandra Lewis-Payne
Mississippi	Lisa Willard, Phyllis McClendon (absent)	Luther Davis, Carolyn Stewart, Angela Hillard
NEA	Jana Burnett, Shane Fore (absent)	Tony Thomas
Phillips	Rosie Burton (absent), Gracie Gonner (absent)	
RHC	Paul Henley(absent), Brandy Bradley	
SSVF-St. Francis House		Jessica Menton, Greg Chastine
SWAP	Andrew Coker, Sarah Fowler (absent)	Robin Surf, Kim Carter
Toadsuck	Melissa Allen, Aimee Prince	Laura King, Brian Smith, Blaze Willey, Nerissa Passmore, Lacy Storm, Matthew DeSalvo, Breeanne Burton,

Additional attendees included: Katie Peterson with HUD-TA (Cloudburst); Shirley Braezeal

Call to Order

The meeting was called to order via virtual platform at 11:05 am by the new Chair, Melissa Allen

Roll Call

A welcome was given and roll of attendees was recorded.

COVID-19 Update

Dr. Appathurai Balamurugan Simon (Dr. Bala) was absent so no report given

Approval of Minutes

A motion was made by Shane Fore to approve the minutes, Aimee Prince seconded – Motion to approve was passed.

Federal and State Reports

HUD: Sandra stated that FY22 was still in process. They are looking at the PIT counts and special visitors may be present from the Field office in some of the areas for the day of the count.

DHS:

No one present

HMIS:

Whitney reported that the LSA has been submitted with 0 errors for this year compared to last year at 9. There were still some warnings but those can be explained in the comment sections. Errors are most important to avoid. Next, they will be working on the SPM report which is due following the PIT count.

Old Business:

PIT training will be via Zoom on January 19 at 10 am. Casey has sent out a link for the volunteer form that must be completed by all volunteers prior to the count. The training is mandatory for all persons completing the count. A paper copy will be sent to the LHC leads for distribution in event of emergencies but the Counting Us app must be used for all data input. Jessica Minton with the VA stated that she will be assisting in Old Fort CoC and if any agencies provide services in those counties in addition to within BoS she is asking for volunteers. It was also made clear that all agencies need to make sure that their surveys are conducted in the correct CoC for the count.

New Business

None at this time

Committee Reports:

Requests were made for all members to become part of a committee especially the PIT and Coordinated Entry which should include one member from each LHC.

- Rank and Review: has become more organized and is only active during the NOFO. Members of the committee must be from agencies that are not submitting an application
- Nominating: only active every other year or for special elections
- PIT: William Tollett asked that all members get the training on their calendars for next week as the training is mandatory
- Coordinated Entry: Josephine stated they had not met since the last Board meeting due to holidays. Next meeting is January 24th at 10 a.m.

- Lived Experience: met once during Casey's maternity leave and are scheduled to meet again next week with time TBD. Encouraged others to join as they are working on ways to meet the needs of our vulnerable population, working to change policies and procedures and will have those completed for the next general meeting of the BoS for voting

Coalition Reports

ARVAC/ARVAN: Fred Teague has been elected mayor and Cody Shelton will be stepping into his role with the BoS board. Preparing for PIT

BBMN

Chonda reported their last meeting was in December and plan to meet again next week

Delta Hills

Myracle reported their last meeting was in November with January 17th planned for their next meeting

Eastern Arkansas

Josephine said they have not met and are scattering for leadership at this time. After losing Cassie as their chair, they are regrouping

Mississippi County

Lisa reported that their last meeting was December 15th. They are also regrouping since losing Tamika who moved to another state. No meeting is scheduled

Northeast Arkansas

Casey reported that they met in December to update plans for winter weather with opening of shelters Next meeting is February

Phillips County

No one present

RHC

Brandy stated they have not met recently and are also in the regrouping phase

SWAP

Andrew reported that they are in planning phase for PIT count, next meeting will be following the PIT training with an in-person meeting. Also, a Homeless Simulation for the City employees has been scheduled for January 20th in hopes to get the city more involved

Toadsuck

Laura King reported they are working on getting ready for the PIT count. The shelter/winter program is going well

Next meeting: February 9, 2023 at 11 a.m. via Zoom

An invite with agenda and minutes will be sent prior to the meeting by Casey Kidd

With no other discussion, the meeting adjourned at 11:45 a.m.

Minutes recorded by Sue Legal

**Arkansas Balance of State
Continuum of Care General Meeting
February 9, 2023**

Coalition/Organization	Attendees: Voting Members	Attendee: Non-Voting Members
ARVAN/ARVAC	Elizabeth Roberson	Cassie Johnson Cody Shelton
BBMN	William Tollett, Chonda Tapley	Nicole Brakebill, Cassie Johnson, Rebecca Hanlin
Collaborative Applicant		Casey Kidd
Delta Hills	Shannon Haward, Myracle White	Rose Dawson, Carol Townsend, Theresa Aasen
DHS		Aicha Fofana, Sandra Johnson
EAR	Josephine Flowers	Julie Coveny, Theresa Bowe, Marilyn Phelix, Ruth Hedgewood-Mills
HMIS		Whitney Force
HUD		Sandra Lewis Payne
Mississippi	Lisa Willard, Phyllis McClendon	Theresa Miner, Luther Davis, Carolyn Stewart, Angela Hillard
NEA	Jana Burnett, Shane Fore	Jacob Bright, Teri Smith, Heather Coats, Alejandra Morales, Tony Thomas, Alicia Whitlock
Phillips	Rosie Burton, Gracie Gonner	
RHC	Paul Henley , Brandy Bradley	Juan Gomez
SSVF-St. Francis House		Jessica Menton
SWAP	Andrew Coker , Sarah Fowler	Sue Legal, Robin Surf
Toadsuck	Melissa Allen, Aimee Prince	Lacy Strom, Breeanne Burton, Nerissa Passmore, Shawanna Rodgers, Blaze Willey, Felicia Rogers, Laura King, Patty Davis

Additional attendees included: Katie Peterson and Ashley Barker-Tolman with HUD-TA (Cloudburst)

Call to Order

The meeting was called to order via virtual platform at 11:10 am by the Vice Chair, William Tollett in the Chair's absence

Roll Call

A welcome was given and roll of attendees was recorded.

COVID-19 Update

Dr. Appathurai Balamurugan Simon (Dr. Bala) was absent so no report given

Approval of Minutes

A motion was made by Shannon Haward to approve the minutes, Rosie Burton seconded – There was not a quorum present so minutes will be voted on at March meeting

Federal and State Reports

HUD:

No one present

DHS:

Sandra Johnson reported that an informational meeting has been scheduled for the upcoming application on March 31. No other information was available as Lorie will be sending an email invite in the near future. They have been meeting with HUD representatives regarding agencies having difficulties

HMIS:

Whitney reported she is working on the SPM report due February 28th = working on data entries and completion of data. They are also working with Casey on the closeout of the PIT numbers. Make sure you are exiting clients in HMIS as this will skew the data. Whitney will begin attending Coalition meetings via Zoom to assist any needs in the LHC areas. They will also be hosting trainings for agencies so please reach out to her if interested

Old Business:

If you have not entered your surveys into the Counting Us app, please do so by Friday, Feb. 10th. Let Casey know if you are having any problems. She will be reaching out to those with data cleanup problems

New Business

Casey reported that she is working on the HIC inventory that goes hand-in-hand with the PIT data and due at the same time. NOFO registration for FY23 has been completed (It is not due until March 2). Special NOFO awards have been released and no CoC or agencies within Arkansas were awarded. There were 30 of the 50 states that received awards with 46 communities awarded. We are behind on much of the required information but will be working to get this resolved in the future. This was a learning opportunity for all of us.

TA's reported there could be some extra funding coming soon, so stay tuned for future announcements.

The April meeting is our general meeting and will be in person. A meeting location is needed so if anyone has ideas, please get with Casey or Melissa for planning.

Committee Reports:

PIT: a scheduled debrief meeting through Zoom is scheduled for Wednesday next week at 11 a.m.

