



## **BOARD AGENDA**

**SEPTEMBER 20<sup>th</sup>, 2023**

**Spokane Housing Authority  
25 West Nora Ave 99205**

**&**

**Virtual ([Click Here](#) for Teams Link)**

**3:00PM-5:00PM**

- 3:00-3:10: Roll Call of Board Members Present or Absent
- 3:10-3:15: Approval of Minutes from July 2023 Board Meeting
- 3:15-3:30: Updates from Sub Committee Chairs
- 3:30-3:45: Youth Coordinated Entry Update on Policies and Procedures (preparation for October 2023 Board Vote)
- 3:30-3:50: Update from Collaborative Applicant re Draft 2024 PIT Count Methodology and [Draft CoC Consolidated Plan](#)
- 3:50-3:55: CALL FOR VOTE ON DRAFT 2024 PIT METHODOLOGY
- 3:50-4:05: Board Discussion on Regional Authority Representative
- 4:05-4:15: Update from CMIS Committee (Adam Schooley and Matt Anderson)

### **NEW BUSINESS:**

- 4:20-4:30: Update on Equity Committee (Reese Holford, Chair)
- 4:40-4:45: Board Applicant Updates
- 4:45-5:00 Board Presence and CA Presence at Meetings



## WA 502 Spokane City-County Continuum of Care 2024 Annual PIT Count Plan/Methodology

### Summary

**Background:** Continuums of Care conduct an annual Point In Time (PIT) Count under HUD requirements to accurately assess and address homelessness in their communities. This mandated count serves several critical purposes:

1. **Resource Allocation:** The PIT Count provides essential data that helps HUD allocate funding and resources to address homelessness effectively. Accurate counts enable communities to secure the necessary funding for shelters, supportive services, and housing programs.
2. **Planning and Policy Development:** By conducting an annual count, Continuums of Care can track trends in homelessness and make informed decisions about program development and policy adjustments. This data helps shape strategies to prevent and end homelessness.
3. **Targeted Assistance:** The PIT Count identifies the number and characteristics of individuals experiencing homelessness on a single night, allowing communities to target assistance to specific populations, such as veterans, families, or individuals with mental health challenges.
4. **Evaluation of Progress:** Continuums of Care use the PIT Count data to measure the effectiveness of their homeless assistance programs and initiatives over time, ensuring that resources are being used efficiently to reduce homelessness.

The annual PIT Count is a crucial requirement to help Continuums of Care better understand and address homelessness, allocate resources effectively, and make informed decisions to ultimately reduce homelessness in their communities.

**2024 PIT Dates:** Sheltered Count: **Monday, January 22, 2024**  
Unsheltered Count: **Tuesday, January 23 - Saturday, January 27**

### **PIT Committee:**

Matt Anderson, EWU	Chris McKinney, Spokane County
Eric Robison, Spokane Valley	Bethiah Streeter, Spokane Public Library
Kay Olson, WSU	Shane Gronholz, Spokane Public Library
Sabrina Bukowski, CHAS	Kimberly Babb
Kathy Richards, American Indian Cultural Center	Dan Parker
Arielle Anderson, Spokane Housing Authority	Zoe Hjelm
Jennifer Wilcox, CoC Executive Secretary	Ted Colley
Rose Stark, VOA	Kimi Clifton
Samantha Hennessy, SRHD	Adam Schooley

**Methodology:** WA-502 CoC is conducting a complete census count meeting the six standards for sheltered and unsheltered required by HUD:

### Sheltered Count:

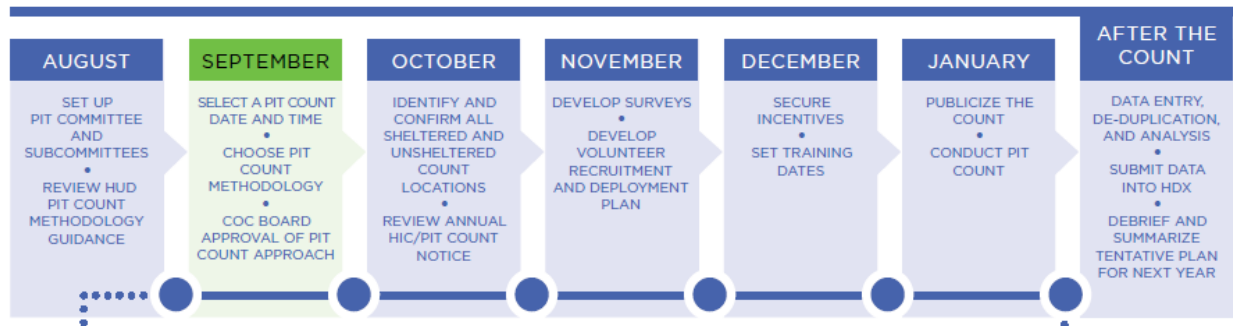
- **Standard No. 6:** CoCs must account for and report on all sheltered homeless people residing in the CoC through a census (complete coverage) or one or more sampling and extrapolation methods that are consistent with HUD standards and guidance.

- **Standard No. 7:** CoCs must be able to verify that the sheltered homeless people identified in the count are sheltered on the night designated for the count, as defined at 24 CFR 578.3 of the Homeless Definition Final Rule.
- **Standard No. 8:** CoCs should use client data already collected and entered in HMIS as the primary data source for the sheltered PIT count for emergency shelter, Safe Haven, and transitional housing projects that participate in HMIS.

**Unsheltered Count:**

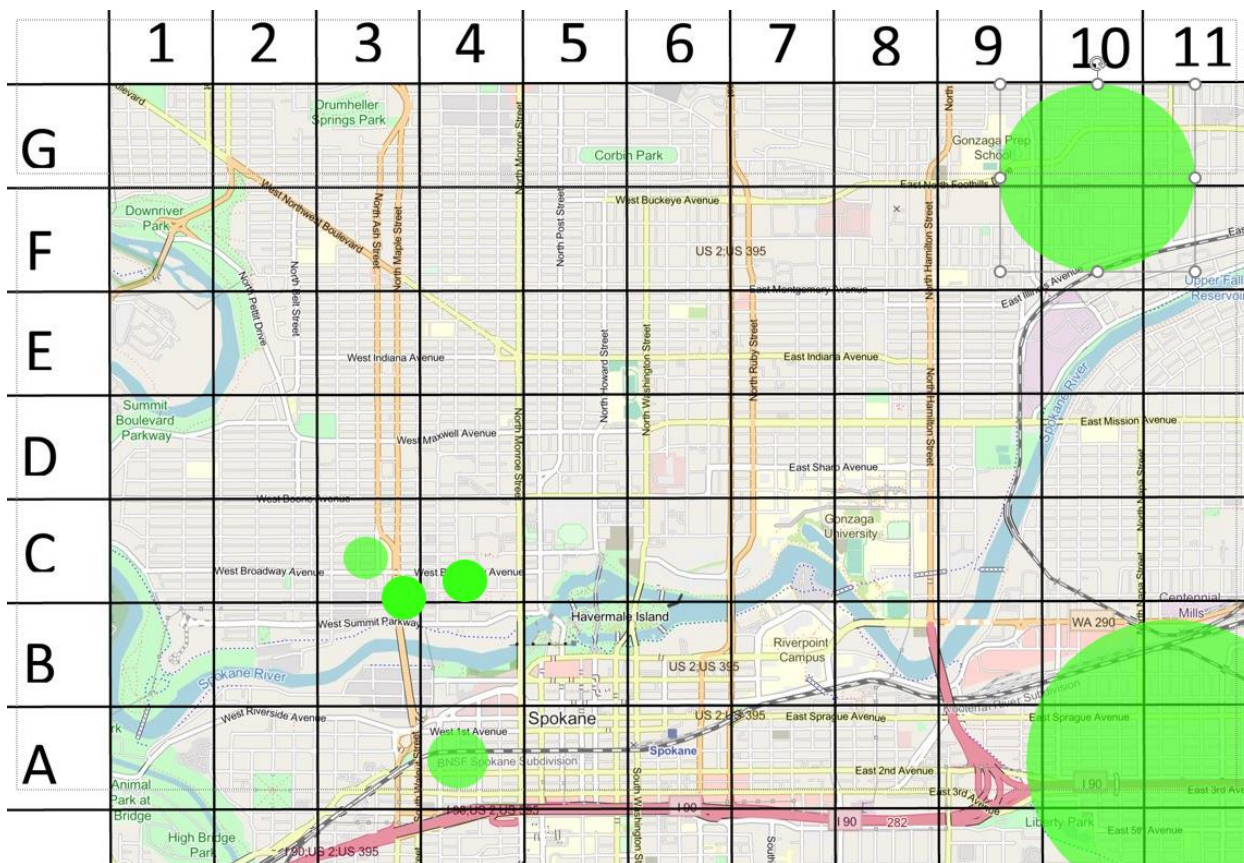
- **Standard No. 9:** CoCs must account for and report on all unsheltered homeless people residing in the CoC’s geography through a census (complete coverage) or one or more sampling and extrapolation methods that are consistent with HUD standards and guidance.
- **Standard No. 10:** CoCs may exclude geographic areas where the CoC has determined that there are no unsheltered homeless people, including areas that are uninhabitable (e.g., deserts). CoCs must document the criteria and decision-making process used to identify and exclude specific geographic areas.
- **Standard No. 11:** CoCs must be able to verify that the unsheltered homeless people identified in the count are unsheltered on the night designated for the count, as defined at 24 CFR 578.3 of the Homeless Definition Final Rule.

