



## BOARD AGENDA

December 27, 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
- 3:10-3:15: Approval of November 2023 Minutes & Current Agenda
- 3:15-3:30: County and City of Spokane Valley Updates
- 3:30-3:40: Executive Committee Update
- 3:40-4:00: City of Spokane Overview of HHOS RFP/Funding Recs (Keri Cederquist)
- 4:00-4:20: Update from Collaborative Applicant
  - PIT Update/Homeless Connect
  - VOA Consolidated Grant Request
  - System Improvement Plan Update
  - CA Budget (included in packet)
  - CMIS Update (Matthew Anderson and Adam Schooley)
- 4:20-4:30: ACI Update and By Name List for YYA (Youth and Young Adult)
- 4:30-4:50: Sub Committee/Workgroup Updates
- 4:50-5:00: Nominations Committee for CoC Officers 2024 January **VOTE**

## CMIS Committee

December 13, 2023

### Meeting Minutes

#### Homelessness Demographics – Matthew Anderson, Dan Parker

A question of demographics came up at last month's meeting and Dan showed people where to find the demographics we are currently tracking in the CMIS webpage. More demographics could be requested when CMIS is fully staffed again.

#### Project Setup/Cleanup/Data Quality - Adam, Ted, Zoe

Adam expressed the need to get the new data standards that HUD requires up and running as soon as possible. Some of the changes are in progress already. Ted and Zoe expressed the need to improve data quality. The committee will come up with benchmarks for the data quality and utilization rate. There should never be long-term utilization over 100% as happened in 2017. Some of the changes were brought up and discussion followed with providers being concerned with how staff can enter data among all of their other duties, if it can happen on the backend or if it can happen within the software.

#### ACI Data – Alex Jordan

Alex provided some info on ACI and YYA data and system errors. A report was custom made by Daniel Ramos before he left the city. Now Alex is having problems pulling the reports again. Dan Parker said that due to staffing and federal reports that it won't be able to be fixed until January.

# Continuum of Care Board

November 22, 2023

Meeting Minutes

Meeting called to order at **3:03 PM**.

## Attendance/Introductions

- **Board Members Present:** Robert Lippman, Arielle Anderson, Shannon Boniface, Gage Spicer, George, Dahl, Judge Logan, Audrie Meraki, Eric Larson, Christopher Dorcheus, Mark Michaelis, Daniel Klemme, Pink, Marilee Roloff, Reese McMullin, Samantha Hennessey, Lucy Lipinski, Matt Anderson
- **Staff Present:** Kimberly Babb, Kimi Clifton, Zoe Hjelm, Kimberly McCollim, Ted Colley
- **Guests Present:** Nicolette Ocheltree, 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 Board Minutes:

**MOTION** by Marilee Roloff, seconded by Shannon Boniface, **to approve the September and October minutes; unanimously approved.**

## Approval of the Agenda:

**MOTION** by Marilee Roloff, seconded by Shannon Boniface, **to approve the Agenda; unanimously approved.**

## Discussion and Action Items:

### Approval of Scott Ferguson to the Board:

**MOTION** by Marilee Roloff, seconded by Matt Anderson, **to approve Scott Ferguson to the Philanthropic position of the Board; unanimously approved.**

County Update: George Dahl provided an update on the County Stakeholder meetings.

Collaborative Applicant Update: Kimberly Babb provided an update on the Governance Charter updates being proposed such as positions/recruitment, election and terms, some committee descriptions, etc. She also reviewed some of the budget but said that she needs to update that section again based on feedback and will have it ready at the next meeting.

Point-In-Time Count: Kimberly Babb provided a brief update on how PIT planning is going and the new survey system being ready for testing soon. More collaboration is happening with County this year. She also asked for information if anyone knows if providers, churches, anyone is planning to do breakfasts or lunch for the homeless during PIT dates so they can make sure to have surveys there.

Policies and Procedures: Kimberly Babb then reviewed the need to update Policies and Procedures and gave some direction on how other CoCs do this.

Data Quality: Kimberly Babb provided some information on our data quality and basic plan to get better data. There will be more discussion on this at the next CMIS Committee meeting. The focus of CMIS in 2024 is going to be improving data quality with trainings. Discussion followed.

Regional Collaborative Update: Shannon Boniface provided an update on what the governance structure might look like based on the information Shannon has currently. Some discussion followed.

Equity Workgroup Update: Reese McMullin provided an update on the workgroup including growing the group, trainings, stipends, and updates for the governance charter.

Youth and Youn Adults: Gage Spicer provided a brief update on the youth coordinated entry launching on 12/1.

Youth Action Board: Flor Castenada provided a brief update on the search for a new host for YAB. Some discussion followed.

Announcements: Robert offered to be the contact for questions, comments, concerns, or information regarding the Regional Collaborative.

**MOTION** by Matt Anderson, seconded by Shannon Boniface, **to adjourn the meeting; unanimously approved.**

**Meeting Adjourned at 4:40 PM.**

The next COC Board Meeting is scheduled for **December 27, 2023 from 3:00-5:00 pm.**