Coordinated Entry: have not met but have a meeting scheduled

Coalition Reports

ARVAC/ARVAN: Cody stated they held a meeting in January regarding the PIT count with no next meeting scheduled

BBMN

Chonda reported they met prior to the PIT count and have engaged a partner with Legal aid for available programs. They are making plans for winter weather and next meeting is scheduled for next Friday

Delta Hills

Shannon reported they held their last meeting in January regarding the PIT count. Still having issues with getting volunteers. Next meeting is March 21

Eastern Arkansas

Josephine stated that they held a meeting during this previous week but had to cancel due to winter weather. Next meeting is scheduled for Feb. 14

Mississippi County

Lisa stated that their meeting was held in December with no new meeting scheduled to date. They are part of a Red Cross pilot program to prepare a coordinated entry program in their area. They were one of 17 nonprofits chose for the program and are looking forward to beginning this

Northeast Arkansas

Casey reported that they met on the 16th of last month and there was a good turnout for the PIT count. The City of Jonesboro police department as well as many volunteers participated

Phillips County

Rosie stated they had a meeting scheduled for Jan. 31 that was also cancelled due to the weather. Legal aid is wanting to participate with their LHC, their health unit was involved in the PIT count and they will notify Casey when their next meeting is scheduled

RHC

Brandy stated they met prior to the PIT count and worked with Salvation Army in Texarkana to complete the count. They have a meeting coming up and are conducting outreach in the counties not participating within their LHC

SWAP

Sarah reported that the next meeting for SWAP is scheduled next week on Thursday. They conducted a Homeless Simulation with City officials that went over well and response from the City employees was positive and eye-opening for them

Toadsuck

Laura King reported they are finalizing their PIT surveys; the shelter program went well during these past icy conditions and will be ending the program on March 1. They are anxious to see the data collected

Next meeting: March 9, 2023 at 11 a.m. via Zoom

An invite with agenda and minutes will be sent prior to the meeting by Casey Kidd

With no other discussion, the meeting adjourned at 11:40 a.m.

Minutes recorded by Sue Legal

**Arkansas Balance of State
Continuum of Care General Meeting
March 9, 2023**

Coalition/Organization	Attendees: Voting Members	Attendee: Non-Voting Members
ARVAN/ARVAC	Elizabeth Roberson, Rashad Woods	Cody Shelton
BBMN	William Tollett, Chonda Tapley	Nicole Brakebill
Collaborative Applicant		
Delta Hills	Shannon Haward, Myracle White	Rose Dawson, Alex Lynch, Vanessa Denson, Carol Townsend,
DHS		Lorie Williams
EAR	Josephine Flowers	
HMIS		Whitney Force
HUD		
Mississippi	Lisa Willard, Phyllis McClendon	Carolyn Stewart, A. Hillard
NEA	Jana Burnett , Shane Fore	Madelynn Williams, Tony Thomas, Alejandra Morales, Jacob Bright
Phillips	Rosie Burton, Gracie Conner	
RHC	Paul Henley, Brandy Bradley	Stephanie Gee
SSVF-St. Francis House		
SWAP	Sarah Fowler, Sue Legal	Robin Surf
Toadsuck	Melissa Allen , Aimee Prince	Patti Davis, Matthew Desalvo, Laura King, Dr. Phillip Fletcher, Mary Wood, Nerissa Passmore

Additional attendees included: Katie Peterson and Ashley Barker-Tolman and Katie Peterson with HUD-TA (Cloudburst)

Call to Order

The meeting was called to order via virtual platform at 11:10 am by the Vice Chair, William Tollett in the Chair's absence

Roll Call

A welcome was given and roll of attendees was recorded.

COVID-19 Update

Dr. Appathurai Balamurugan Simon (Dr. Bala) was absent so no report given

Approval of Minutes

A motion was made by Shannon Haward to approve the minutes, Rosie Burton seconded – Minutes for January and February were approved

Federal and State Reports

HUD:

No one present

DHS:

There is an upcoming information meeting on the new FY24 funding scheduled for March 31. Lorie will send email of time to all current grantees and those on list per requests today, meeting will be through Zoom. CV funds are winding down and must be completely spent by September 30 of this year. Regular FY 23 funds will also be ending September 30, 2023. With new application, every year is different so please do not just cut and paste using last year's application. The application should be out May 1 on the DHS website

HMIS:

Whitney reported she is working with Casey on the PIT and HIC which are due at the same time. Training for any organization that is in need is available. Updates are being made and end user agreements are being reviewed. ESG funding users have 2 per license – annual fee = \$1,000 additional users are at \$270 per user. Non-funded are billed at the same rates.

Old Business:

Data entry deadlines are 3-10 for PIT and HIC data. There is a lot of clean up that goes into finalizing the PIT report and Casey is being meticulous to ensure all counts are accurate. A debrief meeting for all LHC will be held soon, William will send out an email and at minimum 1 person per LHC should be attending. Discussions regarding what worked, what didn't, changes needed etc. will be discussed

New Business

The SPM (System Performance Measures) have been submitted to HUD (2-28). We will go over them in detail at the General meeting in April.

General Meeting will be April 13 at One Church in Conway, a registration link has been sent out to all voting members and should be sent to all LHC members through them. Please register for attendance so that a count for the number expected is available prior to the meeting. This ensures we have enough room, tables, chairs, etc. The TA's will be on-site for the meeting

Committee Reports:

PIT: a scheduled debrief meeting through Zoom will be send out following this meeting. Please make sure at least one person per LHC is available to attend.

Coordinated Entry: Last meeting was 2-28, there has not been total representation from each LHC and that needs to be a priority. This does not need to be a voting member Discussion re: assessment tool and making sure that the same tool is used throughout the entire CoC but is user friendly and meets the needs of all areas and agencies

Sarah is still waiting on the contract to be signed with HUD. She has a job description ready and will send out to all BoS members for review.

Coalition Reports

ARVHAN: Cody Shelton reported that they are working on getting more active and more involved within the LHC

BBMN: William reported that they met 3 weeks ago (meetings are the 3rd week of the month) discussed PIT follow-up but only had a small representation of agencies

Delta Hills: Shannon reported their next meeting is March 21, they are focusing on participation

Eastern Arkansas: Josephine noted they held their last meeting in late Feb. a new chair, Marilyn Phoenix, was elected. Selection for an additional BoS representative is in process

Mississippi: Lisa stated they will be meeting this month and are a growing group

Northeast Arkansas: Shane reported their last meeting was held Feb. 16 and was a great meeting with good participation. Discussions regarding provision of services in their area and updates on cold weather services provided

Phillips County: Rosie reported they met 2-28 and discussed how to do a better job with the PIT count for next year. They are reaching out to agencies and looking for a BoS voting member to take Gracie's place. Their next meeting is 3-28 at 9 a.m.

RHC: Brandy stated they had not met yet and are working on scheduling a meeting for the end of March or early April

SWAP: Sarah reported they met a week later than normal in February and attendance was down. Meetings have gone back to in-person but a Zoom is available for TA's CA and anyone else wishing to join

Toadsuck: Laura King reported their shelter committee will meet next week to compile the data from the warming centers and PIT count. They have been reaching out to homeless liaisons at schools for relationship building. Their next meeting is scheduled for 4-25

Next meeting: April 13 – General in-person meeting to be held from 10 a.m. to 3 p.m. at ONE Church located at 1058 Front Street in Conway

With no other discussion, the meeting adjourned at 11:45 a.m.

Minutes recorded by Sue Legal

Arkansas Balance of State
Annual Meeting
Thursday, April 13, 2023
One Church, Conway, Arkansas

Coalition/Organization	Attendees: Voting Members	Attendee: Non-Voting Members
ARVHAN	Rashad Woods	Cody Shelton
BBMN	William Tollett	Nicole Brakebill, Tammy Smith
Collaborative Applicant	Casey Kidd	
Delta Hills	Shannon Haward, Myracle White	PJ Walker, Carol Townsend, Rose Dawson, Janet Harris, Cassandra Maggitt, Theresa Aasen, Bobbie Boozer
DHS		
EAR	Josephine Flowers	
HMIS		Whitney Force
HUD		
Mississippi	Lisa Willard	Dr. Blanche Hunt, Denise Bogard
NEA	Shane Fore	Adam Watkins, Megan Baird, Marty Timmons
Phillips		
RHC	Paul Henley	Stephanie Gee, Helen Byers
SSVF-St. Francis House		
SWAP	Sarah Fowler	Robin Surf, George Biggs, China Scott, Mark Sniff, Gina Weesner
Toadsuck	Aimee Prince	Patti Davis, Matthew Desalvo, Laura King, Dr. Phillip Fletcher, Mary Wood, Nerissa Passmore, Lacey Strom, Jennifer Welter, Yasmine Pace, Lacey Crosby, Gabe Simon, Sarah Wilson, Grayson Carter, Spring Hunter, Princess Johnson, Melissa Dyson, Ashley Fair

Voting Members Absent: Chonda Tapley (BBMN), Raymond Whiteside (EAR), Phyllis McClendon (Mississippi), Jana Burnett (NEA), Rosie Burton (Phillips), Brandy Bradley (RHC), Melissa Allen (Toadsuck). Open Voting Member seats: ARVHAN (1), Phillips (1), and SWAP (1).

