

**Arkansas Balance of State
Continuum of Care Board Meeting
January 11, 2024**

Coalition/Organization	Attendees: Voting Members	Attendee: Non-Voting Members
ARVHAN	Cody Shelton, Mary Thompson	
BBMNS	Shirley Lemmer (Proxy for William Tollett), Chonda Tapley	Cassie Johnson, Nicole Brakebill
CoC Staff		Brandon Turner, Whitney Force, Autumn Johnson
Delta Hills		Michael Phifer
DHS		David Mote, Lori Williams, Lurenda Duren, Kesha Rogers-Kelley, Nancy Mixon, Carla Morris
EAR	Josephine Flowers	Avery Collins, Jennifer Johnson, Rose Dawson, Ethel Hutchinson
HUD		
Mississippi	Lisa Willard, Phillis McClendon	
NEA		Madelynn Williams, Danielle Lawrence
RHC		
SWAP	Sarah Fowler	Gina Weesner, Robin Surf
Toadsuck	Shannon Howard, Lacey Strom	Matthew DeSalvo,
VA		Bobby Reeves, Andre Jones
Lived Experience	Michelle Simon, John Hooker	
Other Community Partners		Alisa Green (ADFA), Linda Morgan (ADH),

Call to Order

- The meeting was called to order via virtual platform at 11:02 am by the Director, Whitney Force.

Roll Call

- A welcome was given.
- Roll of attendees was recorded.

Approval of December Minutes

- A motion was made by Shannon Howard
- Seconded by Josephine Flowers
- The motion unanimously passed.

Federal and State Reports

HUD:

- No one present.

DHS:

- David Mote with Green County DHS advised that there was nothing to be reported.

HMIS:

- Whitney Force advised that the last part of the LSA is being worked on and preparation for the System Performance Measure Report has started.
- Brandon Turner will be sending out requests for data such as Bed and Unit Inventory as preparation for system updates.

Old Business

Domestic Violence Training –

- A location has been reserved for the training. The training will take place at the University of Arkansas Community College at Morrilton on February 14. Hopefully from 9a.m. to 11:00a.m. Participants will receive education and training in survivor-centered services for direct victim service providers. Content will include an overview of safety planning, emergency transfer plans, best practices for managing warm referrals, cultivating and protecting confidentiality, and more! Training includes an immersive simulation activity, with handouts and resources provided.
- Whitney will be sending out a sign-up sheet.

Guest Speakers –

- If anyone would like to speak at the monthly meetings or knows of anyone that would like to present, please email Whitney.

LSA Report:

- Whitney touched on this, but this report is due on 1/17/24.
- The number of warnings has been cut in half compared to last year. There are only 20 warnings to be explained.

New Business:

Guest Speaker –

- Linda Morgan, Homeless Shelter and Encampment Coordinator for the Arkansas Department of Health. This is a very new initiative at the Arkansas Department of Health. The goal is to try to reach and provide more services and have a greater reach across Arkansas to work with homeless shelters encampments, and congregate living facilities. One of the initial aims of this initiative is to provide support and resources to the homeless, service encampments and living facilities because they want to build that critical infrastructure and in doing so they want to be able to provide services to individuals who are homeless such as screenings, health screenings, that will include HIV, glucose,

heart disease, mental health, substance misuse, etc. Ms. Morgan will be doing Narcan training for any shelters or place across the state that would like to receive the training.

FY2024 CoC NoFo –

- Registration for the NoFo was submitted January 9, 2024.

Collaborative Applicant –

- The CoC Board Chair, Chonda Tapley, advised that the MOU between the CoC and the Collaborative Applicant expired December 31, 2023.
- The voting board members voted to extend the MOU for 60 days and conduct a monitoring, per the MOU, during the 60-day extension.
- A monitoring committee has been created.
- Working with TA's on a monitoring tool.
- This is a common practice with all CoC's and Collaborative Applicants.

PIT Count Vote –

- The BoS Executive Committee met and voted on the topic of an unsheltered count. This year the unsheltered count is optional. The data can be collected but it cannot be reported. They chose to not make the unsheltered count mandatory. Each LHC can still hold an unsheltered count and enter that data into the counting us app. Myself or Brandon can pull that data to each LHC for their records. The only difference is that we will not do all of the breakdowns for the data and it will not be mandatory. Next year we will be required to do both.
- A motion was made by Shannon Howard and seconded by Lacey Strom to approve the decision to hold a mandatory sheltered count and an optional unsheltered count. The motion unanimously passed.

Training-

- If anyone would like to see certain trainings this year, please feel free to email Whitney and we will look at getting those set up.

Committee Reports:

Coordinated Entry:

- No meeting in December.
- Next meeting will be held on January 23rd.
- Autumn reminded the LHC Chairs that she needs the resource mapping completed and sent back to her as soon as possible.

Discharge Planning Workgroup:

- No meeting in December.
- Next meeting will be held in February.

PIT Count Committee:

- The mandatory training for the PIT Count will still take place on January 17th at 11:00a.m. via Zoom.

Coalition Reports:**ARVAN**

- Cody Shelton Advised that they hosted a PIT Count meeting.
- Cody Shelton is the new chair and Mary Thompson is the co-chair.

BBMNS

- Chonda Tapley advised that they had their December meeting and will have their January meeting on January 19th.
- New member from Searcy County.
- Working with William Tollett on the PIT Count.

Delta Hills

- Autumn and Whitney meet with someone from Delta Hills that may be interested in participating in the coalition.

Eastern Arkansas

- Josephine Flowers advised that they held their January meeting on January 9th. They discussed the PIT Count. They will be doing both the sheltered and unsheltered count.
- Discussed refining their by-laws.
- Working on the resource mapping.

Mississippi

- Lisa Willard advised that their last meeting was in December where they discussed the PIT Count.
- Working on developing a network to better assist the homeless population and strengthening their partnerships.