CoC Budgeted Cost Breakdown by Expense Source

	Percent of Time on Program	2023 Budget Salary	Benefits estimated at 33%	Total Salary / Ben	2023 Indirect Rate	Total Cost for percent on program	Total Cost for Staff Member
<b>CoC STAFF</b>					0.8444		
Program Specialist	50%	\$ 62,000.00	\$ 20,460.00	\$ 82,460.00	\$ 69,629.22	\$ 76,044.61	\$ 76,044.61
Program Professional	95%	\$ 78,000.00	\$ 25,740.00	\$ 103,740.00	\$ 87,598.06	\$ 181,771.15	\$ 181,771.15
Program Manager	15%	\$ 80,000.00	\$ 26,400.00	\$ 106,400.00	\$ 89,844.16	\$ 29,436.62	\$ 29,436.62
----- Manager est. Salary 80K							\$ 287,252.39
(This is budget, actual hired staff could be more)							
	Percent of Time on Program	2022 Budget Salary	2022 Budgeted Benefit	Total Salary / Ben	2023 Indirect Cost	Total Cost for percent on program	Total Cost for Staff Member
<b>HMIS STAFF</b>					0.8444		
Business Sys. Analyst II	80%	\$88,000.00	\$29,040.00	\$117,040.00	\$98,828.58	\$172,694.86	\$172,694.86
Business Sys. Analyst II	80%	\$88,000.00	\$29,040.00	\$117,040.00	\$98,828.58	\$172,694.86	\$172,694.86
Sr. Business Systems Analyst (This is budget, actual hired staff	80%	\$100,000.00	\$33,000.00	\$133,000.00	\$112,305.20	\$196,244.16	\$196,244.16
							\$541,633.88
<b>SOFTWARE</b>							
Eccovia (Annual)							\$168,433.04
Simtech (Annual)							\$0.00
@Work Solutions, Inc.							\$0.00
							\$168,433.04
<b>PIT COUNT</b>							
Supplies, incentives etc							\$2,500.00
Bus Passes							\$5,000.00
Volt Consultant (Amira)							\$0.00
							\$7,500.00
<b>UFA APPLICATION COSTS</b>							
KH Consulting							\$0.00
Applied Insight LLC							\$0.00
							\$0.00
<b>OTHER - MISC.</b>							
CoC Retreat Costs							\$3,000.00
Board's budget from Planning Grant							\$18,508.00
							\$21,508.00
<b>ESTIMATED TOTAL COST FOR CoC PROGRAM</b>							\$ 1,026,327.31
***** This is not an exact amount of costs, as Staff members could make more or less. There is also the possibility that Staff work more or less on a project than the estimated percent of time based upon actual need							
I would say this is a conservative estimate of what it would cost an agency to run this program if they do currently everything the City does for the project.							
<b>FUNDING RECEIVED FOR PRORAM FROM HUD</b>							
City Admin (est. 50% of total)							\$175,990.00
CoC Planning Costs							\$123,386.00
UFA Planning Costs							\$123,386.00
HMIS Cost							\$179,516.00
Total Dollars to support CoC from HUD							\$602,278.00
<b>COST OVERAGE</b>							(\$424,049.31)
***** Now \$379,479.27 of this cost is from Indirect Costs. So you could remove this, and not have a shortfall. However, all this indirect is not charged here as there is not enough funding, and no agency would.							
		(\$424,049.31)	\$ 379,479.27	(\$44,570.04)	Excess if no Administration taken by agency		
***** However, removing all of this would not be wise in calculations, as there is always overhead costs to an agency beyond direct staff. \$395,219.29 of a \$4,000,000 is only 9.9%, and nearly every agency is going to take 10% or more in admin costs							
Indirect Cost collected above based upon percentage of time worked		\$	379,479.27				
**** Last item to note is that the HUD requires a match of 25% on CoC awards, so there is a match requirement that is required on \$4,359,643, or an additional \$1,089,910.75.							

CoC Budgeted Cost Breakdown by Expense Source

	Total Cost if no Indirect Cost Taken	*** Indirects are only charged on staff Salary / Benefits and no other costs of the award, such as subrecipient contracts or other costs.			
<b>CoC STAFF</b>					
Program Specialist	\$41,230.00	Indirect costs cover City Overhead, Accountants, Director, Clerical, etc.			
Program Professional	\$98,553.00	(Department wide costs - Financial Management Software, Grants Software, Purchasing, Facilities, Utilities, Internet, etc.)			
Program Manager	\$15,960.00	*** Indirect rate is calculated by a Consultant hired by the City Finance Department each year for allowable costs to 2 CFR 200			
----- Manager est. Salary 80K	\$155,743.00	*** Estimated time working on project came from the staff members working on the project.			
(This is budget, actual hired staff could be mc					
		*** Indirects are only charged on staff Salary / Benefits and no other costs of the award, such as subrecipient contracts or other costs.			
<b>HMIS STAFF</b>					
Business Sys. Analyst II	\$93,632.00	Indirect costs cover City Overhead, Accountants, Director, Clerical, etc.			
Business Sys. Analyst II	\$93,632.00	(Department wide costs - Financial Management Software, Grants Software, Purchasing, Facilities, Utilities, Internet, etc.)			
Sr. Business Systems Analyst (This is budget, ;	\$106,400.00	*** Indirect rate is calculated by a Consultant hired by the City Finance Department each year for allowable costs to 2 CFR 200			
	\$293,664.00	*** Estimated all CMIS staff at 80%, this could be more as CMIS is really fully for CoC Requirements			
<b>SOFTWARE</b>					
Eccovia (Annual)	\$168,433.04	Cost for December 2023 to November 2024, per new contract			
Simtech (Annual)	\$0.00	This software was determined not to be used in 2023, was used for PIT Count every year Prior.			
@Work Solutions, Inc.	\$0.00	This service was removed for assistance in 2023. The service use Is used by Eccovia now.			
	\$168,433.04				
<b>PIT COUNT</b>					
Supplies, incentives etc	\$2,500.00	This is just a small estimate. Varies upon Year			
Bus Passes	\$5,000.00	Use to be \$10,000. \$5,000 is an estimate for 2023 and beyond			
Volt Consultant (Amira)	\$0.00	Consultant no longer used for PIT count, was used in years of no staff.			
	\$7,500.00				
<b>UFA APPLICATION COSTS</b>					
KH Consulting	\$0.00	Consultants have not been used, was used in times of low staff			
Applied Insight LLC	\$0.00	Consultants have not been used, was used in times of low staff			
	\$0.00				
<b>OTHER - MISC.</b>					
CoC Retreat Costs	\$3,000.00	Estimated based upon prior year costs			
Board's budget from Planning Grant	\$18,508.00	This is the current allocation to the board from the planning grant			
	\$21,508.00				
<b>ESTIMATED TOTAL COST FOR CoC PROGRAM</b>	\$646,848.04				
***** This is not an exact amount of costs, a \$	379,479.27				
		<b>CoC Program Year 2022 Award</b>			
<b>FUNDING RECEIVED FOR PRORAM FROM HUD</b>			\$3,581,375.00	Contracts	
City Admin (est. 50% of total)			\$351,980.00	Admin (50% subs, 50% City)	
CoC Planning Costs			\$123,386.00		
UFA Planning Costs			\$123,386.00		
HMIS Cost			\$179,516.00		
Total Dollars to support CoC from HUD			\$4,359,643.00		
<b>COST OVERAGE</b>		<b>Match Required</b>		25%	
			\$895,343.75		
***** Now \$379,479.27 of this cost is from			\$87,995.00		
			\$30,846.50		
***** However, removing all of this would			\$30,846.50		
			\$44,879.00		
			\$1,089,910.75		
Indirect Cost collected above based upon per					
**** Last item to note is that the HUD requi					