**Timeline:**



**Unsheltered Count Strategies:**

- **Street Outreach:** Teams of volunteer, street outreach teams from service providers, and other experienced PIT volunteers will go out Tuesday, January 23 through Saturday, January 27, from 9:00am – 5:00pm to cover known locations where people experiencing homelessness are known to congregate or sleep overnight.
  - Known locations within the City of Spokane are identified by CoS Code Enforcement and word of mouth.
  - Teams will also address areas of the county, which will include, at a minimum, City of Spokane Valley, Airway Heights, Cheney, Deer Park, Liberty Lake, Medical Lake, Millwood, and areas of Spokane County recommended by the HCD Advisory Committee to cover 100% of the CoC’s geographic region.
  - The PIT Committee will coordinate with provider street outreach teams for their location preferences and to connect them with incentives.



- **Service-Based Count:** Volunteer teams and local agencies who serve people experiencing homelessness will conduct the Housing Survey at their worksites for up to seven (5) days following the Night of the Count, from Tuesday, January 23 through Saturday, January 27. Volunteers will also be assigned to assist at some sites such as libraries, hot meal sites, food pantries and bus stations during this same time frame to survey individuals/families who are experiencing homelessness.
- **Youth Count:** The PIT Committee is developing a youth-specific survey and plan to hold three events with youth serving organizations led by VOA.
- **Survey App:** CHHS is moving away from the County Us App and setting up ARCGIS with the City's GIS (Geographic Information System) department.
- **Survey:** Questions on the survey determine if the individual is experiencing homelessness (including chronically homelessness) or is at risk of becoming homeless; ask for identifiers to prevent duplicate counts; and request information to indicate veteran status, family composition, and disabling conditions. PIT 2023 survey questions are attached.
- **Incentives:** The committee is collecting donations for street outreach, non-cmis participating shelters and service events.
  - Food packs, hygiene packs, bus passes, hats, gloves, socks, handwarmers, foot warmers, backpacks, etc.
- **Volunteer Recruitment:** WSU College of Nursing, EWU, American Indian Culture Center, and Whitworth University are partnering with us for the week of the PIT and serving on the planning committee. After the PIT plan is approved by the CoC board of directors, communications will be sent to everyone who participated in 2023 as well as participating service providers.

- **Volunteer Training:** Volunteer training is required for the 2024 PIT Count. The committee is currently planning one live virtual training and will make the recording available for those who cannot attend. Training materials cover how to conduct the Housing Surveys, how to approach people and safety measures (particularly for the Street Count). A Volunteer Agreement must be signed to ensure volunteers are aware of confidentiality expectations and liability.