NEA

- No Report

RHC

- No Report

SWAP

- Sarah Fowler advised that their December meeting was canceled due to the holidays.
- They will host a sheltered and unsheltered PIT Count.
- They have had a large number of people sign up to volunteer for the PIT Count.
- Two warming shelters have opened up in Hot Springs at St. Luke's Church and First United Methodist.

Toadsuck

- Lacey Strom advised that their next meeting is January 23rd.
- They will host a sheltered and unsheltered PIT Count.
- The new emergency shelter in Conway has opened. It can house 36 individuals 18 and older. Doors open at 3:30P.M. each day.

Next meeting: February 8, 2024 at 11:00A.M. via zoom

With no other discussion, Whitney Force adjourned the meeting at 11:30 am.

Minutes recorded by Whitney Force via recording of meeting.

**Arkansas Balance of State
Continuum of Care Board Meeting
February 8, 2024**

Coalition/Organization	Attendees: Voting Members	Attendee: Non-Voting Members
ARVHAN	Mary Thompson	
BBMNS	William Tollett, Chonda Tapley	Cassie Johnson
CoC Staff		Brandon Turner, Whitney Force, Autumn Johnson
Delta Hills	Bobbie Boozer, Myracle White	Michael Phifer
DHS		Carla Morris
EAR	Josephine Flowers	Jennifer Johnson, Rose Dawson
HUD		
Mississippi	Lisa Willard	
NEA		Avery Collins, Danielle Lawrence, Theresa Aason
RHC		
SWAP	Sarah Fowler, Boyce Mitchell	Gina Weesner
Toadsuck	Shannon Howard	Matthew DeSalvo, Jennifer Welter, Spring Hunter, Carol Townsend
VA		
Lived Experience	Michelle Simon, John Hooker, Dr. James Hikins	
Other Community Partners		Alisa Green, Cheri Gaston, FOCUS, Linda Agnew, Kelley Rodgers, Susan Gardener, T. Minor, Cherri
Other Attendees		

I. Welcome

- Given by the Arkansas Balance of State Homeless Programs Director, Whitney Force.

II. Approval of January Minutes

- Motion by Shannon Haward.
- Second by William Tollett.
- Passed by a unanimous vote.

III. Partner Reports

- HUD
 - No Report
- DHS
 - No Report

IV. Balance of State HMIS Updates

- Brandon Turner
 - LSA submitted before the deadline. All warnings had explanations and it has been accepted by HUD.
 - SPM opens up the 11th of this month. We will be working to get that report completed. Please make sure that all clients are updated in the system and exit out all clients that are no longer being served by your agency. Those are things that will affect our data for this report.
 - There have been a few issues with the CAPER report. If you receive an error stating that there is an issue with your project sub-type, contact Brandon and he can fix that.

V. Old Business

- Domestic Violence Training
 - The training will take place at the University of Arkansas Community College at Morrilton on February 14. From 9a.m. to 11:00a.m. Participants will receive education and training in survivor-centered services for direct victim service providers. Content will include an overview of safety planning, emergency transfer plans, best practices for managing warm referrals, cultivating and protecting confidentiality, and more! Training includes an immersive simulation activity, with handouts and resources provided.
- Guest Speakers for Monthly Meetings
 - Whitney is needing guest speakers for our monthly meetings. If you or someone you know would like to speak, please let her know.
- PIT Count

- The PIT Count deadline was last Friday. If you are a non HMIS project and you have not gotten your data entered into the counting us app, please reach out to Brandon as soon as possible.
- Collaborative Applicant Monitoring
 - Chonda Tapley advised that the original MOU has expired between the Balance of State CoC and the Collaborative Applicant.
 - A committee for the monitoring has been created.
 - Received the monitoring tool from the Technical Assistant.
 - Monitoring Committee will be presenting the tool to OCYFS (the Collaborative Applicant) to get the monitoring completed.

VI. New Business

- 211
 - Autumn Johnson presented on what 211 is.
 - 211 is a free website that an agency can register their information on.
 - Individuals needing assistance can go on the 211 website or call 211 to look for resources.
 - Autumn asked that all BoS Agencies go to the 211 website and enter their information to help build up resource availability for Balance of State.
 - The website is arknexas211.org.
 - Once on the website, scroll down to “List your agency.” and click “Apply Now”.
 - Then choose “New or Current Agency/Organization”. That will transfer you to the screen where you will enter your agency information.
 - The Arkansas Balance of State is hoping to utilize 211 and different access points for Coordinated Entry.
- Arkansas Balance of State Outreach
 - In my meetings with Autumn our Coordinated Entry Coordinator, we have discussed some outreach projects that we may want to look into for the year

to bring awareness to not only the Continuum but to agencies and what they offer.

- We discussed possible county by county outreaches or at least in each local homeless coalition. Things such as setting up a table outside of a Walmart or grocery store and handing out informational pamphlets. So, if you would be willing to help with those things or if your agency has any events that are already planned, please see Autumn or myself and we would love to set up a booth.
- Autumn reminded everyone that she sent out a volunteer opportunity to distribute brochures for the Balance of State.

- April's General Meeting

- Need a location for April's General Meeting.
- Needing presenters for the meeting
- Meeting will be in person.
- Whitney will send out a poll for training opportunities.

- Good Practice Reminder

- Since we have a good number of agencies present, I want to touch base on a good practice reminder. It is always a good idea and a safe idea to have a confidentiality policy and confidentiality statements signed and remember that when clients come in to your facility (even if you are referring them to another facility) their safety and privacy is of utmost importance. If you have a client come in or you know that you have sent a client to another facility and someone calls or comes in looking for them, it is best to say that you cannot confirm nor deny that the individual is there or not. I want to stress this even more for domestic violence agencies. Those clients are there or referred there for a reason. Even if someone identifies themselves as the police, an investigator or even the FBI, that cannot always be 100% confirmed and even if it is, it is still best to say that you cannot confirm or deny that

someone is there. If you were to give out a client's information or location, it could be detrimental to their situation.