## CMIS demographic data

Anderson, Matthew <manderson22@ewu.edu>

Wed 11/29/2023 8:36 AM

To: Reese McMullin <reese@BetterHealthTogether.org>

Cc: Parker, Dan <dparker@spokanecity.org>; Schooley, Adam <aschooley@spokanecity.org>

Hi Reese!

FYI, I passed along your query to the CMIS team RE: the latest demographic data. For now, you can see the latest figures here: <https://static.spokanecity.org/documents/chhs/cmisis/dashboards/2023-q3-dashboard.pdf>, available on the website (<https://my.spokanecity.org/chhs/cmisis/reports/>). The 2023 PIT figures are also there as well: <https://static.spokanecity.org/documents/chhs/hmis/reports/2023-point-in-time-pit-summary.pdf>. I'm pretty sure (and am willing to bet) that the Native American community has the most disproportionate unhoused rate (as a percent of the total Native American population in the county).

Best wishes,

Matt

**Matthew B. Anderson, PhD | Professor**

Director, Urban and Regional Planning  
Department of Political Science and Public Policy  
College of Arts, Humanities, and Social Sciences  
Eastern Washington University  
452 Catalyst Bldg. • 601 E Riverside Av.  
Spokane, WA 99202  
[manderson22@ewu.edu](mailto:manderson22@ewu.edu)

## Spokane Continuum of Care Sub Committee Monthly Report November 2023

**Name of Subcommittee:** Diversion

**Name & Role of Person Submitting Report:** Jasmine Bower, Committee Chair

**Subcommittee's Scope of Work:** Increasing Diversion model within the homeless services

**If Subcommittee did not meet please check here:**  **Reason for not meeting:**

**Date & Location of Meeting(s) Held:** Microsoft Teams meeting Nov 1st, 2023

**In Attendance:**

1. Jasmine Bower, SHA, Committee Chair
2. Emma Noland- SNAP
3. Kevin Gavalis- Catholic Charities
4. Jen Morris- Spokane County Resource Center, CoC board member
5. Alex Jordan- VOA
6. Kim Babb-City of Spokane
7. Melissa Morrison- Better Health Together
8. Jennifer Wilcox, CoC member

**Absent:**

1. Chandler Dean-YWCA
2. Jonelle Stone- Goodwill
3. Connie Nelson- SNAP

We have also invited additional partners to the table:

**Please submit this report via e-mail to the COC Secretary by the last day of each month. The COC Secretary's e-mail is: Arielle Anderson, [aanderson@spokanehousing.org](mailto:aanderson@spokanehousing.org), Shannon Boniface, [shannonboniface@cceasternwa.org](mailto:shannonboniface@cceasternwa.org)**



## Spokane Continuum of Care Sub Committee Monthly Report November 2023

**Representation:** *(What populations, organizations, etc. were represented during your meeting(s)? If you have a formal sign-in sheet, please provide a copy.)*

- **City**
- HMIS
- **Spokane Housing Authority**
- **Service providers: shelters and transitional housing**
- DV specialists
- Spokane Public Schools
- **Coordinated Entry/Diversion**
- **Family Specialists**

**Review of Meeting(s):** *(Please provide a brief overview of the meeting(s) including if goals were identified and if they were or weren't met. Please include your formal agenda if one was produced.)*

- **\*\*See attached agenda (below) & Meeting minutes.**

**Outcome of Meeting(s):** *(Was information shared? Were educational/training opportunities provided? Were goals set? Is follow up needed? Etc.)*

**Project Updates:** **See minutes.**

## CoC Sub Committee Meeting: September 6th, 2023

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**Name of Sub-Committee:** Diversion

**Name & Role of Person Submitting Report:** Jasmine Bower, Committee Chair

Please submit this report via e-mail to the COC Secretary by the last day of each month. The COC Secretary's e-mail is: Arielle Anderson, [aanderson@spokanehousing.org](mailto:aanderson@spokanehousing.org), Shannon Boniface, [shannonboniface@cceasternwa.org](mailto:shannonboniface@cceasternwa.org)

## Spokane Continuum of Care Sub Committee Monthly Report November 2023

*Those in attendance: Jasmine Bower, Spokane Housing Authority, Jen Morris-RCSC, Kevin Gavalis- CCEW, Emma Noland- SNAP, Kim Babb-City of Spokane, Jennifer Wilcox-CoC board member, Melissa Morrison- Better Health Together,*