Casey Kidd, Homeless Program Director for Arkansas Balance of State, extended greeting to the participants from nine of the ten local homeless coalitions within the ARBoS. Casey led the participants in discussion of the challenges, successes, and best practices. One area of discussion revolved around how to increase participation within our local LHCs. The following benefits were provided for LHC participation: Collaboration, Assistance in crisis, and using surveys to stimulate participation.

Whitney Force, HMIS Lead Administrator, lead a discussion regarding data integrity during the intake process. She shared with participants the implications of missing data within the HMIS files and the importance of gathering good, clean data.

Casey Kidd provided PIT count data for the full Balance of State and stated she would forward the PIT data to ARBoS LHC members. As Casey discussed the PIT count, she was able to integrate the importance of data integrity that Whitney Force covered in her presentation.

Katie, Ashley, and Rori, Cloudburst TAs provided guidance on discussing elements surrounding coordinated entry involving six principles and the most vulnerable populations within our local homeless coalitions. The following three are identified as the most vulnerable populations: Serious Mental Illness, Addiction/Substance Abuse, and Domestic Violence.

The meeting adjourned at 3:00 pm.

William Tollett, Vice Chairman in absence of ARBoS Secretary.

**Arkansas Balance of State
Continuum of Care General Meeting
May 11, 2023**

Coalition/Organization	Attendees: Voting Members	Attendee: Non-Voting Members
ARVHAN		
BBMN	William Tollett	Cassie Johnson, Nicole Brakebill, Jessica Minton
Collaborative Applicant		Casey Kidd
Delta Hills	Shannon Haward, Myracle White	Rose Dawson, Alex Lynch
DHS		Lorie Williams, Sandra Johnson, Lurenda Duren
EAR	Josephine Flowers	
HMIS		Whitney Force
HUD		
Mississippi	Lisa Willard	LW Davis
NEA	Shane Fore, Jana Burnett	Shalinda Woolbright
Phillips	Rosie Burton	
RHC		Stephanie Gee, Capt. Juan Gomez
SSVF-St. Francis House		Desiree Willmuth
SWAP	Sarah Fowler	George Biggs, Adam Rogers
Toadsuck	Melissa Allen, Melissa Dyson (proxy for Aimee Prince)	Matthew DeSalvo, Laura King, Nerissa Passmore
Cloudburst TAs		Katie Peterson and Rori Knight-Durham
ADFA		Alisa Green and Kim Edmonson

Call to Order

The meeting was called to order via virtual platform at 11:03 am by the Chair, Melissa Allen.

Roll Call

A welcome was given and roll of attendees was recorded.

Approval of Minutes

A motion was made by Shane Fore to approve the minutes for both March and April, Shannon Haward seconded. Roll was called for voting members to vote, and the minutes from approved for both March and April.

Federal and State Reports

HUD:

No one present

DHS:

Lorie reminded the group that the ESG funding application for 2023-2024 was released on May 1st and is due on May 31st. She urged organizations to not wait until the deadline to submit due to technical issues that occur. She asked that invoices are sent timely, and that you work on getting those up to date. If you are a ESG-CV recipient and are having issues spending the funds, please reach out to them as soon as possible. The agency does not want to give any funds back to HUD, so reach out at your earliest convenience if you are struggling to use the funds. If you have questions or concerns about the use of funds, please let them know. The new year grant is a little over \$2,000,000. Be sure when you complete your application, that you show the need due to limited funds. Your past spending history will also be reviewed. She also reminded agencies that you must receive a letter of good standing from the CoC. Hoping to have applications scored in June and notify agencies by July. There were no questions for Lorie and her team. Melissa added that she has sent out letters for every request that she has received.

HMIS:

Whitney informed the group of the change implemented by HUD on future reports which includes upload from HMIS and not manual entry. We are not sure yet as to how this will impact changes to the data. Whitney further reminded of the importance of ensuring data is entered correctly and timely. Staff are reminded to frequently run the data quality framework report to determine what errors might exist and to correct those timely. The HMIS team is also running this report and will send out an update to the staff at an agency regarding this, how to run the report, and how to make the changes. She also reminded the group that the HMIS team is happy to assist however they can through this process.

St. Francis House:

Desiree explained how the SSVF program for Veterans can assist Veterans and their Families with specific services throughout the full state. They have their main office in LR and satellite offices in Jonesboro and Fayetteville. The income limits have increased to 80% Annual Median Income (AMI) from 50% which is a great opportunity for individuals and households needing assistance. They also have funding for landlord incentives to help individuals and households who might struggle with their history in finding housing. You can refer Veterans to them that might be facing eviction or need housing.

Old Business:

Casey reminded the group that the PIT count was completed on January 26th with the PIT count report along with the Housing Inventory Count being due to HUD on 4/28. Both reports were completed and submitted around a week before the deadline. For the Balance of State, we accounted for 871 individuals identifying as homeless on the day of the PIT count with 389 being sheltered meaning they were in emergency shelter or transitional housing and 482 being unsheltered meaning they were living in a place not meant for human habitation. Casey indicated that in most areas, we have seen an increase in homelessness since the previous count. We did have an increase in volunteers which played a role in that, but due to the pandemic and economic distress, we have seen an overall increase in the Balance of State area along with the state and nation. Casey does believe that we have submitted a cleaner report to HUD including ensuring that all projects were correctly accounted for on the housing inventory count. Each LHC should have reported a spreadsheet showing each breakdown from the report and a graphic report for both the LHC and CoC to help

“tell the story” to local officials and for grant purposes. Melissa Allen added the amount of work that goes into the clean-up and how that will be beneficial to everyone going forward.

New Business

MOU between Collaborative Applicant (OCYFS) and the Balance of State Board: Melissa Allen indicated that she is a voting member and that Casey will call roll for the vote. There were no questions about the document, and Casey just reminded the group that this MOU states what the Collaborative Applicant’s role is (her position through OCYFS for the CoC) along with the Board’s role. The MOU was approved by the board, and this will now be sent to the Executive Director of OCYFS, Ashley Thompson, for signature.

Notice of Funding Opportunity (NOFO) Debrief: Casey sent the debrief document for the regular CoC funding prior to the meeting so that agencies could review. She indicated that a special funding debrief has occurred, but we are still waiting to receive that document. The special debrief was for the supplemental one time funding that was released last year and due the month after the regular CoC funding application. She stated that our CoC renewal projects were renewed this year except for coordinated entry because it will not come up for renewal until this year’s funding application. We also were awarded a new project for rapid rehousing for victims of domestic violence through Margie’s Haven House. Casey went through the debrief document and highlighted areas where the CoC excelled as well as areas that the CoC needs future improvement. She did indicate that workgroups will be developed for certain areas in which the CoC is lacking such as development of policies and procedures on ensuring we are racially equitable, determining strategies to reduce first time homelessness, and policies and procedures on reducing individuals going back into homelessness. She asked that if you are interested in joining one of the workgroups, to please let her know. She reminded the group that we are not made aware of this application’s release date until the day it is released. The grants inventory worksheet which is typically the last step before the NOFO drops has not been released yet, so we anticipate maybe another month. Casey asked for feedback and suggestions from the CoC as this application is representative of the group. Laura King asked if being in the position for a full year now might help with us scoring higher this year. Casey stated that it really depends because we are still lacking on things that were scored on last year, and that we are not sure what HUD will be weighting for scores this year but definitely hopes so! Katie Peterson, TA, added that there are some things that LHCs can be doing such as working with the local housing authorities and building those partnerships. Casey can put a list together of items that could be helpful for LHCs to see what might be happening there, and then that can go into the applications. Casey did state that she is working to meet with the director of all the PHAs in the HUD field office in Little Rock and to also obtain a list of the contacts for each PHA.

Workgroups: These are connected to the debrief in areas in which we can improve for development of strategies and policies/procedures for the CoC. If you are interested in joining one or would like more information, please contact Casey.

Governance Charter Review: Melissa reminded the group that we have recently done a lot of work on the charter, but that we have to continuously review that for changes. She stated that everyone should have a copy, but Casey will send it out so that everyone can review. Please send any suggestions to changes to Casey by 5/31. Casey added that once she receives the suggestions, she will add to the document, send out for review and further suggestions and vote on it at the June board meeting.

ESG Funding Application: Melissa stated that Lorie and her team had addressed the ESG funding application, but that if anyone had any questions to please ask. No one had questions at this time.

Rank and Review Committee: If you would like to participate in the rank and review committee for the upcoming CoC NOFO, please let Casey know. You can participate as long as your agency is not applying for funding. Casey thanked the past year's committee for their work and introduced those that would be serving, so far, on this year's committee.