- Voting Board Members

- 2 voting board members for each Local Homeless Coalition.

- Some voting board members have been very busy and unable to attend.

Whitney asked that at each LHC meeting over the next month, the LHC will evaluate their voting board members to see if they are still active and participating.

- If they are not still active, please vote on new voting members.

VII. Committee Reports

- Discharge Planning Workgroup

- i. We discussed ideas of individuals and agencies that we would like to have in our meetings. We also started to compile lists of agencies that take individuals who are discharged from medical facilities, prison or jail. As well as LGBTQ+ assistance. The workgroup will meet again on March 5th.

- Coordinated Entry Workgroup

- Josephine Flowers advised that there was a meeting on January 23rd.

- Focused on entry points for each LHC.

- At the last meeting, the committee discussed the process of a client entering an entry point and what that may look like.

- Resource mapping is a key point for Coordinated Entry.

- Requested that each LHC start deciding where a possible entry point would be to start out the Coordinated Entry process.

- Autumn Johnson reported that she has gotten responses back for the resource mapping from several LHCs. She is still missing information from ARVAN, RHC and Toadsuck.

- Autumn will keep resending requests for information.

- May start Coordinated Entry out with agencies that currently have access to HMIS.

- PIT Count Committee
 - No Report just a thank you to those that participated in the PIT Count from the Committee Chair, William Tollett.

VIII. Coalition Reports

- ARVAHAN
 - No Report
- BBMNS
 - Regular monthly meeting was held January 19th.
 - Discussed PIT Count and Warming Center as well as happenings and services within their local homeless coalition.
 - Welcomed a new member from Searcy County.
- Delta Hills
 - Whitney announced that the first Delta Hills meeting since the realignment was held.
 - Bobbie Boozer will take over as lead of the LHC as well as their newest BoS voting board member.
 - Whitney and Autumn will be doing in-person visits to agencies within Delta Hills at the end of the month.
- Eastern Arkansas
 - Meeting was held January 9th.
 - Establishing by-laws.
 - A lot of time was spent talking about the PIT Count.
 - 2 warming shelters were held during the snow.
- Mississippi
 - No Report.
- NEA
 - No Report
- RHC (Regional Homeless Coalition)
 - No Report

- SWAP

- Boyce Mitchell advised that SWAP participated in the PIT Count. They had several agencies participate.
- There was a warming shelter that served 120 homeless individuals, 13 dogs and 9 cats for 9 days around the clock.
- 5 people went to substance abuse treatments and 5 people were able to get into apartments. They are working with several others.
- 15 individuals were assisted in Hot Spring County.
- Still working on the Resource Center.

- Toadsuck

- Spring Hunter advised that they
- Met on January 23.
- Discussed PIT Count Plans.
- Updates on the new Emergency Shelter in Conway.
- They have an Executive Committee meeting on February 21st to regroup on resource mapping, coordinated entry etc.
- Conway Ministry Center bought a motel.

IX. Next meeting of BoS Board.

- Our next Balance of State Board meeting will be on March 14th at 11:00a.m.

X. Adjourn

- Whitney adjourned the meeting at 11:36a.m.

ARKANSAS BALANCE OF STATE CONTINUUM OF CARE

Board Meeting Minutes

March 14, 2024—11:00 a.m.

Zoom

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.

Arkansas Balance of State Continuum of Care Board Meeting March 14, 2024

Coalition/Organization	Attendees: Voting Members	Attendee: Non-Voting Members
ARVHAN	Cody Shelton, Mary Thompson	
BBMNS	Chonda Tapley, William Tollett	Cassie Johnson
CoC Staff	Whitney Force, Brandon Turner, Autumn Johnson	
Delta Hills	Bobbie Boozer	Alex Lynch,
DHS		David Mote, Lurenda Duren, Carla Morris, Nancy Mixon, Lorie Williams
EAR	Josephine Flowers, Raymond Whiteside	Avery Collins
HUD		
Mississippi	Lisa Willard	Teresa Miner
NEA		Danielle Lawrence, Tony E. Thomas
RHC		
SWAP	Sarah Fowler, Boyce Mitchell	Latoria Neal, Gina Wessner
Toadsuck	Spring Hunter, Shannon Haward	
VA		

Other Voting Members		
Other Community Partners		
Other Attendees	Michelle Simon	Doug Tetrault, Venna Oldsen, Linda Agnew – Morgan

- I. Welcome
- II. Approval of January Minutes
 - Motion – William Tollett
 - Second – Shannon Haward
 - Passed unanimously.
- III. Moving April's General Meeting to April 23rd due to the eclipse.
 - Motion- Boyce Mitchell
 - Second- William Tollett
 - Sarah Fowler, Autumn Johnson and Josephine Flowers will not be able to attend.
 - Whitney will send out a poll to see when the best date would be.
- IV. Partner Reports
 - HUD
 - i. No Report
 - DHS
 - i. No Report
 - Technical Assistant
 - i. Doug Tetrault, Technical Assistant, presented on Introduction to Coordinated Entry.
- V. Balance of State HMIS Updates
 - Brandon Turner
 - i. None
- VI. Old Business
 - Collaborative Applicant Monitoring

- i. William Tollett, Chair of the monitoring committee, advised that they received a response from the Collaborative Applicant. OCYFS sent over the audit and 990 that was requested. The 990 was only the 1-page summary, William will request the rest of it.

VII. Committee Reports

- Discharge Planning Workgroup
 - i. No Report.
- Coordinated Entry Workgroup
 - i. No update as the workgroup has continued

VIII. Coalition Reports

- ARVAHAN
- BBMNS
- Delta Hills
- Eastern Arkansas
- Mississippi
- NEA
- RHC (Regional Homeless Coalition)
- SWAP
- Toadsuck –
 - i. Ground breaking ceremony for The Refuge will be 11:30A.M. on April 2nd.

IX. Next meeting of BoS Board.

- TBD

X. Adjourn

- Meeting adjourned at 11:57a.m. by Whitney Force.