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1. Meeting started.	11: 05am	
2. Agency updates and introductions	11:05-11:15	<p>Opened the floor to agency updates.            Alex Jordan at VOA updated about Youth Diversion and funding they have.            Melissa Morrison- Free equity training for using gender affirming identities.            Kim Babb updated about PIT count and City/United Way updates.</p>
3. Diversion training	11:15-11:20	<p>Update on Diversion training. 12 signed up so far. Jasmine will resend sign up link again and reminders.</p>
4. Opened floor for any discussions	11:15-11:30	<p>Kevin brought forward a new Diversion funding opportunity that agencies can apply for from Washington DOC.</p> <p>Kim updated that the KP Washington grant (Singles CDF) had a 2-year funding limit so it will not be renewed. United Way is close to posting Built for Zero Coordinator position. Avista grants opening soon for new requests which was part of the previous CDF funding.</p>
5. Meeting Adjourned	11:32	<p>Meeting was adjourned until Dec 6<sup>th</sup>.</p>

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# Spokane Continuum of Care Sub Committee Report November 2023

**Name of Subcommittee: Equity Workgroup**

**Name & Role of Person Submitting Report: Reese McMullin, Co-chair.**

**Subcommittee's Scope of Work: Members of disproportionately impacted groups experiencing homelessness**

**If Subcommittee did not meet please check here:  Reason for not meeting:**

**Date & Location of Meeting(s) Held: 11/14/23, 4pm - virtual meeting**

**In attendance:**

- Alex Gibilisco, City Counsel
- Chris Harbert, Family Promise
- Dennis Swennumson, SRHD
- Duaa Rahemaah Hunter, RAP
- Heather Wallace, BHT
- Jennifer Wilcox, City
- Kurtis Robinson, NAACP
- Melissa Morrison, BHT
- Reese McMullin BHT
- Stephanie SiJohn, AICC

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## Equities Workgroup Meeting Notes

- **New attendees:**
  - Stephanie SiJohn

Please submit this report via e-mail to the COC Secretary by the last day of each month. The COC Secretary's e-mail is: Jennifer Wilcox, [jcode.wilcox@gmail.com](mailto:jcode.wilcox@gmail.com)

## Spokane Continuum of Care Sub Committee Report November 2023

- Alex Gibilsco
- Kurtis Robinson

- **Update on Work Group Name and Focus**

Previous Language:

### 6.3.2.d. Racial Equity

Engaging in research, data analysis, community engagement, and understanding related to equity in the region, including providing ongoing input and monitoring of racial equity within our homeless crisis response system and designing a racial equity strategy implemented across the CoC and the broader homeless crisis response system. This includes garnering buy-in and support across systems, partners, and stakeholders to address critical gaps and needs to address equity. This work group may be expanded to encompass all equity needs as determined by the CoC.

Updated Language:

### 6.3.2.d. ~~Racial~~Equity **Workgroup**

Engaging in research, data analysis, community engagement, and understanding related to equity in the region, including providing ongoing input and monitoring of racial equity **and other impacted groups** within our homeless crisis response system and designing an ~~racial~~ equity strategy that is implemented across the CoC and the broader homeless crisis response system. This includes garnering buy-in and support across systems, partners, **people with lived-experience**, and stakeholders to address critical gaps and needs to address equity.

- **November 22<sup>nd</sup> the new by-law language will be discussed and adopted/voted on.**
- **Updates on budget**
  - Current allocation request \$1,000 for stipends and \$1200 for trainings
  - Request an additional \$1000 for \$1200 for trainings.
- **Updates on trainings**
  - We will gather potential trainers and reach out AdHoc for trainings.

**Please submit this report via e-mail to the COC Secretary by the last day of each month. The COC Secretary's e-mail is: Jennifer Wilcox, [jcode.wilcox@gmail.com](mailto:jcode.wilcox@gmail.com)**

## Spokane Continuum of Care Sub Committee Report November 2023

- **Potential Trainings:**
- How Building a Pro-Black Organization Liberates Us All - [www.redsearoadconsulting.com](http://www.redsearoadconsulting.com)
- Equity 101 – Better Health Together
- Gender Marker Training – Spectrum
- <https://pisab.org/undoing-racism-community-organizing-workshop/>
- <https://rhieinnon.com/about/>
  
- **Updates on outreach**
- Spectrum- Reese sent an email
- NAACP – Present
- AICC – Present
- Carl Maxey Center – No updates
- Hispanic Business Professional Association (Nuestras Raíces) – No Updates
- Native Project – No Updates
- Peer Spokane – Dennis reached out
- PICA – No updates
- SERA – No updates
- Latinos en Spokane – Expressed interest
- MIA – No updates
- Spokane Vet Center – Jennifer W is reaching out and specifically the 2SLGBTQIA group
- Filipino Americans Northwest – No updates
- Thrive – No updates
- Lived Experience Matters Group – No updates
- Spokane Alliance – No Updates
- Alex Gibilsco – Present
- INDeX – No updates
- Manzanita House – No updates
- SCAR – No Updates
- AHANA – No Updates