Committee Reports:

Coordinated Entry: Casey introduced Josephine, chair of CE committee, and asked for an update. Josephine stated that she hopes each LHC has reviewed the data sharing agreements that have been sent out-one from California and one from Alaska. Each LHC could review to see what could be added or changed to be specific for Balance of State. At the general meeting, our group talked about the most vulnerable populations being served. The top 3 most vulnerable populations were serious mental health illness, substance use disorder/addictions, and domestic violence. We are asking each LHC to discuss whether those 3 are identified there as most vulnerable, and if not, to discuss what populations are and provide feedback to the committee. Melissa asked if anyone had questions and added that Josephine is doing a great job with the committee and excited to see the forward progress being made.

Coalition Reports

ARVHAN: Absent

BBMN: Chonda was out, but William added that they would be meeting again on 5/19.

Delta Hills: Delta Hills had their meeting with the general meeting. The May meeting is cancelled because Shannon will be out of the office, and their next meeting is July 18th through zoom. They are also working currently on deciding how the LHC should be broken down since it is so large in size. Surveys have been completed by agencies in Delta Hills to gain feedback on that. Casey, Shannon, and the TAs will review those and meet to talk about next steps.

Eastern Arkansas: The group did not meet on 5/9 as scheduled due to individuals being out of the office. It is postponed at this time.

Mississippi: Lisa stated they had a great meeting with Casey also being in attendance. She indicated they had 10 people who truly are passionate about the community at the meeting and felt it was truly productive. Next meeting is scheduled for July.

Northeast Arkansas: Shane reported their coalition met in April and was a great meeting with good participation. He said it seems the coalition has new people there each time they meet. Organization updates were provided as well as networking amongst providers.

Phillips County: Rosie reported they met on 4/25 at Hope Church in West Helena. She indicated they had a new person to join the coalition. They are working to network with people in Phillips county to have a better understanding of homelessness in Phillips County. She felt they received very good input on how to better help the homeless, and their next meeting will be the 4th weekend in May.

RHC: Stephanie Gee stated that they have scheduled a meeting for June 9th and really working to get things up and running.

SWAP: No report.

Toadsuck: Laura King stated their next meeting is May 23rd. Most conversations have revolved around summer programming and homeless population including collecting more data to hopefully help with moving the needle forward. She has made contact with the rep from the Arkansas Department of Education and has been able to receive permission to go into their education co-op to talk with the liaisons regarding services available for those students and their families. Agencies within toadsuck will join the meeting to talk about their resources.

Next meeting: June 8th through zoom

With no other discussion, the meeting adjourned at 12:00 PM.

Minutes recorded by Casey Kidd via recording of meeting.

**Arkansas Balance of State
Continuum of Care General Meeting
June 8, 2023**

Coalition/Organization	Attendees: Voting Members	Attendee: Non-Voting Members
ARVHAN	Cody Shelton, Terrie Morgan (proxy for Mary Thompson)	
BBMN	Chonda Tapley, William Tollett	Nicole Brakebill, Jessica Minton, Liz, Cindy
Collaborative Applicant		Casey Kidd, Whitney Force
Delta Hills	Shannon Haward	Rose Dawson, Janet Harris, Theresa Aasen, Carol Townsend
DHS		
EAR	Josephine Flowers	
HMIS		
HUD		
Mississippi	Lisa Willard	
NEA	Shane Fore	Madelynn Williams, Jessica Strickland, Heather Coats
Phillips	Rosie Burton	
RHC	Paul Henley	Stephanie Gee, Capt. Juan Gomez, Shelley Faulknor
SSVF-St. Francis House		Desiree Willmuth
SWAP	Sarah Fowler	George Biggs
Toadsuck	Aimee Prince, Lacey Strom	Gabe Simon, Lacey Crosby, Melissa Dyson, Shawanna Rodgers, Laura King, Nerissa Passmore, Mary Wood
Cloudburst TAs		Rori Knight-Durham
ADFA		Alisa Green and Kim Edmonson

Call to Order

The meeting was called to order via virtual platform at 11:01 am by the Chair, Melissa Allen.

Roll Call

A welcome was given and roll of attendees was recorded.

Approval of Minutes

A motion was made by Shannon Haward to approve the minutes for May, William Tollett seconded. Roll was called for voting members to vote, and the minutes from approved.

Federal and State Reports

HUD:

No one present

DHS:

No one present

HMIS:

No one present

ADFA:.

Alisa Green from ADFA gave the CoC an overview of the HOME-ARP funding application process indicating that 3 applications have been released including non-congregate shelter, supportive services, and non-profit operating expense assistance. There is a training video and step-by-step instruction sheet on their website as well. She indicated they would like individuals to review that information and submit questions for the question and answer session they will host on 6/13. They will be releasing more information including the NOFO to provide more specific details. Casey thanked Alisa for providing that update so that attendees could hear from them also and what a great opportunity this is. Alisa further indicated that applications will be accepted starting 7/1 and that supportive services and non-profit operating assistance will be accepted and funded until all funding is awarded. Non-congregate shelter will be accepted starting 7/1 and closing at 4:30 pm on 10/6. They will continue to provide guidance as needed going forward. It is important that the questions received for the 13th are in regards to the application so that they can be completed completely.

HMIS Regional Coordinator:

Whitney Force introduced herself as the HMIS Regional Coordinator for the Balance of State Continuum of Care. She explained that in this role, she will solely focus on the projects and agencies within Balance of State and not the full state. She indicated that she and Casey have started planning, and that she has already reached out to agencies and will reach out to more. She will also be doing site visits and attending LHC meetings when able. She ask that everyone be open to working with her on their data and system and to also ask her any questions that they might have so she can assist them.

Old Business

Governance Charter Review: Melissa Allen indicated that we will not vote on Governance Charter Revisions until a later date. Melissa asked Casey to confirm whether or not revisions had been received. Casey stated that there had been some just made in passing since the last revision, but that the only one received this time was from Josephine. She had indicated that we might want to hold off on a vote since the Delta Hills realignment would also impact the map in the governance charter. By doing this, we would only take a vote on revisions once instead of twice. The vote on revisions will occur in August if the DH alignment is approved at that time. Melissa indicated that you can now take additional time to review the governance charter if you have not. She asked that comments be sent to Casey by July 20th.

Workgroups for Continuum: Melissa asked Casey to discuss this section. The workgroups were discussed at the last minute focusing on items that we should be implementing throughout the CoC. Casey has not yet heard back from anyone wanting to participate at this time though. The potential workgroups are racial

equity, identifying first time homelessness and reducing that number, reducing length of time being homeless, increasing exits to permanent housing, and reducing the number returning to homelessness. We want to look at strategies we have in place throughout the CoC to impact these above items. We want to ensure that we have equitable approaches to overall reduce homelessness and get individuals into housing. You can indicate in the chat or email Casey if you would like to participate.

New Business

NOFO Prep-Gaps Analysis: Casey indicated that we do not have any idea when the grant will be released as we find out the day that HUD announces it. We do anticipate a bit of time though until it is released as we have not yet received the Grants Inventory Worksheet which comes out first and is typically a month ahead of the release of the NOFO. In preparation for this, Casey has been working on a gaps analysis using PIT count data, Housing Inventory Count, and location of rapid rehousing and homelessness preventions. She has put together maps and shared those which show what counties are covered and show where resources might be missing. This helps us to identify where the gaps are and how we can work together to close those.

NOFO Prep-Specific Project Request: Casey continued the discussion by adding that the project requests goes along with the gaps analysis. At this time, the CoC does not have any CoC funded Permanent Supportive Housing Projects. She indicated that we have 1 transitional housing project, 2 Joint Transitional Housing and Rapid Rehousing projects, and 1 newly funded Rapid Rehousing project. The transitional housing project did not seek renewal funding, so that project will expire 12/31/23. At that time, all CoC projects will be focused on the DV population. Those projects are with Margie's Haven House in Cleburne County, OCYFS in Garland County, and Families in Transition in Crittenden County. Casey has been looking at the data to see what gaps we have and what resources are lacking to serve individuals. She feels like we are truly lacking for permanent supportive housing projects in the CoC. She further indicated that we saw a large number of chronically homeless individuals in this year's PIT count. These are the individuals that can receive assistance through PSH. They are the individuals that are in and out of homelessness along with at least one disabled person in their household which could include mental health disability, physical disability, developmental disability, and others. We saw a large number of the adult population in the PIT identifying as struggling with serious mental health illness as well as substance use disorder which is a qualifying disability for PSH. She is very passionate about this and personally feels like this is what is needed in the CoC. She further mentioned that at the general meeting, attendees determined the top 3 vulnerable populations in our CoC are Serious Mental Health Illness, Substance Use Disorder/Addictions, and Domestic Violence. These have not yet been voted on by the board. We are serving the DV population at this time through CoC funds, but Casey feels as though we should move in a direction of serving individuals through PSH. With saying that, Casey stated that at times, CoCs do release a request for applications for specific projects, and she is asking that this occur by the CoC but would need a board vote. This would not impact renewal projects or even new projects that are not PSH. We would not be saying that non PSH projects could not apply, but that PSH projects would most likely receive higher priority which again would be a board and/or rank and review committee decision. Casey asked that the board either vote today on this or hold a special election through email after they have time to think on this discussion more. Shane Fore made a motion to hold a special election, and Chonda Tapley agreed with that. We did not need a vote on this as we were not tabling an item that was supposed to be voted on at today's meeting.