ARKANSAS BALANCE OF STATE CONTINUUM OF CARE

Board Meeting Minutes

April 30, 2024—11:00 a.m.

In-Person

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.

Coalition/Organization	Attendees: Voting Members	Attendee: Non-Voting Members
ARVHAN	Cody Shelton, Terrie Morgan (Proxy for Mary Thompson)	Sara Brewer
BBMNS	Chonda Tapley, William Tollett	Cassie Johnson
CoC Staff	Whitney Force, Brandon Turner, Autumn Johnson	
Delta Hills	Myracle White	
DHS		
EAR	Josephine Flowers	Avery Collins, Rose Dawson, Ethel Hutchinson, Jeannetta Gilliam, Jennifer Johnson, Brad Johnson
HUD		
Mississippi	Lisa Willard, Phyllis McClendon	
NEA	Jana Burnett	Danielle Lawrence, Trish Eubanks, Adam Watkins
RHC		
SWAP	Sarah Fowler, Boyce Mitchell	Latoria Neal, Gina Wessner, Michelle Hood, Robin Surf
Toadsuck	Spring Hunter, Shoshana Wells (Proxy for Shannon Haward)	Debbie Crosby, Derrick Marshall, Sarah Wilson, John Williams, Shawanna Rodgers
VA		Andre Jones
Other Voting Members		

Other Community Partners		
Other Attendees	Michelle Simon	Victoria Paul, Zoe Merritt, Angela Luchsinger

- I. Welcome
 - Given by Director Whitney Force
- II. Introductions
 - All attendees introduced themselves, what agency they represented and what programs they offered.
- III. Approval of March minutes.
 - Motion- William Tollett
 - Second- Josephine Flowers
 - None opposed
- IV. Coordinated Entry Presentation
 - Doug Tetrault, Technical Assistant, gave a presentation on Coordinated Entry.
 - Doug gave insight on the progress that has been made by the Arkansas Balance of State's C.E. team on the assessment tool.
 - Autumn Johnson, the Arkansas Balance of State's C.E. Coordinated gave an update on the workshop that the C.E. team is attending.
 - Autumn passed out a questionnaire for all attendees to fill out. The questionnaire was to help the C.E. team ensure that as the Coordinated Entry System is being built, that it is equitable and targeting the most vulnerable populations.
- V. Lunch
- VI. Trauma Informed Care
 - Kiah Hall from the University of Arkansas presented on Trauma Informed Care.
 - Kiah presented on what it means to be trauma-informed on an individual and organizational level.
- VII. Naloxone Training
 - Mary Sponer at Perfectly Loved TLC conducted the Naloxone Training.

- Statistics were given on death rates for opioid overdoses.
- Mary showed attendees how to use Naloxone on someone who has overdosed on opioids using a slide presentation.
- All attendees were given the opportunity to leave with their own Naloxone kit.

VIII. Next meeting of BoS Board.

- May 9, 2024

IX. Adjourn

- Meeting adjourned at 3:30p.m. by Whitney Force.

**Arkansas Balance of State
Continuum of Care General Meeting
June 13, 2024**

Coalition/Organization	Attendees: Voting Members	Attendee: Non-Voting Members
ARVAN/ARVAC		
BBMNS	Chonda Tapley, William Tollett	
Collaborative Applicant	Sue Legal	
Delta Hills	Shannon Haward	
EAR	Josephine Flowers	
HMIS	Brandon Turner	
Mississippi		
NEA		Casey Kidd
Phillips		
RHC		
SSVF-St. Francis House		
SWAP	Boyce Mitchell	
Toadsuck		
Coordinated Entry	Autumn Johnson	

Call to Order

The meeting was called to order via virtual platform at 11:10 am by the Chair, Chonda Tapley

Approval of Minutes

No minutes available for the month of May

Federal and State Reports

HUD:

No one present

DHS:

No one present

HMIS:

Brandon reported that he presented at the HUD grantee training that was held in person at the HUD Field office. He can send the presentation out. Working on updates for the HIC for accuracy

Old Business:

William reported that he is working on finalizing the in-person General meeting to be scheduled in October. Due to Sarah Fowler no longer with United Way of the Ouachita's he is looking for volunteers to assist with preparations.

The RFP committee continues to work on an RFP for Collaborative Applicant and HMIS Lead for the Balance of State.

New Business

- Homeless Program Director Update: Whitney Force is no longer with OCYFS as the liaison for the Balance of State. A director has been hired by OCYFS for all agency homeless prevention programs. A new full-time person is being sought to cover the hands-on duties
- Steering Committee: Since Whitney is no longer a staff member, a new person needs to take over her spot on the HMIS Steering Committee. William nominated Autumn Johnson as the representative and Shannon Haward seconded. With no objections, Autumn was elected to serve on the HMIS Steering Committee going forward

Committee Reports:

Discharge Planning: No report

Coordinated Entry: Autumn reported she is attending training and they are getting closer to completion

Coalition Reports

Most LHC have met or plan to meet in the next week. Many are working on getting new members. Boyce Mitchell from SWAP reported that the new Resource Center purchased and being run by the City of Hot Springs will be opening soon.