### **Sheltered Count**

- **Approach:** City of Spokane’s Community Management Information System (CMIS) will provide data for the sheltered count including emergency shelters, Safe Havens, and transitional housing projects.
- Volunteer Teams will be deployed to non-CMIS participating shelters on Monday, January 22 to assist shelter staff with conducting surveys.

### **After the Count**

- **Data Entry, De-Duplication, Extrapolation, and Analysis**
  - **De-Duplication Techniques:** CMIS software is programmed to eliminate duplication by comparison of multiple data points (first name, middle initial, last name, social security number, project entry date, date of birth, etc.), CMIS staff also conduct manual checks of result sets to ensure accuracy. Information obtained from organizations not participating in CMIS is examined using the same criteria, ensuring that each individual only appears once in the final PIT count.
- **Submit Data to HUD**
  - March 2024
- **Internal and Community Presentation**
  - CHHS Staff will present to the CoC board first. The PIT Committee is currently working with CoS Council Staff on the best location to invite Council members.
- **Debrief and summarize tentative plan for the next year.**

The methodology was developed with input from the WA-502 Spokane City/County Continuum of Care (CoC) PIT Count Committee in compliance with:

- U.S. Department of Housing and Urban Development (HUD): Notice CPD-22-12: 2022 HIC and PIT Data Collection for CoC and ESG Programs  
[https://www.hud.gov/sites/dfiles/CPD/documents/2022\\_HIC\\_and\\_PIT\\_Data\\_Collection\\_Notice.pdf](https://www.hud.gov/sites/dfiles/CPD/documents/2022_HIC_and_PIT_Data_Collection_Notice.pdf)
- HUD’s PIT Count Methodology Guide 2014 (latest version) <https://files.hudexchange.info/resources/documents/PIT-Count-Methodology-Guide.pdf>.



# Unsheltered Point in Time

## Survey Questions

Last updated 12/19/2022

1. Have you already been interviewed today for the Point in Time Count?  Yes  No (If Yes --- STOP)

2. Where are you sleeping on the night of the Count? (If option in bold is selected, continue with the survey)

<input type="checkbox"/> Abandoned building	<input type="checkbox"/> Under bridge/ overpass	<input type="checkbox"/> Jail
<input type="checkbox"/> Bus/ Train station	<input type="checkbox"/> Vehicle/ Boat / RV	<input type="checkbox"/> Motel/Hotel paid for w/ own \$
<input type="checkbox"/> Motel/Hotel paid for by agency	<input type="checkbox"/> Emergency shelter	<input type="checkbox"/> Transitional housing
<input type="checkbox"/> <b>Outdoor encampment</b>	<input type="checkbox"/> House or apt – rent/own	<input type="checkbox"/> Treatment program
<input type="checkbox"/> Park	<input type="checkbox"/> Hospital	<input type="checkbox"/> w/ friend or family (couch surfing)
<input type="checkbox"/> Street or Sidewalk	<input type="checkbox"/> In a place being evicted from	<input type="checkbox"/> Other: _____

3. What is your name?

- a. First Name (or Initial): \_\_\_\_\_ Last Name (or Initial): \_\_\_\_\_  Person Refused
- b. If hesitant, ask "What are your initials?" \_\_\_\_\_

4. What is your gender? (select all that apply)

Male  Female  A gender other than singularly female or male (e.g., non-binary, genderfluid, agender, culturally specific gender)  Transgender  Questioning  Don't Know  Refused

5. What is your date of birth? (mm/dd/yyyy) \_\_\_/\_\_\_/\_\_\_\_  Person doesn't know  Person Refused

If refused to answer date of birth, ask "How old are you?" \_\_\_\_\_

If refused to answer age, "What age range do you fall into?"