Informational Webinar: Casey reminded the group that last year we held an informational webinar to discuss the ins and outs of the CoC funding, so we will be doing that again this year. The webinar will be held on 06/29 from 11-12:30 through zoom. We hope it to last 1 hour, but scheduled for 1.5 to give enough time for questions if needed. If you have not received the calendar invite and would like that, please reach out to Casey.

Data Sharing Agreement: Casey introduced the data sharing agreement as it will be used with our coordinated entry system. Any agency that will participate in coordinated entry must sign the agreement in order to share data from HMIS with other agencies regarding clients that will be moving through CE. The coordinated entry committee has reviewed data sharing agreements put in place by other CoCs or even statewide agreements. In addition, this shows how agencies will use the data and how client data would be protected. The client must give consent either verbally or by signing a release of information to share their information. They must also know what agencies are participating and sharing their data. This has been discussed both in coordinated entry committee and HMIS steering committee and will be discussed further. At this time, this only impacts data in HMIS. DV data is not in HMIS, so we will look at other methods to protect their data while ensuring they are able to participate in CE. We do have DV facility representation on our CE committee. Casey thanked the committee for their work including Josephine Flowers, the chair, who worked to make the agreement specific to Balance of State. Shannon Haward made a motion to accept the data sharing agreement for Coordinated Entry for Balance of State, and William Tollett seconded the motion. The motion passed, and the data sharing agreement was adopted.

Delta Hills Realignment: Casey indicated that conversations have been going on for months regarding the realignment of Delta Hills Local Homeless Coalition. Casey gave historical information regarding Delta Hills indicating it was its own CoC until it merged with Balance of State officially in 2020. They were an 18 county CoC and remain an 18 county LHC today. COVID hit and serious conversations were not able to be had about the size of the LHC. 18 counties is very large for a coalition and is actually larger than the other 4 CoCs in the state. It is a lot for one coalition as the counties are scattered, they do not necessarily all work together with resources and clients, and it is difficult to connect clients. Casey shared the map of the current breakdown and then proposed realignment map. She indicated that there have been onsite meetings with agencies within the DH coalition while TAs were here the week of the general meeting in addition to a survey being sent out to all of the DH agencies on Shannon's mail list regarding information about their agency, counties served, counties in which they receive referrals, community partners, and feedback regarding the realignment. The information was analyzed along with review of the conversations/meetings that took place, and looking at service areas to develop the proposed map. Casey went over the current coalitions that would be impacted by the realignment. She also indicated that they could view this through the governance charter on a link shared in case they would like to view the proposed map and current map side by side. Casey introduced the proposed map to show what the new coalitions would be if this is approved. Every agency that is in an LHC that would be directly impacted received this proposed map about 2-3 weeks ago asking for feedback regarding this by 7/18. The next DH meeting is on 7/25, and that is when this will be further discussed. It will then be presented to the board if there are not any changes needed for a vote in August. At that time, she asked for any thoughts, questions, or feedback today. Laura King with Toadsuck did ask about an email regarding this discussion, and Casey stated she would need to discuss that with the executive committee of Balance of State before responding. Melissa Allen thanked the group for their work on this as well as the visual map which helped to put it together.

Lived Experience Workgroup: Casey indicated in the last governance charter review and revision, we added 4 board member positions for those with lived experience of homelessness. She sent an email requesting individuals interested in serving in this capacity to let her know. These individuals could either be currently homeless or have experienced homelessness within the last 5 years. The CoC wants those individuals to be at the table and have a voice. If you or someone you know are interested, please let Casey know. She is going to reach out to those that have shown interest and ask for them for a small bio to share with the voting members so that we can get them installed soon. Melissa Allen further stated that we do not want anyone to be discouraged if we do have more than 4 delegates since we have received a lot of interest and must vote. We want them to know that they can still participate on committees and have a say in how we serve individuals such as themselves. Sarah Fowler of SWAP mentioned that she had an individual that might qualify and would like to speak to them about this if possible. Melissa said that it is exciting to know that we are going to have individuals representing those we are trying to serve.

Committee Reports:

Coordinated Entry: Josephine indicated that she was pleased that the data sharing agreement has been approved and adopted. More updates are to come from the next meeting. She thanked everyone for reviewing the agreement and how great it is that one is now in place. Casey asked Josephine if she could add something about vulnerable populations. She then continued with permission with details regarding the vulnerable populations that were identified at the general meeting which were Serious Mental Health Illness, Substance Use Disorder/Addictions, and Domestic Violence. Our next step as a board is to decide if these are the top 3 vulnerable populations for the full CoC. We have been asking the LHCs to have this discussion: "Do you think the 3 chosen at the general meeting are correct, or do you feel like there are a different 3 for your area." When we say vulnerable, we mean the population that has a difficult time accessing services, knowing where to go, and everything that goes with that process. Our next CE meeting is 6/27, so we ask that you have that discussion before 6/27. We know some have had the discussion, so let us know if you agree or have another 3 by 6/27.

Coalition Reports

ARVHAN: Cody Shelton was not able to give a report at this time, but later told Casey that they are still working on scheduling their LHC meeting at this time.

BBMN: Chonda Tapley indicated that they met in May and indicated that Casey and Whitney were both able to attend. They had their regular topics regarding their local agencies, funding available for clients, the vulnerable populations, coordinated entry, and then letters of good standing for ESG as well. Chonda indicated that they have invited a new organization to attend and be part of BBMN. They will discuss the realignment, ADFA funding, and governance charter revision. Melissa encouraged Chonda on our LHC and participation. She thanked Melissa and indicated they definitely try and thanked Casey for her assistance.

Delta Hills: Shannon indicated that Casey had discussed their current items since realignment is being determined at this time. The next meeting will be 7/25.

Eastern Arkansas: The group will meet on 6/13 and will discuss items missed last month since the meeting was rescheduled along with the items regarding their coalition and the realignment.

At this time, Shannon offered to share DH contact information for the counties that would be moving into other coalitions. Melissa suggested an email introduction, and Shannon will lead that.

Mississippi: Lisa stated that she had to leave but gave the update to Casey through chat. They met in May and that update was shared at last month's meeting. Casey believes they might meet again in July.

Northeast Arkansas: Shane reported that he is working on bringing the recovery community into the coalition as they work a lot with the same individuals. He indicated that his facility works closely with this community and would like to invite them to the table. NEA will meet on 6/15.

Phillips County: Rosie had audio issues, but she called Casey after the meeting with an update. They are continuing to meet monthly, and they have a new member which is Pastor Shelley from a church in Poplar Grove. He has a passion for those experiencing homelessness and is excited to participate. The LHC will meet again on 6/27 at 9:00 am.

RHC: Shelley from Salvation Army of Texarkana indicated that they will have a meeting tomorrow (6/9) so will have an update next month. She stated that Casey would be attending to assist them. Casey further mentioned that she and Whitney would both be there to meet with them and are excited about the meeting!

SWAP: Sarah stated that they did not have a meeting last month, but they will be having a meeting next week. They plan to discuss membership and to elect a new voting member since Sue Legal has resigned. Casey asked Sarah to give an update on the coordinated entry coordinator interview process. She indicated that she is working to confirm times on an email for a candidate as well as waiting to hear back from one more candidate to see if they are interested.

Toadsuck: Laura King had to leave the meeting but left the following message in the chat: We took a group of agencies and spoke to Public school homeless liaisons at Arch Ford. We met in May as a full coalition. Our next meeting is in July. Our exec team met yesterday to discuss the many BOS items that are before us. Melissa asked if the voting board members had anything to add, and they did not.

Next meeting: July 13th through zoom

With no other discussion, Melissa Allen adjourned the meeting at 11:55 pm.

Minutes recorded by Casey Kidd via recording of meeting.