Next meeting: July 11, 2024 per Zoom

With no other discussion, the meeting adjourned

ARKANSAS BALANCE OF STATE CONTINUUM OF CARE

Minutes

July 11, 2024 – 11:00am

Zoom

- I. Welcome - we do not have a quorum to vote on any agenda items.
- II. Members present: Lisa Willard, Mississippi County Union Mission
- III. Election of Secretary - Chonda requested nominations for the position of secretary. She asked if anyone is interested to please submit their name to her via email.
- IV. Approval of June Minutes - due to the lack of a quorum we were unable to vote on minutes acceptance.
- V. Partner Reports - no partners were on the Zoom meetings to report. Passed on reports.
- HUD-
- V. Balance of State Updates
 - DHS-
 - Collaborative Applicant - Chonda called on William and Autumn for an update. William Tollett stated documents for RFP have been submitted to all board members. We will need to vote to accept the RFP electronically.
 - Tollett stated RFP applications need to be submitted in detail. Tollett deferred to Autumn Johnson.
 - HMIS Lead - HMIS lead RFP has been sent out with minutes and agenda today. Sue asked about the dates for submission, etc. Autumn Johnson will update and re-submit to the ARBoS Board members. No further questions were provided.
 - Coordinated Entry - Autumn Johnson reported the class has been completed and will continue with coordinated entry meetings. In hope of starting CE soon.
 - NOFO - NOFO will be dropping within the next 30 days.
 - Update on Program Director for ARBoS - Sue Legal, OCYFS, stated they have interviewed a great candidate, Desiree Willmuth. She has a lot of experience with homelessness and has requested the Ex. Committee to schedule a second interview. Tollett asked if the OCYFS homeless director would be the contact for ARBoS. Sue Legal stated Desiree would be the point of contact for ARBoS issues. Also, all training for ARBoS re: HMIS would take place by WellSky. This training would take place annually and be a certificate of training provided to participants.
 - William Tollett, Vice President, ARBoS, directed the following questions to Sue Legal, OCYFS, Collaborative Applicant.

OCYFS Director of Homeless Services will be spending about 20% of their time on ARBoS needs and approx 20% of the budget would go to cover her time.

ARBoS HMIS staff member is awaiting an interview with Board Ex. Committee. This person will be spending about basically part-time. This person will be handling passwords, resets, HIC, PIT, etc.

ESG grant question was directed to Sue about when it might drop.

All training for HMIS will go through WellSky per Sue Legal with OCYFS.

Fall General Meeting Update –

With the transition of our ARBOS Director and the representative from United Ways of the Oucahitas, William Tollett asked for other participants to assist.

REPORTS

- Autumn Johnson reported about ADFA's request for HMIS sharing. This would be an abbreviated format. ADFA desires for everyone to use HMIS and is looking at ways to cover the cost for the agencies not receiving ESG grant. DV facilities may be excluded from this information request.
- Discharge Planning Workgroup has been tabled.
- Coordinated Entry Update – working with assessments, as well as, policies and procedures
- ARVAN – no report
- BBMNS – meeting held in June and discussed programming and funding.
- Delta Hills – cooling centers open and operational.
- Eastern Arkansas – met in July – Avery was added as new BOS voting member.
- Mississippi – need for affordable housing with unique situation with construction workers
- NEA – no report
- RHC – no report
- SWAP – short meeting in June; need an additional voting member
- Toad Suck – no report

XI. Adjourn – William Tollett made motion to adjourn.

X. Next meeting of BoS Board-August 8, 2024

ARKANSAS BALANCE OF STATE CONTINUUM OF CARE
Minutes August 8, 2024 – 11:00am
Zoom

- I. Welcome
- II. Election of Secretary – notice will be sent to the new secretary who will take over in the September Board meeting.
- III. Approval of June Minutes -quorum not present so we could not vote on adoption of minutes.
 - June
 - July
- IV. Partner Reports
 - HUD- no report provided
 - DHS- no report provided
- V. Balance of State Updates
 - Collaborative Applicant- ARBoS has one applicant for the CA RFP who was not an active member of our coalition. OCYFS will be writing the CA application for the NOFO.
 - HMIS Lead- OCYFS will be writing not be writing the HMIS lead grant for the NOFO.
 - Coordinated Entry – Josephine gave a report on CE. Meeting for CE have resumed.
- VI. Old Business
 - CA RFP – one applicant submitted but is not an active member of the ARBoS CoC.
 - HMIS Lead RFP - one applicant submitted but is not an active member of the ARBoS CoC.
 - Fall General Meeting Updates – in person meeting cancelled due to the present leadership preparing for transition. We will meet via ZOOM.
- VII. New Business
 - CoC Training for NOFO – Training will take place August 27 @ 11:00 and August 29 @ 2:00.
 - NOFO – Annual numbers are not yet available. NOFO applicants need to be completed on ESNAP. Do not submit. Make a PDF copy and email with the supplemental application to William Tollett, william.tollett@houseofhopeharrison.org
- VIII. Committee Reports
 - Steering Committee Update – no update
 - Coordinated Entry Workgroup – Meetings have resumed; CE Committee Meeting – August 19 @ 11:00.

IX. Coalition Reports

- ARVAHAN – no report
- BBMNS – LHC meeting was held in July 19 with discussion about services with our coalition and upcoming NOFO.
- Delta Hills – no report
- Eastern Arkansas – In their meeting they discussed what the LHC should look like as concerns services in their community.
- Mississippi – no report
- NEA – no report – they meeting once every 2 months.
- RHC - no report
- SWAP -Boyce reported they are attempting to reestablish meeting
- Toadsuck – no report

X. Next meeting of BoS Board

- September 12, 2024

XI. Members present: Shannon Howard (Toad Suck), William Tollett (BBMNS), Chonda Tapley (BBMNS), Rose Dawson (Second Chance), Cassie Johnson (BBMNS), Josephine Flowers (East Arkansas), Autumn Johnson, Sue Legal, Ethel Hutchinson, Boyce Mitchell (SWAP), Rose Dawson, Miracle White, Shawna Rodgers (Toad Suck), Shonshana Wells (Toad Suck), Jennifer Welter (Toad Suck), Debbie Crosby, Avery Collins (Toad Suck).

XII. Meeting Adjourned

Submitted by William Tollett, ARBoS Vice President, in absence of secretary.

