Minutes

Committee: Membership Council  
Date: 4/1/2019  
Meeting Place: ECHO 300  
E. Highland Mall Blvd

Duration: 1:00 – 3:00

Presiding: Membership Council Members

Attendance:
P = Present
TC = Attended via Dial in
A = Absent

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<tr>
<td>P</td>
<td>Dr. Virginia Brown</td>
<td>A</td>
<td>Esther Johnson</td>
<td>P</td>
<td>Kelly White</td>
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<td>P</td>
<td>Christy Moffett</td>
<td>P</td>
<td>Greg McCormack</td>
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<td>Kimberly Weinberg</td>
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<td>P</td>
<td>Alex Zapata</td>
<td>P</td>
<td>Jason Bryant</td>
<td>A</td>
<td>Laura Ward</td>
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<td>P</td>
<td>Ann Teich</td>
<td>A</td>
<td>Jessie Metcalf</td>
<td>A</td>
<td>Lisa Garcia</td>
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<td>P</td>
<td>Catherine Conte</td>
<td>P</td>
<td>Josh Rudow</td>
<td>A</td>
<td>Lyric Wardlow</td>
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<td>A</td>
<td>Cecil Lockwood</td>
<td>P</td>
<td>Kathleen Casey</td>
<td>P</td>
<td>Peggy Davis Braun</td>
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<td>P</td>
<td>Kathleen Ridings</td>
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<td>Steve Brothers</td>
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Committee Chairs

P | Chris Laguna | P | Dylan Shubitz | P | Kali Gossett | P | Susan McDowell |
P | Erin Whelan |       |

Advisors

P | Awais Azhar | A | Bill Brice | A | Sarah Cook |       |
A | Adelita Winshester | A | Paul Caudero | P | Thomas Visco |       |

Other Attendees

P | Cacki Young |       |

ECHO Staff

P | Ann Howard | P | Kate Moore | A | Sharyn Malatok | A | Andrea Brauer |
P | Laura Evanoff | P | Tim Long | P | Melissa Wheeler | P | Preston Petty |
A | Kaleigh Phelan | P | Axton Nichols | P | Whitney Bright |       |

AGENDA  

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<thead>
<tr>
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<th>DISCUSSION</th>
<th>ACTION ITEMS</th>
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<tr>
<td>I.</td>
<td>Welcome &amp; Nov Minutes</td>
<td>Review and Approve March 2019 Minutes</td>
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<td>Dr. Virginia Brown</td>
<td>Action item: Review and approve March 2019 minutes</td>
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<td>1:00-1:10</td>
<td>Request to revise attendance section - Ann Teich was did not attend March meeting.</td>
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<td>ECHO to update minutes with suggested edits.</td>
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<td>II.</td>
<td>Membership Council Items</td>
<td>Membership Council</td>
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<td></td>
<td>Dr. Virginia Brown, Kate Moore C. Moffett</td>
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<td>1:10-1:20</td>
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<td>CDR Jason Bryant approved to replace CDR Jennifer Stephenson as voting member</td>
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<td>AGENDA</td>
<td>DISCUSSION</td>
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<tr>
<td>• Filling vacancy – Austin Police Department</td>
<td>○ <strong>Action Item:</strong> Approve CDR Jason Bryant to replace CDR Jennifer Stephenson</td>
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<td>• Travis County Consolidated Plan – Summary and Feedback</td>
<td>○ Travis County is requesting to increase funding for homelessness related services in Consolidated Plan and Travis County staff, Christy Moffet, held a feedback session prior to the Membership Council meeting.</td>
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### III. Data Presentations

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<th>M Wheeler</th>
<th>1:00 – 1:50</th>
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#### Data Updates

- **PIT Count**
  - PIT Count report has not been submitted and will be once chronic homelessness numbers have been calculated and finalized
  - Results indicate that youth homelessness decreased 25% including a 50% decrease in unsheltered youth homelessness
    - Possibly due to YHDP initiative
    - Only 30 unsheltered youth found during PIT
  - Veteran homelessness decreased by 15%
  - Overall 5% increase in homelessness (108 single household increase)
  - Increase in homelessness found in City Council District 9 (downtown)
  - Increase in homelessness in unincorporated Travis County