<Under age 18  18-24  25-34  35-44  45-54  55-64  65+

6. What is your race? (select all that apply)

American Indian, Alaska native, or Indigenous (Specify Tribe (optional): \_\_\_\_\_)  Asian or Asian American  Black, African American, or African  Native Hawaiian or Pacific Islander  White  Other: \_\_\_\_\_  Person doesn't know  Person Refused

7. Are you Hispanic/Latin(a)(o)(x)?  Yes  No  Person Doesn't Know  Person refused

8. Is this the first time you have been homeless?  Yes  No  Person Doesn't Know  Person refused

9. How long have you been homeless **this time**? (Only include time in shelters and/or streets)

0 to 3 months  4 to 6 months  7 to 11 months  1 to 2 years  2 to 3 years  3 years or more

10. How many months did you stay in shelters or on the streets over the **past 3 years**?

0 to 3 months  4 to 6 months  7 to 11 months  1 to 2 years  2 to 3 years  3 years or more

11. How many separate times have you stayed in shelters or on the streets in the past 3 years?

Fewer than 4 times  4 or more times  Person doesn't know  Refused



DISABLING CONDITIONS

- 12. **Do you have a Substance Use Disorder?**  No  Alcohol use disorder  Drug use disorder  Both Alcohol and Drug use disorders  Person Doesn't Know  Person Refused  
**If yes, is this a long-term disability that impairs your ability to hold a job or live independently?**  
 Yes  No  Person Doesn't Know  Person refused
- 13. **Do you have a Chronic Health Condition?**  Yes  No  Person Doesn't Know  Person refused  
**If yes, is this a long-term disability that impairs your ability to hold a job or live independently?**  
 Yes  No  Person Doesn't Know  Person refused
- 14. **Do you have a Mental Health Disorder?**  Yes  No  Person Doesn't Know  Person refused  
**If yes, is this a long-term disability that impairs your ability to hold a job or live independently?**  
 Yes  No  Person Doesn't Know  Person refused
- 15. **Do you have a Physical Disability?**  Yes  No  Person Doesn't Know  Person refused  
**If yes, is this a long-term disability that impairs your ability to hold a job or live independently?**  
 Yes  No  Person Doesn't Know  Person refused
- 16. **Do you have a Developmental Disability?**  Yes  No  Person Doesn't Know  Person refused  
**If yes, is this a long-term disability that impairs your ability to hold a job or live independently?**  
 Yes  No  Person Doesn't Know  Person refused
- 17. **Do you receive disability benefits?**  
 Yes  No  Person Doesn't Know  Person refused
- 18. **Do you have AIDS or an HIV related illness?**  Yes  No  Person Doesn't Know  Person refused
- 19. **Are you experiencing homelessness because you are fleeing domestic violence, dating violence, sexual assault, or stalking?**  Yes  No  Person Doesn't Know  Person refused
- 20. **Are you a veteran?** ( Have you served in the US military OR been called into a duty as a member of the National Guard or as a Reservist?):  Yes  No  Person Doesn't Know  Person refused

Planning Questions

21. **What are the primary reasons for why you became homeless?**  Lack of affordable housing  COVID  Mental health problem  Eviction  Physical disability  Substance use  Healthcare costs  Domestic violence  Unemployment  Access to transportation  Lack of family/support network  Other \_\_\_\_\_

21.1 If reason for homelessness is eviction:

**Was your eviction in Spokane County?**

**Did your eviction go to court?** Yes or No

**Was your eviction more than a year ago?** Yes or No

22. **Did you live in Spokane County before you became homeless?** Yes  No  If no, where did you come from?



## Unsheltered Point in Time Survey Questions

Last updated 12/19/2022

If no, specify city and state: \_\_\_\_\_

If yes, select the neighborhood you lived in:

- |                             |                        |   |
|-----------------------------|------------------------|---|
| North Hill__                | Peaceful Valley__      | Lincoln Heights__                         |
| Nevada Heights__            | Browne's Addition__    | City of Spokane Valley__                  |
| Audubon/Downriver__         | West Central / Kendall | Airway Heights__                          |
| Whitman__                   | Yards__                | Millwood__                                |
| Hillyard__                  | West Hills__           | Cheney__                                  |
| North Indian Trail__        | Emerson/Garfield__     | Deer Park__                               |
| Five Mile Prairie__         | Logan__                | Liberty Lake__                            |
| Shiloh Hills__              | Bemiss__               | Medical Lake__                            |
| Balboa-South Indian Trail__ | Minnehaha__            | Spangle__                                 |
| Northwest__                 | Manito-Cannon Hill__   | Spokane County, but outside<br>the City__ |
| Chief Garry Park__          | Rockwood__             |   |
| East Central__              | Comstock__             |   |
| Riverside__                 | Southgate__            |   |