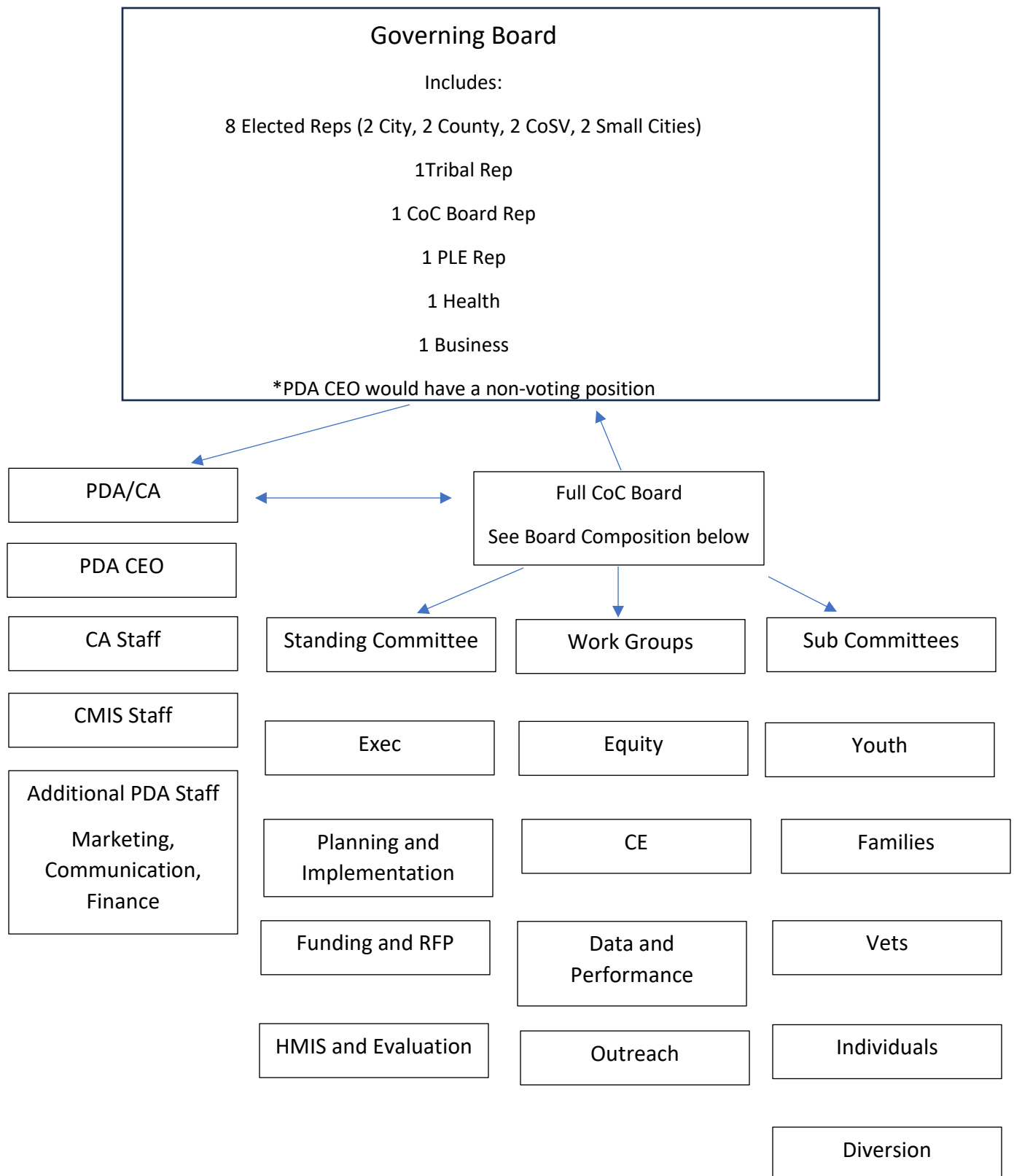
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## Spokane Continuum of Care Sub Committee Report November 2023

- Global Neighborhood – No Updates
- HJRA – Reese will reach out this month.
  
- **2024 Homeless Connect planning starting – reach out to Reese for connection to the planning group**
  
- **Updated demographics Data from CMIS**
  - Jennifer W will ask at CMIS workgroup meeting
  - Chris can share for Rapid Re-Housing

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# Spokane County Regional Homelessness Collaborative



Full CoC Board

4 PLE reps

3 Service Providers

1 City of Spokane

1 CoSV

1 Spokane County

1 Law and Justice

1 Behavioral Health/CD

1 SRHD

1 Workforce Development

1 Child Welfare

1 SHA

1 Vets

1 Health Care

1 Business

1 Private LL

1 K-12

1 Higher Ed

1 Homeless Coalition Designee

1 Philanthropy

2 @Large



## Spokane Continuum of Care Sub Committee Monthly Report June 2023

**Name of Subcommittee:** Singles

**Name & Role of Person Submitting Report:** Eric Robison, Co-chair

**Subcommittee's Scope of Work:** Singles Homeless Population

**If Subcommittee did not meet please check here:**  Reason for not meeting:

**Date & Location of Meeting(s) Held:** 11/20/23 - virtual meeting

**In Attendance:** See Notes

**Absent:** NA

We have also invited additional partners to the table:

Empire Health, and Schools all invited as well, but did not attend this meeting.

**Representation:** *(What populations, organizations, etc. were represented during your meeting(s)? If you have a formal sign-in sheet please provide a copy.)*

- City
- HMIS
- Spokane Housing Authority
- Service providers: shelters and transitional housing
- DV specialists
- Spokane Public Schools
- Coordinated Entry/Diversion
- Family Specialists

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## Spokane Continuum of Care Sub Committee Monthly Report June 2023

**Review of Meeting(s):** *(Please provide a brief overview of the meeting(s) including if goals were identified and if they were or weren't met. Please include your formal agenda if one was produced.)*

- **See agenda/notes (below)**

**Outcome of Meeting(s):** *(Was information shared? Were educational/training opportunities provided? Were goals set? Is follow up needed? Etc.)*

**Project Updates:** **See notes (below).**

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### Singles Sub-Committee Meeting Agenda & Notes (11/20/23)

#### Introductions/program updates

- Eric Robison, City of Spokane Valley – New Council members coming in, which will mean change of CoSV's rep on CoC and County's HCDAC boards. Engaging in regional authority discussions.
- David Sackmann, CCEW -
- Dale Briese, community member, advocate – Looking at new funding/system for HIV outreach, prevention, services
- Gerriann Armstrong, TWO (TSA) - Increase in applicants/interviews for program, but still some capacity available because people constantly moving on to Transitional Housing - usually can get people in in a couple days. Hiring bell ringers for Kettle season (an opportunity that works for some of the clients at The Way Out).
- Angela Amos, Transitions (Womens Hearth) - Preparing for big Holiday events = busy! Training a third Case manager (yeah!). Will be opening more hours on Fridays soon because new grant funding. If anyone has leads on where to get a donation of 200 new backpacks, please let Angela know! (needed for holiday gift give-away).
- Steven Cutter, UW - (see update on BFZ below)
- Flor Castaneda, UW – Anchor Community Initiative (ACI) - Still looking for a host organization to sponsor the Youth Advisory Board (YAB) for the next year. YAB comes with funding for a Youth Coordinator position, and participant stipends. New Youth-specific Coordinated Entry system launch date beginning of December!! Then will begin working with focus groups to improve questions. Ability for partners to make referrals to this system will be forthcoming. Working on House for the Holidays initiative right now.
- Brandon Martin, VOA housing – Just had groundbreaking ceremony for Crosswalk 2.0!! And community ribbon-cutting for Young Adult Shelter. Working on better understanding costs of PSH housing, and what it means for VOA moving forward.