#### Review System Performance Measures

- Melissa Wheeler presented on preliminary results from FY18 System Performance Measures (SPM) submitted to HUD.
- SPM are the primary way HUD evaluates how effective Austin/Travis County is at ending homelessness across the system.
- SPM report data is collected from HMIS and submitted to HUD on an annual basis. Report shows performance improvement has not been achieved on several measures.
- Overall performance and system improvement is heavily considered in the annual CoC Collaborative Application and can impact funding (especially when applying for bonus funding).
• 7 SPM Measures include:
  1. Length of Time People Experience Homelessness
     ▪ Programs are averaging around 90 days between project entry and being housed
     ▪ System showed an increase from previous years.
  2. Returns to homelessness
     ▪ Includes clients that have exited from a homeless project to a permanent destination and then return back to homelessness within the next 2 years
     ▪ Returns to homelessness have increased over the past 2 years (19% return rate in FY 18).
     ▪ *Request for more data to be presented:*
       1. Returns by intervention type
       2. Show actual numbers vs percent.
       3. Compare numbers and percent to other communities in Texas
  3. Number of people experiencing homelessness
     ▪ Measures the changes in PIT Counts between years
     ▪ Increase in community numbers.
     ▪ *Request for detailed data on numbers*
  4. Employment and Income growth
     ▪ Income growth for “stayers” has been increasing
     ▪ Income growth for “leavers” decreased
  5. Number of people experiencing homelessness for the firsts time
     ▪ Increase in 2018
  6. Homeless prevent and housing placement of persons defined as Cat. 3
     ▪ This report does not apply to Austin/Travis County CoC
  7. Successful exits to Permanent Housing (PH) or retention of PH
     ▪ Successful exits have been increasing (33% for FY 18)
     ▪ Retention rate has been increasing (96% for FY 18)
     ▪ *Request for more detail data dividing out information based on intervention types.*

• System Flow
  o Tim Long provided presentation on System Flow with data collected from the local By Name List.
  o System Flow refers to a system where people are accessing services and their flow through the system and should show that more people leave the system every year than enter then system.
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### DISCUSSION

- Ideally no one would have to wait more than 90 days to receive housing services
  - Over the past 14 months the difference between inflow (new to the system) and outflow (successfully housed) was around 700 people
  - Individuals who have not touched any homeless services within the past 365 days are no longer included in data analysis
  - Request to have updated data presented on a quarterly basis.

### IV. Continuum of Care Business

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<tr>
<th>L. Evanoff</th>
<th>1:50 – 2:35</th>
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<tr>
<td>Review 2018 Q4 Performance Scorecard Summary for CoC funded projects</td>
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| • L Evanoff presented summary of all COC-funded project scores based on performance scorecards with a variety of measures (e.g., data completeness, annual assessments, successful housing retention, returns to homelessness, income growth).
| • First full reporting period for LW Housing Options for Youth RRH
| • Strengths across CoC-funded projects:
  - Improved on data completeness and timely submission
  - Successful exit to Permanent Housing
  - Bed Utilization
| • Areas needing improvement:
  - Income growth for stayers and leavers. Earned income is an area where improvements have been challenging.
  - Returns to homelessness
    - 4% return rate in Q4 which is better than last reporting period.
  - Future updates for performance score cards
    - Include Annual and quarterly data so that scorecards have more of a continuous quality improvement purpose.
    - Add a narrative section in order to learn more about how program reporting can inform system functioning and reporting,
    - Divide HMIS data quality monitoring from project performance
    - Use data pulled from APR vs ART