ARKANSAS BALANCE OF STATE CONTINUUM OF CARE
Minutes September 12, 2024– 11:00am
Zoom

- I. Welcome – William Tollett, Vice Chair, led the meeting in the absence of Chonda Tapley, ARBoS Chair.
- II. Approval of Minutes – a majority members were not present and we could not approve the outstanding minutes.
 - June
 - July
 - August
- III. Partner Reports
 - HUD- not present in the ZOOM meeting; no report.
 - DHS – not present in the ZOOM meeting; no report. However, September 30 in the end of the 2023-24 ESG. All invoices need to be submitted ASAP since DHS is closing out the ESG and will not longer be managing the grant.
- IV. Balance of State Updates
 - Collaborative Applicant- deadline extended to October 15 since we only have one applicant and they are not within our CoC.
 - HMIS Lead - deadline extended to October 15 since we only have one applicant and they are not within our CoC.
 - Coordinated Entry - Josephine Flowers provides an update on the vulnerability assessment and scale assessment. Josephine mentions that training dates for the tool have been sent out. Josephine explains the purpose of the test run to ensure the tool is capturing all vulnerable individuals.

The vulnerability assessment tool is being tested, with training sessions scheduled for October 16, 23, and 30.
- V. Old Business
 - NOFO – William Tollett provided an update on the NOFO and mentions that the 2991 has been updated. Tollett requests that applications be submitted in E snaps and sent to the chair of the rank and review committee. He hopes to have seven participants submitting applications for the NOFO. He mentions that the general meeting will be held via Zoom due to current blocks
 - Fall General Meeting Updates - the general meeting will be held via Zoom due to current blocks
- VI. New Business
 - RFP Re-issued with corrections

VII. VIII. Committee Reports

- Steering Committee Update - As of now, the Steering Committee received one proposal for the HMIS Contract Holder for the state, which was Restore Hope. Restore Hope has been chosen as the Contract holder. The steering committee is currently working on a Memorandum of Agreement for Restore Hope to sign.

Also, each CoC will need to sign an authorization for this Memorandum of Agreement and will need to designate a person from our CoC to sign the authorization for this agreement. Please advise if you would like me to do this for our CoC under the Steering Committee.

Also agencies should be receiving an email soon from WellSky for training modules, be on the lookout for those.

It was stated that ADFA is working on trying to get everything together for ESG. Other than that no other updates on ESG.

- Coordinated Entry Workgroup - The vulnerability assessment tool is being tested, with training sessions scheduled for October 16, 23, and 30.

VIII. Coalition Reports

- ARVAHAN - Cody Shelton from the local Homeless Coalition reports that they are closing out ESG and waiting for the verdict on the fiscal year.
- BBMNS – Provided an update on NOFO and ESG grant.
- Delta Hills – slow progress and small participation
- Eastern Arkansas - Josephine Flowers reports on Eastern Arkansas, mentioning an upcoming election of officers and the addition of new members.
- Mississippi - Mississippi reports on local initiatives and the challenge of finding affordable housing due to industry expansion.
- NEA – no report
- RHC – no report
- SWAP – no report
- Toadsuck – no report

IX. Next meeting of BoS Board

- October 10, 2024

X. Adjourn

Submitted by William Tollett, Vice Chair in absence of Secretary.

ARBOS Minutes

October 11, 2024

William Tollett, Vice Chair, called the meeting to order in the absence of Chonda Tapley, our chair.

Statement from Arkansas Balance of State Continuum of Care Executive Committee:

We appreciate the feedback that everyone has sent to us regarding the current state of the Balance of State Continuum of Care in addition to the feedback regarding the time that it takes to make true change and that it is always not visible during that process.

During the 2022 NOFO process, the Balance of State Continuum of Care was awarded a total of \$472,813.00. The Continuum received a total of \$684,146.00 in 2023. That is an increase of 45%* in funding. The CoC NOFO process is not a typical grant process and increasing funding only occurs if the grant application proves the collective body is making progress and working toward achieving goals and objectives in preventing and ending homelessness while increasing housing stability and even more so, doing that for the most vulnerable. In 2023, applications presented to HUD for the NOFO process totaled \$669,866.00, so we received \$14,280.00 more than we even expected. This means that projects were either fully funded at the original request submitted by the CoC to HUD, or they were funded above that amount. This is not a common occurrence. The CoC collaborative application along with the project applications submitted proved the work being done along with the work that plans to be done since the 2023 grant fiscal year began on 10/1/2024.

We understand that there have been setbacks and lack of participation, but what agency does not experience this at times? The executive committee along with other members of the CoC are working tirelessly behind the scenes to lay the groundwork through coordinated entry, discharge planning, and ensuring an equitable and inclusive approach toward ending homelessness in our 46 county service area. However, that work cannot be done quickly nor can it be done by a few people. We also understand that each board member is acting in a volunteer role in addition to your service oriented full-time positions. We can't thank you enough for your dedication to the agency, but we also need to stress that work cannot be done without the quorum representation of our board. We have not been able to vote on items for several months due to lack of participation. It is the responsibility of the local homeless coalition to ensure that you have 2 representatives that are attending the Balance of State Continuum of Care meetings on your behalf and voicing their vote for those that you serve. The Board and LHCs can work together to discuss what this looks like moving forward not only so that each LHCs voice is represented and heard but also to keep work progressing forward for those that we serve. Committees cannot meet and do any productive activities if there is not participation. The Continuum also cannot force any community partners such as HUD, DHS, or ADFA to be in attendance. They are extended an invitation, but it is ultimately their decision to attend.

The Balance of State continues to keep moving forward and working toward providing a better tomorrow for the most vulnerable that we serve. However, the "Balance of State" is not just the executive committee or the voting board members. The Balance of State, seeing as they are not a 501(c)3, is a collective body of representatives made up of the Board, Collaborative Applicant, and LHC members. The Balance of State has zero funding itself (the continuum does NOT receive any of the CoC dollars directly), but rather is comprised of agencies that do receive various funding toward eradicating homelessness. The work must be done by everyone working together. We are committed to continuing this work, and we ask that if you are committed to step forward with us. However, if anyone does not feel like this is the appropriate group for them to be a member of, then we completely understand and will accept any resignation.

Action Items

- [] Reach out to local Homeless Coalition
- [] Send a calendar invite to the Balance of State CoC for the LHC's 2025 kickoff meeting.
- [] Follow up on the RFP extension and share the submitted applications with the Board.
- [] Decide on next steps regarding organizations that are not participating in the Balance of State CoC.