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## Spokane Continuum of Care Sub Committee Monthly Report June 2023

- Anessa Boyer, HCA, FCS – Accepting interest forms for Fidelity Reviews now – probably the last year they can guarantee incentives to do a Fidelity Review. Fidelity Review and FCS trainings coming up.
- Tammy Meyers, SRHD, Homeless Outreach – SRHD working with STA for free fairs for emergency warming/cooling emergencies. Passanger needs to let the driver know they are going to an emergency warming/cooling center. Received grant to do ID events around the community – reach out to Tammy if you are interested in having an event with SRHD and DOL to get people IDs, or if you just need help getting core documents for a client. ([tmeyers@srhd.org](mailto:tmeyers@srhd.org))
- Arielle Anderson, SHA – Working closely with major PSH providers under purview of SHA waitlist to find better ways to centralize referral requests, such as individual properties no longer need to make their own requests for new names, but a central point of contact for providers is responsible for the referral names and getting those names out quickly to open units. Are asking for documentation about chronic homeless status before names are sent to properties – going well so far. SHA no longer administers the subsidy portion of HOPWA.
- Amy Johnson, SNAP, Coordinated Entry – Trying to keep up with increased traffic and short staffed. CAT all just training/onboarded with CE (!) More orgs being onboarded all the time. Some eviction prevention funding coming down the line, but don't know details yet.
- Melissa Morrison, BHT – Funding opportunities for Trueblood and SUD – will share with group. Re-entry simulation in February – looking for participants who are interested in what re-entry is like for people coming out of institutions.
- Sabrina StClair, CHAS, Street Outreach – Preparing for homeless memorial, which will take place at Deny Murphy, Thursday Dec 21st, 11am. So please send names to Sabrina of people who have passed away in last year.
- Chandler Dean, YWCA – Will have some additional DV Prevention funding, but don't know the details yet.
- Darren White, HOC – 3 beds available last night

### NEW BUSINESS

- Singles Committee updates
  - Canceling December meeting (12/18)
  - New day/time for Singles meeting starting in January (will be in Teams): 3<sup>rd</sup> Thursday at 2pm – January 18<sup>th</sup> at 2pm – remote meeting
  - 3-year term for Dave and Eric coming to an end soon (woo-hoo!) – two new folks will need to step up to take on the co-chair roles:)
- Built For Zero update - Steven Cutter (United Way)
  - New coach with Community Solutions coming online to support Spokane – hope to have new coach at next meeting to give presentation to the group.
  - Have been meeting with CoS to wrap up a new MOU – sent to CS to review
  - Updated job posting for when it goes live

**Please submit this report via e-mail to the COC Secretary by the last day of each month. The COC Secretary's e-mail is: Arielle Anderson, [aanderson@spokanehousing.org](mailto:aanderson@spokanehousing.org), Shannon Boniface, [shannonboniface@cceasternwa.org](mailto:shannonboniface@cceasternwa.org)**

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- Would be housed at UW, but will have a desk at the City 2 days/week to make sure integrated with CoC's CMIS team
  - Updated Work Plan/scope of work for next year, communicating with KP about this
  - Updated budget, including stipends
  - Meeting with funder (Kaiser Permanente) tomorrow to discuss the MOU
- TRAC shelter RFP – update
  - Current contract is through Dec 31
  - RFP review committee recommended new contract be with JHH
  - Money now identified in CoS budget, BUT
    - TSA filed a grievance about the recommendation to award the contract to JHH, but no grievance process is spelled out, so it has just sat there for the last couple months or so
    - And now that it is so close to the end of current contract, feeling is there is not enough time to execute a contract with new provider before 12/31/23 - so a 4-month extension for current provider is proposed
  - Eric has emailed CHHS and CHHS Advisory Board Chair with following:
    - Who will be providing services – is this detailed in recommended proposal?
    - What was TSA contesting in their TRAC operator RFP grievance letter?
- Regional Authority – update (Dale)
  - Consideration of board makeup going on: # electeds vs # community positions, etc.
  - Discussing how it would align with the CoC and the sub-committee structure, which is an improvement from when the CoC was an after-thought.
  - Meetings on a break right now because of the holidays
- CoC 5-Year Plan, Policies & Procedures revision – update (Arielle)
  - Retreat in January will be a time to take a look at what sub-committees will be doing to help in this process
- 2024 Homeless Connect and PIT planning both in full swing
  - **Homeless Connect: Thursday 1/25 at Convention Center**

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- David Stone with Spo Valley Partners is Volunteer Coordinator for the event again: [homelessconnectspokane@gmail.com](mailto:homelessconnectspokane@gmail.com)
- **PIT: Monday 1/22 sheltered count only, Tuesday 1/23 - Friday 1/26 unsheltered count**
- Kimberly Babb with CoS is organizing the PIT again. Register to volunteer here: [City of Spokane: 2024 Point In Time Count \(signupgenius.com\)](https://signupgenius.com)
- New data visualizations from 2023 count now on CoS' website: [PIT 2023 Dashboards \(spokanecity.org\)](https://spokanecity.org)
  
- Outreach-focused regional Case Conferencing meeting
  - Next meeting is Monday 11/20, 3-5pm at the Spokane Resource Center
  - Finding some success in getting hard cases housed.
  - Bring in education component for outreach workers

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Creating Equity Through  
**AFFIRMING  
GENDER  
IDENTITIES**

Learn to recognize & adopt behaviors that make environments more welcoming and affirming to LGBTQ+ individuals.