**Performance Improvement Plan (PIP) Agreement - Lifeworks**

- De-obligated funds - $96,480.26
- PIP Agreement submitted and approved March 2019
- Progress on goals outlined in PIP Agreement
  - Currently 6 months into new grant cycle with 53% of funds spent
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<td>K. Moore</td>
<td>• Recommendation that RRH programs receive additional support during new program ramp up due to challenges with spending funds if housing move-in process is delayed or slow during the first few months.</td>
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<td><strong>NOFA</strong>&lt;br&gt;• NOFA 101 Training Presentation&lt;br&gt;  o Kate Moore presented on NOFA 101 Training with an overview on HUD Policy goals&lt;br&gt;  o FY2108 Austin/Travis County awarded $6,780,538&lt;br&gt;  o HUD has indicated that YHDP will be included in the FY19 CoC NOFA Competition (details to come)&lt;br&gt;  o CoC-funded eligible program types (PH, RRH, TH, Joint TH-RRH, HMIS, CA-SSO).&lt;br&gt;  o FY2019 CoC NOFA anticipated process&lt;br&gt;    ▪ Estimated NOFA release date: May 1&lt;sup&gt;st&lt;/sup&gt;&lt;br&gt;    ▪ Local competition (renewal and new projects)&lt;br&gt;    ▪ Review, score, and rank projects&lt;br&gt;      ▪ Projects separated into Tier 1 and Tier 2 programs&lt;br&gt;  o Local competition anticipated timeline&lt;br&gt;    ▪ (see presentation)</td>
<td>ECHO to update Governance Charter with approved revisions.</td>
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<td>• Membership Council Governance Charter&lt;br&gt;  o Reviewed updates to Governance Charter. Changes do not reflect any policy pieces.</td>
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<td>• FY19 Community Funding Priorities&lt;br&gt;  o Reviewed updates to Funding Priorities with no changes to policy.&lt;br&gt;  o Request to add funding priorities to address community needs with a broader scope than CoC-funded priorities during May 2019 meeting.&lt;br&gt;  2019 Community Funding Priorities approved by consensus with pending changes outlined in track changes.</td>
<td>ECHO to update Funding Priorities policy. Feedback will be collected from members of ECHO committees and workgroups. Will present results to Membership Council during May 2019 meeting.</td>
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<td>• FY19 NOFA Review, Rating, and Ranking Policies and Procedures&lt;br&gt;  o Reviewed updates to Review, Rating, and Ranking Policies. Changes include:&lt;br&gt;    ▪ Added IRT Description to policy to consolidate the IRT process with rating and ranking into NOFA related policy.&lt;br&gt;    ▪ Reduce the number of IRT members needed.</td>
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| ▪ Add member with lived experience of homelessness from Austin Homeless Advisory Committee.  
  ○ Suggestion to include St. David’s Foundation as a member representative as IRT member.  
  ○ Past conversations have suggested raising the threshold score for the NOFA to be greater than 60. Suggesting that change be implemented once new Performance Scorecard is created which would be for the FY20 NOFA Competition.  
  *Approved by consensus with pending changes outlined in track changes and revisions of adding St. David’s Foundation member as a standing member of IRT.* |
| ▪ FY19 Reallocation and Deobligation Policies and Procedures  
  ○ Reviewed updates made to Reallocation Policy and Deobligation Policy (track changes). Changes include:  
    ▪ Consolidating the Reallocation and Deobligation Policy into one document.  
    ▪ Edited content to make language clearer and added additional information surrounding voluntary reallocation procedures.  
    ▪ Tied in other policies and procedures to streamline process and information (Funding Priorities, Performance Improvement Plan)  
  *Approved by consensus with changes outlined in track changes.* |
| V. Coalition Updates  
  K. Gossett, E Wheelan  
  D. Shubitz, C. Laguna  
  S. McDowell, P. Petty  
  2:35 – 2:50  
  CoC & ESG Committee  
  ▪ No updates provided due to limited time  
  Local Policy and Practice Committee  
  ▪ No updates provided due to limited time  
  Youth Homeless Demonstration Project (YHDP) Leadership Advisory Council  
  ▪ No updates provided due to limited time  
  Other updates  
  ▪ Advocacy Opportunities  
  ▪ Disparities Task Group  
  ▪ City of Austin  
  ▪ Travis County |
|  | ECHO to update Review, Rating, and Ranking Policy with approved revisions.  
  ECHO to update Reallocation/Deobligation Policy with approved revisions. |
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<td>• Healthcare for the Homeless</td>
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<td>VI. Current Topics</td>
<td>2:50-3:00</td>
<td>N/A</td>
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| Adjournment | | | "Next Meeting: May 6, 2019 1:00PM – 3:00PM; ECHO Training Room, 300 E. Highland Mall Blvd

Bring lunch, network, and/or do homework from 12:15 – 1:00 at ECHO Training Room

2019 Meetings (all meetings are from 1:00 – 3:00PM)
January 7, 2019
February 4, 2019
March 4, 2019
April 1, 2019
May 6, 2019
June 3, 2019
July 1, 2019
August 5, 2019
September 2, 2019
October 7, 2019
November 4, 2019
December 2, 2019

REMINDER: Starting in 2019, the meeting materials will not be printed in an effort to go green."