Funding Updates and NOFO Process

William Tollett provided an update on the NOFO process, noting a 45% increase in funding from 2022 to 2023.

The NOFO process is explained as performance-based, with funding increases based on progress towards goals.

In 2023, the total HUD allocation was \$669,866, with the continuum receiving \$14,280 more than expected.

Projects were either fully funded or received more than requested, indicating HUD's recognition of progress.

Challenges and Participation Issues

William acknowledges setbacks and lack of participation but emphasizes the need for continuous effort.

The Executive Committee and COC members have been working behind the scenes to ensure progress.

The importance of volunteer board members and their dual responsibilities is highlighted.

The need for participation in meetings to maintain productivity and avoid issues is stressed.

Coordinated Entry and Training

Coordinated Entry had a slow start but is now in a trial period to become operational.

William invites questions and expresses readiness to address them.

Rashad Woodsman, expresses concerns about the organization's direction and the need for clear plans.

Concerns and Suggestions for Improvement

Rashad emphasizes the need for a structured plan to resurface and reface the organization.

The importance of having a clear understanding of the organization's goals and plans is highlighted.

He offers to help and support the organization, stressing the need for hands-on involvement.

The need for better communication and representation at meetings is discussed.

Collaborative Applicant and Program Director Challenges

William discusses the challenges with the collaborative applicant and program director positions.

The lack of communication and engagement from the program director is noted.

The interdependence of the collaborative applicant in the process is emphasized.

William Tollett as income ARBoS Chair offers to attend local LHC meetings to provide updates and information.

Historical Context and Reflections

Josephine Flowers shares her reflections on the organization's progress and challenges.

The importance of appreciating past efforts and recognizing the organization's growth is highlighted.

The need for each participant to contribute to the organization's success is emphasized.

The challenges of balancing responsibilities and participation are acknowledged.

Coordinated Entry and Training Continued

William Tollett acknowledges the slow process of Coordinated Entry and the efforts of Josephine and Autumn.

The need for continued training and engagement from volunteers is stressed.

The importance of maintaining communication and engagement with participants is emphasized.

Approval of Previous Meeting Minutes

Speaker 1 requests approval of the minutes from previous meetings.

Josephine Flowers moves to accept the minutes, and a second is provided.

One member is noted as not in favor, but the motion passes.

The need for a representative from HUD or DHS to attend meetings is discussed.

ESG Grant and Resource Constraints

William discusses the challenges with the ESG grant and the lack of resources for shelter operations.

The need for timely communication and application processes from AFA and ADFA is emphasized.

Tollett expresses frustration with the lack of resources and the impact on shelter operations.

The importance of maintaining communication and support for small shelters is highlighted.

Final Remarks and Next Steps

William Tollett emphasizes the need for continued collaboration and support from all participants.

The importance of filling the secretary position and other vacancies is noted.

The need for clear communication and engagement from all stakeholders is stressed.

The meeting concludes with a focus on moving forward and addressing the challenges faced.

ARKANSAS BALANCE OF STATE CONTINUUM OF CARE
Minutes November 14, 2024 – 11:00 AM
Zoom

- I. Welcome
- II. Meeting called to order @ 11:06 am by Chonda Tapley Chair.
- III. Approval of Minutes: A motion was made by William Tollett to approve October Minutes and Shannon Haward seconded. Minutes were approved.
- IV. Partner Reports
 - ADFA – Susan Garner, gave an update on when the ESG Grant Application will be available. It will be in the next couple of months. Also working with HUD on the HMIS contract and payment.
 - HUD – No report provided
 - DHS – No report provided
- V. Balance of State Update
 - Collaborate Applicant - Sue Legal, the NOFO was submitted on time on October 30, 2024. All renewals plus one new.
 - Homeless Program Director – Loren Morphew, new hire.
 - Regional Coordinator - HMIS – Mark Smith. Will be working with Loren Morphew. Mark submitted the first for the LSA on Nov. 13th.
 - Coordinated Entry – Josphine Flowers giving the update. Training was done for the Vulnerability Tool. Reach out if you would like the training recording.
- VI. Old Business

- Board Leader Elections – In last meeting William Tollett discussed Chonda Tapley would step down as Chair to Vice Chair and William would be approved. Shannon Haward motioned and Boyce second it. Motion was approved for the 2025 yr.
- AR BoS Building Grant, NOFO – Sue Legal, has gotten 1 inquiry about the grant. It is due November 17.
- Voting Member Update – William Tollett sent out a survey. If you did not receive, please submit your email. William is asking to update voting members. Need to know who the voting members are or their replacements.

VII. New Business

- RFP Collaborator Applicant – William Tollett, there were 2 RFP that were submitted, one was not an engaged member of our BoS. OCWSF did resubmit and the Executive Committee awarded that RFP to the Balance of State. To go the record for our support for OCWSF. A motion was made by Boyce to adopt, and a second motion was made by Shannon Haward. Motion was passed.
- As new Chair – William Tollett discussed what his plan was after the first of the year. He plans to travel and try to meet with some of the LHS. He wants to better understand what they are doing across the state of Arkansas. He is looking forward in meeting with the Board Members. Try to facilitate better communication and be able to interact and dialogue better with OCWSF as our Collaborative Applicant representing the Balance of State.
- Pit Count – William Tollett is looking to OCWSF as or Collaborator Application. Sue Legal this year there will be a full pit count. That is shelter and non-sheltered. Date for the pit count will be January 23, 2025. Sue has received the contract for the using Counting Us app. Discussion was done on to either use paper or the Counting Us app. Budget was discussed on what add on to use. A budget was discussed of \$12,988.00. A motion was done by William Tollett to use the Counting Us app and a second motion was made by Boyce. Motion passed. Sue Legal could have training mid-January for all of it.