**November 3**  
11 am to 1 pm

**Hillyard Library  
Event Room**  
4110 N Cook St.  
Spokane, WA 99207

**Free lunch provided!**  
CLE credits pending approval by WSBA

**Learn More & Register**  
Scan the QR code or visit:  
[tinyurl.com/yzuc246v](https://tinyurl.com/yzuc246v)



Please submit to  
[aanderson@spokanecc.org](mailto:aanderson@spokanecc.org)

For more information, contact Arielle Anderson,  
Director of Community Engagement, at  
aanderson@spokanecc.org or 509.325.2222

Pre-Meeting Notes:

- No longer utilizing google meets, COC youth subcommittee meetings will now be transferred from good meets to teams under CHHS email for consistency, today's meeting will be under Adams email.
- Gage to forward the teams invite and will cancel all google calendar invites to allow transition from google.

**Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

Meeting ID: 246 041 280 680

Passcode: FvVo4P

[Download Teams](#) | [Join on the web](#)

- Gage and Rose are the chairs of this subcommittee – Rose is out on leave until the first of the year.
- LaKedia, Gage, Pink and Flor got together to create today's agenda.

**-Attendees:**

- LaKedia Davis [VOA YAS Program Manager, interim Youth Subcommittee co-chair]
- Gage Spicer [Youth Subcommittee chair]
- Arielle Anderson [Director of Housing Assistance Programs SHA, Co-Chair COC]
- Bridget Cannon [SVP of shelter services, VOA]
- Alexi Castilla [DCYF Junior Homeless Specialist]
- Zoe Hjelm [program specialist CHHS]
- Mabel Elsom [Missing and Exploited Youth Liaison for Ewa]
- Elvis Montiel [VOA YAS Diversion Case Manager & HPDF Fiscal Admin]
- Heather Wallace [Senior Program Manager of Equity and Engagement, BHT]
- Jennifer Giammona [VOA, YAS Supervisor]
- Jolie' Knight [Founder, MHA Speak out Speak up, Host Homes Program]
- Melissa Morrison [BHT, HST Program Manager]
- Adam Schooley [Program Manager, CHSS]
- Monica Larson [MHA Speak out Speak up, Host Homes Case Manager]
- Flor Castaneda [ACI coordinator, United Way]

**-C.E. Policies and procedures**

- Lakedia Davis: Coordinated entry policies and procedures were voted on and approved at the last COC meeting. Working on a date to go live, hopefully by next month and will be able to enroll YYA into the new CE system.

**-Active referrals moving forward**

- LaKedia Davis: As of now, Snap and Catholic Charities will be going down their own lists - within the next 90 days both agencies will work down these lists and collaborate with VOA so when they begin pulling, they will start off with those lists as well as the new enrollments. Referrals are being placed and pulled; people are getting housed.
- Jolie' Knight: Will that also include the host homes getting referrals through that process?

- Lakedia Davis: the host homes project will be getting pulled from the YYA coordinated entry system.
- Arielle Anderson: can we confirm the date for the official rollout for YYA CE?
  - LaKedia Davis: Potentially the beginning of December. Training should begin next week, that will provide some time to start playing around with it and collaborate with both Snap and Catholic Charities to make sure their lists are still being worked through.
- Bridget Cannon: is there a process for young folks that are still showing up at Snap or contacting Snap or Catholic Charities – are they going to refer over to YAS or will they continue to function as a satellite site.
  - It was discussed to go down their lists for 90 days and going down the list, and moving forward all the YYA will be coming through the YYA CE
  - As far as satellites for YYA CE, it was talked about getting MHA Speak up Speak out, Family Promise, Alex House, Crosswalk since majority of the youth go since it is the only youth teen shelter, getting all agencies on board and potentially trained with the assessment to provide services to the young people coming through those doors.
- Arielle Anderson: Follow up on that to make sure SNAP front line staff is aware of the possible changes – in terms of the walk-in hours for SNAP and Crosswalk. Its kind of the opposite of what is happening now that VOA is empowered to get these strategies down, and so we make sure that we are not ping ponging people back and forth and the communication is put out to organizations but particularly SNAP since they are lost of folks that walk in.
- Zoe Hjelm: These projects are listed in the city of Spokane website, there is a COC portion, and there is information about coordinated entry and how to access that information as well as a list of all the places someone can go to, satellite sites, walk in hours and how to access
  - [Spokane Regional Continuum of Care - City of Spokane, Washington \(spokanecity.org\)](https://www.spokanecity.org/Regional-Continuum-of-Care)

### **-Housed for the holidays**

- Last year AWHWA assisted with hosting “housed by the holidays”, what impact it had for the community and the YYA.
- LaKedia Davis: Last year there was a big push by the ACI – is this something we are interested in doing again. We have been having a lot of young people getting housed though diversion and with the new RRH and TH a lot of people will be getting housed. Does the community want to strive for this?
- Bridget Cannon: Flor is there a way to get the numbers from last year, rather than compete with the state compete with what we did last year, create a little competition and maybe an incentive. Not necessarily win an award aside from the fact that we know we are housing more young people.
  - Flor Castaneda to reach out to AWHWA and see if they have those numbers and have them potentially by the next core meeting. AWHWA does not have the capacity to help host this event as they are still in the inflection and planning period.
    - [Housed by the Holidays | Tableau Public](https://public.tableau.com/app/viz/Housed-by-the-Holidays)



- Lakedia Davis: we housed about 32 young people last year in just one month, we can do it. Focus as a community and come together to get more young people housed.
- Jolie Knight: We can get together as a community and raise our own bar by housing more young people.