**Arkansas Balance of State
Continuum of Care General Meeting
July 13th, 2023**

Coalition/Organization	Attendees: Voting Members	Attendee: Non-Voting Members
ARVHAN	Cody Shelton, Mary Thompson	
BBMN	William Tollett (he also served as proxy for Chonda Tapley)	Cassie Johnson, Nicole Brakebill, Jessica Minton
Collaborative Applicant		Casey Kidd, Whitney Force
Delta Hills	Shannon Haward, Myracle White	
DHS		Sandra Johnson
EAR	Cassie Rutledge (proxy for Josephine Flowers), Raymond Whiteside	
HMIS		
HUD		
Mississippi	Lisa Willard, Phyllis McClendon	Venna Oldsen
NEA	Shane Fore, Jana Burnett	Madelynn Williams, Jessica Strickland, Avery Collins, Tony Thomas, Jacob Bright
Phillips	Rosie Burton	
RHC	Paul Henley	Stephanie Gee, Shelley Faulknor
SSVF-St. Francis House		Desiree Willmuth
SWAP	Sarah Fowler	Sue Legal, Robin Surf, Bill Burrough, Adam Rogers, Jenny Martinez
Toadsuck	Lacey Strom, Melissa Dyson (proxy for Aimee Prince)	Gabe Simon, Lacey Crosby, Shawanna Rodgers, Laura King, Breanne Burton
Cloudburst TAs		Katie Peterson

Call to Order

The meeting was called to order via virtual platform at 11:01 am by the Director, Casey Kidd in absence of Chair, Melissa Allen.

Roll Call

A welcome was given and roll of attendees was recorded.

Approval of Minutes

A motion was made by William Tollett to approve the minutes for June, and Myracle White seconded. Minutes were approved.

Federal and State Reports

HUD:

No one present

DHS:

- ESG CV will be ending 9/30. Agencies need to ensure they are up to date on invoicing. Invoices cannot be approved after October.
- Regular ESG for 22-23 will end 9/30 as well, and there are agencies behind which need to get caught up as that causes issues for agency and DHS.
- FY 23-24 applications are still being scored. Monitoring is being scheduled with agencies currently.

HMIS (from BoS HMIS Regional Coordinator):

- HMIS will be doing updates on 7/20-7/21 with a layout change.
- Data Sharing Agreements for HMIS participating agencies should be returned to Whitney at earliest convenience. This will be needed in order to participate in coordinated entry.
- Data clean-up
 - Corrections have been sent with deadlines. If you have questions, reach out to Whitney.
 - Casey indicated that we scored 29 out of 59 on the system performance section of the CoC NOFO, so it is an area in which we must improve.

Old Business

Governance Charter Review:

- Please send any suggested to revisions to Casey by 7/20.

Delta Hills Local Homeless Coalition Realignment:

- Toadsuck Exec. Committee, BoS Exec. Committee, and DH agencies in Cleburne and White counties met to discuss realignment on 7/12.
- Current DH LHC will meet on 7/25 at 2:00 through zoom.
- Proposed realignment will be presented for vote on 8/10

Lived Experience Board Members:

- Two individuals have indicated interest in serving in this role and will be discussed with exec. Committee.
- Will be introduced at August board meeting if approved by exec. committee

New Business

FY 2023 NOFO:

- RFP has been sent regarding NOFO including deadlines for each step (letter of intent, project applications, rank and review, public postings, and application to HUD).
- Project application Q&A will occur on 7/26 at 2:00 pm through zoom.
- All items are posted to website under grants and bids tab.

Policies and Procedures for CoC:

- Casey presented anti-discrimination policies and procedures, emergency transfer policy, notice of occupancy rights under VAWA, and Educational Responsibilities to the board for a vote to implement for CoC funded agencies.
- Sarah Fowler made a motion to accept all 4 items for CoC funded agencies to implement, and Shannon Haward seconded. The motion passed.

Vulnerable Populations for Coordinated Entry:

- Serious Mental Health Illness, Substance Use Disorder, and Domestic Violence have been discussed as the top 3 vulnerable populations in the CoC through general meeting, LHC discussion, and with coordinated entry committee. Through discussions those remained the top 3 discussed and were brought to the board by the coordinated entry committee.
- Shannon Haward made a motion to accept those 3 populations as the most vulnerable to be prioritized in coordinated entry, and William Tollett seconded it. The motion passed.

Policies and Procedures for CoC:

- Casey thanked everyone for participating in the anonymous membership survey and indicated ways in which the information will be implemented.
- If you do want to talk about your input further or have other questions/concerns/suggestions, please reach out to her.

Rapid Rehousing Learning Collaborative:

- 6 part zoom series and 1 in person series focused on rapid rehousing programs and items that go with that such as landlord engagement, housing placement, and successful examples of programs.
- Contact Casey if you would like to register and do not have the link.
- Program will occur every other week, and we hope it will start early August.
- You do not have to currently have a RRH program to attend. Open to anyone.

Trainings:

- Arkansas Coalition Against Domestic Violence will provide in-person training for our CoC regarding survivor centered support including a simulation for us to participate in on 2/14/2024 and 8/14/2024. Please save the dates and more information will follow. CoC funded agencies are required to attend. Everyone is welcome and encouraged to attend.
- We are working to schedule Fair Housing training through Legal Aid of Arkansas. Will follow-up with more details on this.

Committee Reports:

Coordinated Entry: No updates outside of report included in board packet.

Coalition Reports: Outside of reports in the board packet, the following was the only LHC update presented:

- SWAP
 - Coordinated Entry Coordinator will be starting on 7/31
 - Will be voting next week on 2nd voting member
 - Working on getting eLOCCs setup for the CE CoC grant
 - City of Hot Springs purchased church that they plan to turn into a resource center along with warming and cooling center

Other Disucssion:

Casey indicated that one item from membership survey was to ensure we are sharing success stories. Casey shared numbers regarding the number of households served through CoC TH, CoC RRH, ESG RRH, and ESG HP through the most recent completed grant year. Other success stories shared:

- United Way of Ouachitas served several families with rental assistance through CDBG funds from City of Hot Springs.
- Stepping Stone Sanctuary has now placed 16 homeless individuals into long-term sustainable housing over the last year with none returning to homelessness.
- Serenity, Inc. was able to serve 2 families recently with housing in an area where housing is very difficult to find.

Casey asked if anyone has any advocacy points for homelessness pertinent to the state of Arkansas or their programs, to please let her know, and she'll share at Capitol Hill Day meetings on 7/19 as part of the National Alliance to End Homelessness.

Next meeting: August 10th through zoom

With no other discussion, Casey Kidd adjourned the meeting at 11:43 am.

Minutes recorded by Casey Kidd via recording of meeting.

**Arkansas Balance of State
Continuum of Care General Meeting
August 10th, 2023**

Coalition/Organization	Attendees: Voting Members	Attendee: Non-Voting Members
ARVHAN	Cody Shelton, Mary Thompson	
BBMN	William Tollett, Chonda Tapley	Cassie Johnson, Jessica Minton
CoC Staff		Casey Kidd (CA), Whitney Force(HMIS Coordinator), Autumn Johnson (CE Coordinator)
Delta Hills	Shannon Haward, Myracle White	
DHS		Sandra Johnson
EAR	Josephine Flowers, Raymond Whiteside	Avery Collins
HMIS		
HUD		
Mississippi		
NEA		Tony Thomas, Alicia Whitlock, Shamal Carter
Phillips		
RHC	Paul Henley	Stephanie Gee, Shelley Faulknor
SSVF-St. Francis House		Desiree Willmuth, Michelle Simon
SWAP	Sarah Fowler, Boyce Mitchell	Adam Rogers, Robin Surf,
Toadsuck	Lacey Strom	Lacey Crosby, Jennifer Welter, Nerissa Passmore, Gabe Simon, Shawanna Rodgers, Matthew DeSalvo
Lived Experience	Jeremy Harmon	
Cloudburst TAs		Katie Peterson, Rori Durham
Other Community Partners		Alisa Green (ADFA)

Call to Order

The meeting was called to order via virtual platform at 11:01 am by the Director, Casey Kidd.

Roll Call

A welcome was given and roll of attendees was recorded.

Approval of Minutes

A motion was made by Shannon Haward to approve the minutes for July, and Sarah Fowler seconded. Minutes were approved.

Federal and State Reports

HUD:

No one present

DHS:

- 23-24 ESG grantee notifications have been sent.
- Regular 22 and CV 22 invoices should still be submitted timely and to spend the funding as quickly as possible-specifically CV funding.
- Monitoring has been started which will cover 3 years at a time due to delay with COVID.

HMIS (from BoS HMIS Regional Coordinator):

- Data clean-up reports are being sent to agencies, and this will be an on-going process.
 - Information was given on specific data errors.
 - Casey indicated the improvement that has been made since Whitney began in this role in June.

Old Business

Governance Charter Review:

- Cannot be voted on until the LHC realignment is finished. Will be tabled until then.