VIII. Committee Reports

- Steering Committee Updated - Autumn said that they have not had a meeting with a lot of people travelling. They do have a meeting today November 14th. Will give an update on the next meeting.
- Coordinated Entry Workgroup – Josephin Flowers would like the previous report to stand for Coordinated Entry. Per Chonda Tapley the previous report will stand.

IX. Coalition Reports

- ARVAHAN – No one
- BBMNS – Meeting will be tomorrow November 15th.
- Delta Hills – Autumn Johnson has done the Zoom Meeting for the last couple of months and has not had anyone participate. She is trying work on membership for them.
- Eastern Arkansas – Josephine said at their last meeting they have voted for the new leaders for the upcoming year. The new chair is Jennifer Johnson, and the second chair is Avery Collins. Josephine will retain the secretarial position. Voting members will be Jennifer Johnson and Avery Collins for the upcoming year.
- Mississippi – Lisa Willard did have a meeting last month. They are having an issue with affordable housing in their area. Autumn Johnson asked for her, William, Lorne, and Mark to be invited to their next meeting.
- NEA – Autumn stated that they meet every 2 months and did not have a meeting last month.
- RHC - Paul said that they have been meeting regularly. He said that they have 4 new transitional housing units going online next week. Autumn Johnson asked for her, William, Lorne, and Mark to be invited to their next meeting.
- SWAP – Loren Morpew stated that SWAP did not meet last month and will be meeting next Thursday November 21st.

- Toadsuck - Shannon Haward stated that she missed last month's meeting, but they will be having a meeting on November 19th

VIII. Other Coalition Updates

- Susan Garner stated that AFDA's mission is to provide affordable housing throughout the state of Arkansas. If you are in that situation reach out to AFDA and get a list of those units. These affordable units can not increase rents above HUD's limits.

X. Next Balance of State zoom Meeting

- December 12, 2024

XI. Meeting Adjourned

Submitted by Cassie Johnson, ARBoS Secretary.

ARKANSAS BALANCE OF STATE CONTINUUM OF CARE
Minutes December 19, 2024 – 11:00 AM
Zoom

- I. Welcome
- II. Meeting called to order @ 11:05 am by William Tollett - Vice Chair.
- III. Approval of Minutes: Minutes were not approved due to not having a quorum to vote on the minutes. The minutes will be carried forward to January Meeting.
- IV. Partner Reports
 - ADFA – No report provided
 - HUD – No report provided
 - DHS – No report provided
- V. Balance of State Update
 - Collaborate Applicant - Sue Legal, the NOFO was submitted on time on October 30, 2024. All renewals plus one new.
 - Homeless Program Director – No report provided
 - Coordinated Entry – Josphine Flowers giving the update. Autumn sent out an email about our testing phase for the Vulnerability assessment tool and if anyone want to be added to the training calendar invites. Email Autumn and she will get you added to that. I be happing to forward anything to Autumn. What we are doing, we are at the point where we could start testing our Vulnerability assessment tool. We really need participation from all over the state. Testing dates and a link will be:

January 6th 11:00-11:30am CT

January 8th 1:00 -1:30pm CT

January 10th 1:00-1:30pm CT

Zoom Link for all: <https://us06web.zoom.us/j/2467227754> ; Meeting ID: 246 722 7754

Testing Phase

Testing launch Date: January 13, 2025

Tentative Testing End Date: March 41. 2025 (subject to change based on responses).

VI. Old Business

- RFP Collaborator Applicant – William Tollett, there were 2 RFP that were submitted, one was not an engaged member of our BoS. OCWSF did resubmit and the Executive Committee awarded that RFP to the Balance of State. To go the record for our support for OCWSF. A motion was made by Boyce to adopt, and a second motion was made by Shannon Haward. Motion was passed.
- RFP Collaborator Applicant – William Tollett, there were 2 RFP that were submitted, one was not an engaged member of our BoS. OCWSF did resubmit and the Executive Committee awarded that RFP to the Balance of State. To go the record for our support for OCWSF. A motion was made by Boyce to adopt, and a second motion was made by Shannon Haward. Motion was passed.

VII. New Business

- Pit Count Mandatory Training – Loren Morphew, I just went through the Counting Us App training with Simtech just a couple of days ago. Still learning right now. I am looking at the second full week in January to really hone in on information and training for the pit count. I am going to make myself fully available January 13th through January 17th. I will be sending out emails and survey information. So, I can gather as much information about all the LHCS and what resources are available. The emails will be sent out the first full week of January and then we'll schedule the training the second full week of. In case there is bad weather on January 23rd, the pit count will be moved to January 27th.

VIII. Committee Reports

- Steering Committee Updated – Sue Legal said that she that they have cancelled all meeting for December.

IX. Coalition Reports

- ARVAHAN – No one
- BBMNS – William Tollett reporting due to Chonda Tapley not being present. Meeting was held. Pit count was discussed and addressed new leadership.
- Delta Hills – Loren Morpew, they did meet last month. Have 2 new representatives. One was the VA and could not remember the second one. They voted and approved a chairperson for Delta Hills. Her name is Kemmy Antoine.
- Eastern Arkansas – Josephine Flowers, just a FYI that voting members will change starting January 1st.
- Mississippi – No representative
- NEA – No representative
- RHC - No representative
- SWAP – Loren Morpew, meeting today
- Toadsuck -

VIII. Other Coalition Updates

- William Tollett wants to give an update to who is applying for the ESG Grant. If you need a document of support for Balance of State. Send those requests to him and he will get those out to who needs them.
- Sue Legal, I did remember what else she wanted to add. Each LHC needs to determine who is going to be the manager for you Counting Us app. That will be the person who will be able to see all the surveys for their area. Will be able to download all the data that is collected for your area and will be able to see everything that is going on that day. So, we need those names so that they can be put that into the command center, so that you have access.

X. Next Balance of State zoom Meeting

- January 9, 2025 @ 11:00 am

XI. Meeting Adjourned

Submitted by Cassie Johnson, ARBoS Secretary.