### **-AWHWA Data clean-up**

- FC: Alex and FC have been working on and understanding the complexity of the data behind the dashboard. The active number of YYA experiencing homelessness is 390. The last conversation we had with the AWHWA data coach was that there might be some duplicates, so doing our due diligence and having conversations with agencies about data clean up and are vigilant on dual enrollments and making sure we are having the exit interviews and know where the YYA are going. The data is not updated due to not receiving new data from the city since June, we have access to January to June, now we need June to present. Alex has already developed a relationship with Dan in the city and we are on our way to understanding those numbers.
  - the resource hub password is yestoyes2022 [Spokane Data — ACI Resource Hub \(awayhomewa.org\)](#)
  - [Spokane May 2022 Yes to Yes Plan - Google Sheets](#)
- Adam Schooley: we are just trying to make sure we are pulling good data out at this point with the data standards clean up and some of the errors running into, we have been reaching out individually to service providers. There should be an update shortly, Adam to touch base with Dan to see if there's additional information to present to the group.
- Zoe Hjelm: Which projects are being utilized to gather the data, since there isn't an ACI or AWHWA specific project.
  - LaKedia Davis: it is an unrestricted data that we are trying to pull, before it was pulling too much data – Daniel Ramos was able to fix this because it was giving us way too much information over 100 points, where we only need about 30 points. We don't know where that tool is, but now we are back to pulling the 100 points. Tammy Myers at AWHWA may have reached out to Dan Parker to get the information that we need so we can have up to date data. Dan has all the information at hand that we need to be able to pull. The data that we have was able to match with the data tool that was utilized by AWHWA.
  - Zoe Hjelm: which report is it?
  - LD: a CMIS v6 report of some sort that is unrestricted – so we can send that info to AWHWA so they can receive it via tableau so we can be up to date on the dashboard.
  - Zoe Hjelm: if were pulling project specific data for YYA projects the data is not correct at this time, want to be specific if we need to focus on certain projects to get that clean data and what reports are being used to get this data so we can make sure its as accurate as possible. Will reach out to Dan: What is the name of the report and what do we do to fix it? Dan has the list of the 32 points that we need for the dashboard.

### **-HPDF/YDIP training coming up**

- LaKedia Davis: Two-day training on flexible funds to utilize towards housing our YYA via Diversion
  - [A Way Home WA Diversion Projects Certification Training \(YDIP and HPDF\) Tickets, Tue, Dec 5, 2023 at 10:00 AM | Eventbrite](#)
- Gage: Do we know where we are with these funds?
  - Bridget Cannon: We still have plenty of money to get us through the end of June.

### **-ACI youth and young adult survey**

- Pink couldn't make it today to talk about this.
- FC: Melissa and BHT have been taking the lead on this survey
- Melissa Morrison: The survey should hopefully be ready to go out next week, budgeting for about 200 gift cards, as soon as the link is ready to go live it will be sent out to everyone to push out to every network working with YYA.
  - Gage Spicer: what type of gift card?
    - Melissa Morrison: there will be a choice between virtual or physical gift cards.
  - Lakedia Davis: is this the health survey that they are doing.
    - Melissa Morrison: This survey is the one being done through YHDP dollars to understand people's experience in the system.
  - Gage Spicer: On the back end, will BHT put together a report to share with the YHDP programs.
    - Melissa Morrison: Yes, it is being done with SRHD, it went through the IRB process, the SRHD will be analyzing the data and putting together a report at their data system.

### **-Upcoming holiday events**

- FC: United Way worked with The Fig Tree to create a list of resources for folks to access as needed.
  - [2023 Holiday Resources | Spokane County United Way \(unitedwayspokane.org\)](#)
- LaKedia Davis: Crosswalk has their thanksgiving luncheon and cup of cool water potentially hosts something like this as well. We were thinking about putting something out for the young people to access in the community.

### **-community updates**

- Homeless Youth Connect [18-24 years old] every Wednesday from 12:30pm-2:30pm: Contact Monica Larson at MHA Speakout Speakup. Working on a flyer
- Jolie' Knight: Created an art group at the hive December 1<sup>st</sup> 2pm-4pm, limited seating, anyone can attend.

### **-Closing**

- Bridget Cannon: Crosswalk groundbreaking and YAS grand opening, LaKedia did a great job with her speech. Expecting 15 people and had over 50 people show up. VOA will be moving out of downtown and transitioning into crosswalk 2.0 new building, potentially next month.

Admin and the shelter will all be moving to the new building, there will be a second floor that will have a 16-20 shelter license, but it will be a TH model, who are engaged in education and or employment activity and they will have their own bedroom, almost like dorm rooms with communal spaces and it wont be a *come and go shelter* as there are expectations and accountability that comes with it. It was driven by the realization from state and nationally that a lot of young people under the age of 18 especially 16 and 17 year olds are not going into foster care, they can't go home and they cant sign a lease, so it doesn't give them very good options of where they will be living and growing up in a night by night shelter is not the best scenario for them and so that was the motivations for the second floor. 18 bedrooms total, single, their own room and closet.

- Arielle Anderson: Update on SHA continues to see an uptick in FUP referrals coming from DCYF and other pipelines. New legislation has since passed that has opened up pipelines, want to make clear that there is no requirement that somebody must go through coordinated entry through HFCA In order to obtain a FUP referral, this can be done directly through the case managers at DCYF, one less thing that families and young people have to do. EHV is done, ended September 30<sup>th</sup> – except for those folks that are out on the street that are looking for housing, they're still good and the vouchers will be honored. Referral voucher partner programs are going well, a couple of agencies have reached out asking for an increase in vouchers, definitely not going to happen right now because of the software conversion. Maybe at the first of the year, quarter one SHA will potentially look into increasing vouchers for organizations.
- Gage Spicer: How is the Host Homes Program going?
  - Jolie' Knight: it's doing amazing, will be pulling some data to present at one of the meetings. Just enrolled in the fourth individual as of yesterday. Working on getting additional homes and adults. Have some scheduled for the month of November, those are potential screenings that will most likely qualify. Creating community connections and getting the word out

Meeting adjourned: 3:45pm

Next Meeting: December 14 at 3:00pm