Lived Experience Board Members:

- 4 individuals with lived experience have joined the board with a voting membership. 3 were unable to be in attendance. Jeremy Harmon was introduced and welcomed by the CoC, and the other 3 will be introduced at the October board meeting.

Delta Hills Local Homeless Coalition Realignment:

- Tabled until October board meeting
 - Not all LHCs impacted by the realignment is in attendance, and Casey feels it is only fair to have the vote when everyone is in attendance.
 - Casey gave a reminder at this time regarding voting board members being in attendance or sending proxy because when we aren't able to vote it does delay matters for the full CoC.

FY 2023 NOFO:

- Casey is currently working on this and will continue to have discussions with LHCs regarding information needed.
- Reminder: 8/29 at 4:30 pm is the deadline for project applications.
- Letters of intent from new applicants were received.
- Rank and Review will meet on 9/5 and project applicants will be notified after that.
- Rankings will be announced by 9/13.
- Overall grant will be submitted by 9/28 to HUD.

Rapid Rehousing Learning Collaborative:

- 6 part zoom series and 1 in person series focused on rapid rehousing programs and items that go with that such as landlord engagement, housing placement, and successful examples of programs led by the TA team.
- Program will occur every other week starting 8/30 at 3:00 pm.
- Deadline for registration was 8/9, but if you missed it, let us know.

New Business

Election of board chair:

- Casey introduced Chonda Tapley, ED of Harrison Housing Authority and Chair of BBMN as the nominee for the Chair position. Chonda expressed her gratitude for the nomination. Shannon made a motion to elect Chonda Tapley to the role of AR BoS CoC board chair. William Tollett seconded the motion. She was elected unanimously.

Trainings

- Mainstream Benefits Training 8/18 at 11:00 am through zoom-CoC funded projects are required to attend. It is optional for other projects. Everyone is welcome to attend.

Committee Reports:

Coordinated Entry: Committee report was included in the agenda. Casey introduced the new CE Coordinator, Autumn Johnson, who started with United Way of the Ouachitas, the CoC CE Grantee, on 7/31. She added that she has already been in communication with agencies and attending meetings. Josephine Flowers, CE Coordinator Chair, discussed the Housing Problem Solving training that was held during the last minute and introduced that definition to the full CoC. HPS is a person-centered housing focused approach to explore creative, safe, and cost-effective solutions to quickly resolve a housing crisis. The goal is to help individuals avoid or exit quickly from homelessness. Casey added that due to increase in planning grant dollars for FY 23 (starting 10/1/24), we should have the ability to bring in someone to do further training on this similar to our trauma-informed care training that we did 2 years ago.

Coalition Reports: Outside of reports in the board packet, the following was the only LHC update presented:

- BBMN
 - Met last in July-next meeting 8/18
 - Casey gave updated from the CoC
 - Whitney answered HMIS questions
 - Discussed potential funding opportunities

Other Disucssion:

- Shamal Carter discussed an assessment that NAACP will be completing including looking at homelessness. He will also share the data with the CoC to show what homelessness looks like in the

minority community. He said this focuses on all minorities and those living in poverty are classified as a minority.

Next meeting: September 14th through zoom

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

Minutes recorded by Casey Kidd via recording of meeting.

**Arkansas Balance of State
Continuum of Care General Meeting
September 14th, 2023**

Coalition/Organization	Attendees: Voting Members	Attendee: Non-Voting Members
ARVHAN	Cody Shelton, Mary Thompson	Rashad Woods
BBMN	William Tollett, Chonda Tapley	Cassie Johnson, Nicole Brakebill
CoC Staff		Casey Kidd (CA), Whitney Force(HMIS Coordinator), Autumn Johnson (CE Coordinator)
Delta Hills	Shannon Haward	Michael Phifer, Rose Dawson, Ethel Hutchinson, Carol Townsend
DHS		
EAR	Josephine Flowers, Raymond Whiteside	Avery Collins
HMIS		
HUD		
Mississippi		Teresa Miner
NEA		Alejandra Morales, Madelynn Williams
Phillips		
RHC		Stephanie Gee
SSVF-St. Francis House		Desiree Willmuth, Michelle Simon
SWAP	Boyce Mitchell	Bill Burrough
Toadsuck	Aimee Prince	
Lived Experience	Jeremy Harmon	
Cloudburst TAs		Rori Durham
Other Community Partners		Andre Jones (VA)

Call to Order

The meeting was called to order via virtual platform at 11:04 am by the Director, Casey Kidd.

Roll Call

A welcome was given and roll of attendees was recorded.

Approval of Minutes

There was not a quorum present, so August minutes will be presented in October.

Federal and State Reports

HUD:

No one present

DHS:

No one present

HMIS (from BoS HMIS Regional Coordinator and CoC Director):

- Please correct errors on the data quality in a timely manner
- Whitney will be sending out full fiscal year reports after 9/30
- Reports will move to every 3 months at the end of a quarter
- HMIS interface update has occurred—only impacts the look of the system
- FY 2024 Data Standards will occur as close to 10/1 as possible
 - Brief update was given about this process as well as changes that will occur with standards
- Casey gave the update regarding the HMIS lead agency work throughout the state
 - OCYFS will be the HMIS lead agency for Balance of State starting 10/1
 - OCYFS was selected as the contract holder for the entire state system through our vendor, Wellsky, starting 10/1.
 - Discussions regarding system costs to participating agencies will be discussed in the near future.

Old Business

Governance Charter Review:

- Tabled until November.

Delta Hills Local Homeless Coalition Realignment:

- Tabled vote because there was not a quorum.
 - Special Session might be called regarding this vote as tabling it further delays plans for the CoC

FY 2023 NOFO:

- The CoC did not receive any new projects but did receive all 5 renewal applications.
- Rankings are as follows:
 - OCYFS-HMIS
 - United Way of the Ouachitas-CE
 - Margie's Haven House-RRH
 - Families in Transition-Joint TH+RRH
 - OYCFS-Joint TH+RRH
- All project applicants have been notified of their acceptance and ranking
- Casey is finalizing the overall application and has asked for volunteers to do a review
- Board will have to approve to submit, and this will be conducted through email.

New Business

Fall General Meeting:

- 10/12-scheduled for 2 hours (11 am -1 pm) through zoom
- Guest Speaker from Kansas Balance of State CoC
- Training Opportunity-Arkansas Coalition Against Domestic Violence
 - Focus on discharge planning to DV shelters from hospitals and mental health units

Trainings

- Fair Housing Training on 9/25 from 11:00 am to 12:30 pm through zoom. This will be facilitated by Jason Aeur from Legal Aid of Arkansas. You can still register this at the link Casey sent out previously. She will send you the calendar invite with zoom link once you register.

Committee Reports:

Coordinated Entry: The CE minutes were included in the agenda. Josephine, the chair, added that the CE Committee is on pause until the NOFO is submitted. Next steps will be looking at resources in each coalition and determining what locations could serve as access points for CE. Autumn added that she will plan to get out and meet with everyone in each LHC, but she is waiting until the realignment is completed so that they know which LHC they are in going forward.

Coalition Reports: Outside of reports in the board packet, the following was the only LHC update presented:

- ARVHAN
 - Will have a launch meeting in October
 - Have met with all LHC members and added more
 - Will have the launch meeting at Lakepoint and all are invited
- BBMN
 - Next meeting will be tomorrow
 - Discuss Balance of State updates as well as other items that arise
 - Waiting to officially add Searcy county after the realignment vote
 - Thanked Casey and Whitney for always attending the meetings.

Other Discussion:

- Boyce Mitchell stated that the Hot Spring County Coalition is currently working on a fundraiser that will assist with building a shower facility in Malvern for the homeless population.

Next meeting: October 12th through zoom (remember this is a 2 hour meeting)

With no other discussion, Casey Kidd adjourned the meeting at 11:36 am.

Minutes recorded by Casey Kidd via recording of meeting.

**Arkansas Balance of State
Continuum of Care Fall General Meeting
October 12th, 2023**

Coalition/Organization	Attendees: Voting Members	Attendee: Non-Voting Members
ARVHAN	Mary Thompson	Mandi Geels, Rashad Woods
BBMNS	William Tollett, Chonda Tapley	Cassie Johnson, Tammy Smith, Nicole Brakebill
CoC Staff		Casey Kidd, Whitney Force, Autumn Johnson
Delta Hills		Bobbie Boozer, Michael Phifer
DHS		Lorie Williams
EAR	Raymond Whiteside, Josephine Flowers	Ethel Hutchinson, Rose Dawson, Avery Collins
HMIS		
HUD		
Mississippi		Venna Oldsen, Teresa Miner
NEA	Jana Burnett	Megan Baird, T. Wilkins, Danielle Lawrence, Jacob Bright, Marty Timmons, Theresa Aasen
Phillips		
RHC	Paul Henley	Stephanie Gee
SSVF-St. Francis House		Michelle Simon
SWAP	Sarah Fowler	Loren Morphey, Gina Weesner, Sue Legal, Robin Surf, Mark Sniff
Toadsuck		Shannon Haward, Lacey Crosby, Gabe Simon, Matthew DeSalvo, Spring Hunter, Melissa Dyson, Shoshana Wells
VA		Bobby Reeves, Andre Jones
Lived Experience	John Hooker, Jeremy Harmon, Jessica Strickland	
Cloudburst TAs		Katie Peterson, Ashley Barker Tolman
Other Community Partners		Alisa Green (ADFA), Christy McMurphy (KS BoS), Beth Sanders (ACADV), Eric Arganbright (KS BoS)

Call to Order

The meeting was called to order via virtual platform at 11:01 am by the Director, Casey Kidd.