### Point of Origin Questions

**23. How long have you been in Spokane?** 1-3 years, 3-6 years, 6-9 years, 10+years

### Customer Service Questions

- 24. What services do you need most, check all that apply?** Behavioral Health, Drug or Alcohol Treatment, Housing, Employment Training, Job search assistance, Transportation, Health care, Family Reunification Services, Other \_\_\_\_\_
- 25. What keeps you from using one of the regional shelters, check all that apply?** (depending on sheltered status)? Safety, Privacy, Fear of Violence or Abuse, Anxiety, Entry time, Hours of operation, Alcohol or drug dependency, Rules, non-traditional family unit, pets, Other \_\_\_\_\_
- 26. What is missing from the current system?** Bed space, day space, transportation, drug or alcohol treatment, behavioral health, permanent housing, health care, family reunification services, employment training services, job search, Other \_\_\_\_\_



# Continuum of Care Board

July 26, 2023

Meeting Minutes

Meeting called to order at **3:02 PM**.

## **Attendance/Introductions**

- **Board Members Present:** Arielle Anderson, Marilee Roloff, Arne Woodard, Samantha Hennessy, Melissa Morrison, Jennifer Wilcox, Shannon Boniface, Matthew Anderson, George Dahl, Chris Dorcheus, Robert Lippman, Pink, Daniel Klemme, Jen Morris, Aaron Riley, Jennifer Cerecedes, Audrie Meraki
- **Staff Present:** Ted Colley, Kimi Clifton, Kimberly Babb, Dan Parker, Adam Schooley, Kim McCollim
- **Guests Present:** Suzanne Phillips, Nicolette Ocheltree, Jasmine Bower, Eric Robison, David Sackmann, Flor Castaneda, Heather Wallace, Duaa-Rahemaah, Heather Eddy, Finn, Dale Breise, LaKedia Davis

\*\*The Attendance roster listed above may not capture all the individuals that attended virtually if they joined the meeting after it had started due to the limitations of the virtually meeting platform\*\*

## **Approval of the June Board Minutes:**

**MOTION** by Arne Woodard, seconded by Jennifer Wilcox, **to approve the June minutes; unanimously approved.**

## **Approval of the Agenda:**

**MOTION** by Arne Woodard, seconded by Shannon Boniface, **to approve the July Agenda; unanimously approved.**

## **Public Comment:**

None.

## **Spokane Housing Authority Update:**

Arielle Anderson provided an update on increasing the amount of providers for the voucher program – decisions will be released on Monday. That will make approximately 50 vouchers a month being put into the community by providers. In November Arielle would like the Family Self-Sufficiency Coordinator to go over the FSS program. Moving to Work will be starting in October and Arielle is able to go more into detail on that at a later meeting.

## **Board Applications:**

Gabriel Minchow needed to reschedule in July and is set to be interviewed August 16th. Other positions: search is on-going for Philanthropy, Family, Supportive Services, Health Care, and K-12 representatives.

## **Collaborative Applicant and Committee Updates:**

CA NOFO Updates: Kimberly Babb provided an update on the information that HUD has released regarding the NOFO and the timeline she has created based on the information she has thus far. Discussion followed.

**MOTION** by Arne Woodard, seconded by Arielle Anderson, **to add a special meeting in September and move the regularly scheduled meeting in September as decided by a Doodle Poll that will be sent out by Kimberly Babb, approved unanimously.**

CA/PIT Committee: Kimberly Babb provided an update stating that the planning is on track and there will be official dates, survey questions, etc. ready for the Board in September.