Roll Call

A welcome was given and roll of attendees was recorded.

Approval of Minutes

Due to time constraints, minutes will be voted on at the November board meeting.

Federal and State Reports

HUD:

No one present.

DHS:

Please ensure that you have submitted or will submit quickly your September ESG CV and/or Regular ESG invoice for processing. Please remember that ESG CV is not submitted through Quick Base—only regular. Contact your grants analyst if you have questions.

HMIS:

No report at this meeting (any updates needed prior to next meeting will be sent)

Old Business

Brief updates given as follows:

- Delta Hills Local Homeless Coalition Realignment—we now have 9 coalitions within Balance of State. We will continue conversations to ensure that White county is located in the best LHC for the agencies and clients.
- FY 2023 NOFO—submitted on 9/25 ahead of 9/28 deadline

New Business

Guest Speakers:

- Christy McMurphy and Eric Arganbright with the Kansas Balance of State Continuum of Care spoke on background of their CoC including board and committee make-up, progress that has been made throughout the CoC including their increased annual renewal demand funding through the CoC grant competition, and how the progress has occurred. They also answered questions from BoS CoC members giving guidance on various topics.
- Beth Sanders, ED of the Arkansas Coalition Against Domestic Violence, facilitated a discussion regarding DV facilities along with best practices while working with DV survivors if you are not a DV facility. The CoC will be training with them starting in the spring regarding client centered approaches along with safety planning. She offered to speak directly with agencies that would be interested in further training and information.

PIT Count

- Shannon Haward made a motion for 1/24/24 to be the date for the PIT count for 2024 in Balance of State. Danielle Lawrence seconded that. There was no opposition. Volunteers can either go out of the night of the 24th or can count during the day of the 25th and ask individuals “where did you sleep last night.” More information and training will follow

Committee Reports:

None

Coalition Reports:

None

Next meeting: November 9th through zoom

With no other discussion, Casey Kidd adjourned the meeting at 1:04 pm.

Minutes recorded by Casey Kidd via recording of meeting.

**Arkansas Balance of State
Continuum of Care Board Meeting
November 9th, 2023**

Coalition/Organization	Attendees: Voting Members	Attendee: Non-Voting Members
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 24th and ask “where are you sleeping tonight?” or can count during the day on the 25th 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 14th through zoom

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

Minutes recorded by Casey Kidd via recording of meeting.

**Arkansas Balance of State
Continuum of Care Board Meeting
December 14, 2023**

Coalition/Organization	Voting Members Attended:
ARVAN/ARVAC	Cody Shelton, Mary Thompson
BBMN	Chonda Tapley, William Tollett
Central AR Coord. Entry	Absent
Collaborative Applicant	Whitney Force, Autumn Johnson
Delta Hills	Yasmine Pace (For Myracle White)
Eastern Arkansas	Josephine Flowers
HMIS	Absent
Mississippi	Lisa Willard
Northeastern AR	Jana Burnett, Shane Fore
RHC	Absent
SWAP	Boyce Mitchell
Toadsuck	Spring Hunter (For Lacey Strom), Shannon Howard
Other Voting Members:	Michelle Simon, John Hooker
DHS	Absent
HUD	Absent
State of Arkansas	Absent

Call to Order

The general meeting was called to order via virtual platform at 11:05 am by Whitney Force.

Roll Call

A welcome was given, and a roll of voting members were recorded.

Balance of State Updates

New HMIS Regional Coordinator for the Balance of State, Brandon Turner. Brandon was unable to attend due to a training.

Approval of Minutes

A motion was made by Boyce Mitchell and seconded by Shane Fore to approve the August 2023, September 2023, October 2023 and November 2023 minutes. The motion unanimously passed.

Federal & State Reports

HUD

Absent

DHS

Absent

HMIS

Whitney gave an update on the progress of the LSA Report. The LSA started with 50 warnings/errors. Currently there are 5 warnings and 0 errors. The report cannot be submitted with any errors. All errors have been resolved. Warnings will be explained away. Brandon reached out to all HMIS End Users to obtain new User Agreements due to the change in the HMIS Lead Agency.

Old Business

Revised Governance Charter

Whitney advised that there would not be a vote on that this month due to the possibility of additional changes needing to be made. Once the revisions are complete, it will be sent out for an electronic vote.

New Business

HMIS Steering Committee

Previous BoS representatives were Casey Kidd and Myracle White. Myracle has agreed to remain in her position. Whitney Force offered to take Casey's open position on the committee. Spring Hunter made a motion to accept and William Tollett seconded the motion. The motion unanimously passed.

Guest Speakers

Whitney advised that she would like to start having guest speakers at the monthly meetings to speak for 10 to 15 minutes. Asked for suggestions for speakers. Whitney spoke with Linda Morgan with the Department of Health who has a new Homeless Initiative that is state wide. They can set up at different locations to offer their services. Ms. Morgan has offered to be a guest speaker at a future meeting.

Location Ideas for Domestic Violence Coalition Training

Whitney asked for ideas for a possible location for the training to be held. Nicole Brakebill suggested speaking with the DV Coalition to see if we can hold the training there. Chonda Tapley suggested the HUD Office as a second option. Whitney will send out location and times for the meeting.

Old Business

Discharge Planning Workgroup

Spring Hunter provided the workgroup with examples of referral forms, intake forms and other information from a respite care facility that they visited in Tennessee. The group will look at those before the next meeting.

Point in Time

William Tollett, Chair of the Point in Time Committee, reminded attendees of the mandatory PIT volunteer training that will take place on January 17th from 11:00A.M. to 12:30P.M. as well as signing up on the form that was sent out by Whitney. Spring Hunter asked if we were only reporting just sheltered. Whitney advised

that the committee decided to do both a sheltered and an unsheltered count even though it is not required by HUD. William Tollett agreed. Unsheltered will be collected in the Counting Us app. The Sheltered count will be done via HMIS. William Tollett inquired about the invoice for the Counting Us app. Whitney Force advised that she believes that it was paid but she will check on that.

Coordinated Entry

Have not met this month. Autumn Johnson confirmed that the next meeting will be in January. Autumn also advised that she sent out an email to the LHC Chairs in reference to resource mapping. She asked that everyone send a list of their resources to their Coalition Chair or herself for that to be compiled. Autumn provided her email address in the chat.

Local Homeless Coalition Reports

Delta Hills

No Report.

Eastern Arkansas

Josephine Flowers advised that they are trying to get a group together for the PIT Count. Added a few new members.

ARVAN

No Report.

BBMNS

Chonda Tapley advised that they had their November meeting and plan to have their December meeting December 15th. They discussed funding and housing opportunities in their area. Possibly a new member joining from Searcy county in their scheduled December meeting.

Mississippi

Lisa Willard advised that they have not had a meeting due to being understaffed. She plans on having a meeting the next week.

Northeast Arkansas

Shane Fore has been out of the office but advised that they are now accepting new residents at The Stepping Stone Sanctuary.

RHC

No Report.

SWAP

Sarah Fowler advised that they had a November meeting and they are recruiting members for the PIT Count. Garland county is on track and the Sheriff in Montgomery County has changed since the last election. They are working on that relationship.

Toadsuck

Spring Hunter advised that they will have their first Emergency Shelter opening on December 21st. There are 36 beds. They have an additional 14 beds for inclement weather openings. This has been in the works since 2018. CAPCA is staffing the Conway City Shelter. They will only house adults over the age of 18. They are working with United Way for hotel stays for families, possibly through March. Looking at the PIT Count. They are looking for someone to play point person for their LHC PIT Count. Debbie Crosby advised that the Ribbon Cutting for the Shelter will be December 19th at 12:00P.M. Everyone is welcome.

Next Meeting

January 11, 2024 at 11:00A.M.

Adjournment

Meeting Adjourned at 11:27A.M. by Whitney Force.

Minutes recorded by Whitney Force.