CA Staffing: Jenn Cerecedes provided an update on staffing, introducing Adam Schooley and announcing the start date for another program professional. She also provided updates on new positions being added to the department.

CA General Updates: Jenn Cerecedes provided an update for the NOFA for TRAC for operator and services together with technical assistance workshops happening next week. Jenn also updated on waiting for a written determination from HUD regarding the HUD HOME vs CoC guidance. For now, the contracts are remaining as-is until a determination has been made. For a YHDP update Jenn mentioned that she and Zoe Hjelm have been going to the providers for each project type and reviewing how to get more participants, build out the project, spend the money they have, etc.

CA/CMIS Committee: Matthew Anderson provided an update regarding the Notre Dame Project. The data sharing agreements and system capacity are the biggest factors currently. The Notre Dame team will be at the next CMIS meeting to discuss things further. Dan Parker provided an update on the data standards update.

Youth: Mostly updated during Jenn's CA updates, but LaKedia Davis included there are policies and procedures being developed for the Youth Coordinated Entry system.

CA/List of Recommendations to Sub-Committees for 2025 Five-Year Review: Kimberly Babb basically reminded everyone of the workbook that is used for developing the five-year plan so they can go in and review it if they wish before October.

CA/Open Public Meetings Act: Kimi Clifton asked for this to be deferred to October or November as there wouldn't be enough time to go over it at this meeting.

## **Sub-Committee Updates:**

Veterans: Jennifer Wilcox provided an update on the housing goal which was to get 361 veterans to be housed this year and as of May they have 167 housed. The primary care team will be starting September 2<sup>nd</sup> at 504 E Second Ave. The monthly benefits reps will also be at that location to help.

Families: Heather Eddy provided an update – SHA starting their FSS program and Family Promise also looking to open that project as well. Family Promise is also about to open a new location in Spokane Valley.

Singles: David Sackmann provided an update on the discussion of case conferencing which has been the primary focus for the last couple of months. Eric Robison then mentioned the Built for Zero position as United Way can't hire for that position until they get into compliance with a contract they have with Kaiser Permanente. So, discussion about where that position might be held. There is also money set aside for data analysis. Should both positions be moved to the city where there is direct access to CMIS? It is possible to move them to the city according to Community Solutions.

Youth and Young Adult: No Update

Youth Advisory Board: Pink provided an update on the ACI work with Spokane Regional Health District on a survey for 20–24-year-olds who return to homelessness after being housed. They also provided an update on street outreach at Youth Homelessness Connect and Talk in the Park as well as other places. There has also been some training done including the trauma informed course, equity training, and testimony training. They are looking to create a feedback loop between YAB and CoC.

Diversion: Jasmine Bower provided an update on the train-the-trainer session and following training for providers on diversion. Funding for Centralized Diversion Fund is currently gone (for the same reason as Built for Zero). Aaron Riley spoke about United Way getting funding back for CDF – they need to reveal the governance structure for Built for Zero and then they should be able to get funding back.

Racial Equity Committee: None

Coordinated Entry/Workgroup: Shannon Boniface provided an update on the proposal that Focus Solutions provided for bringing in a consultant look at the current assessment and prioritization process and build a tool for us to move away from the SPDAT and the discussion on creating our own without a consultant. She also mentioned a desire by the workgroup to not be so siloed. Some discussion followed.

PDA Recommendations: Robert Lippman provided an update on the 8 recommendations they developed for the proposed PDA. George Dahl also provided an update what the County Commissioners have been talking about regarding needing clarification and some of the questions that have yet to be answered. Arne Woodard added that Spokane Valley is currently not on board with the currently proposed PDA at this time and that Spokane Valley is taking HHAA funds back from the County to work on their own projects but that doesn't mean they wouldn't join the PDA if some key clarifications were made. Some discussion followed.

County Staff: George updated on the county position that opened when Adam Schooley left the county to work for the city.

**MOTION** by Arne Woodard, seconded by Arielle Anderson, to adjourn the meeting; approved unanimously.

**Meeting Adjourned at 4:25 PM.**

The next COC Board Meeting is scheduled for **August 23, 2023 from 3:00-5:00 pm.**