Interagency Council on Homelessness (ICH) ❖ Strategic Plan Implementation
Housing, Homelessness Prevention and Intervention

WORKGROUP #1
APPROVED MINUTES
January 06, 2016

Via Teleconference with Public Access Located At:
4126 Technology Way,
Second Floor Conference Room
Carson City, NV 89706

1. **Introductions, Roll Call, and Announcements**

   CJ Manthe called the meeting to order at 9:01 a.m. A quorum was determined by roll call.

Members Present	Members Absent	Others Present
CJ Manthe	Stephen Shipman	Betsy Fadali
Kelly Robson	Tony Ramirez	Connie Johnson
Michael McMahon	Wendy Simons	Deaigo Ishikawa
Michele Fuller-Hallauer		Jeni Chaves
		Kathy Thomas Gibson
	Staff Present	Kelly Marschall
	Meg Matta	Mike Mullin
		Sarah Yeats Patrick
		Shalimar Cabrera
		Soni Bigler

   There were no announcements.

2. **Public Comment**
   There were no public comments.

3. **Review and Approval of December 2, 2015 Minutes.**
   Ms. Robson moved to approve the minutes. Mr. McMahon seconded and the motion carried.

4. **Discussion and Development of Strategic Issues, Goals and Deliverables**
   Ms. Manthe summarized the overall purpose, strategies and goals of Workgroup #1 as outlined in the Interagency Council on Homelessness (ICH) Strategic Plan.

   Strategic Issue #1 is Housing. The goals under Issue #1 are: preserve the existing affordable housing stock; provide the resources necessary to further expand and develop the inventory by 2020; and systematically identify, standardize and promote all types of housing interventions in Nevada for subpopulations by 2017.

Strategic Issue #2 is Homelessness Prevention and Intervention. The goals under Issue #2 are: expand affordable housing opportunities (including transitional housing) through improved targeting of current housing programs that provide rental subsidies as well as an increase in construction of new or rehabilitated housing in all communities; coordinate housing programs and agencies to provide housing mediation opportunities for individuals and families who are at risk of being evicted; rapidly rehouse people who fall out of housing; and provide cash assistance to individuals and families who are at risk of eviction to cover rent, mortgage or utility arrears.

Ms. Fuller-Hallauer informed the workgroup members that the state has technical assistance (TA) from the federal government for work being done under the H-2 Healthcare and Housing Initiative. Some of the work will fall under this workgroup, #1, as well as some other ICH workgroups. She suggested that the strategic plan for Workgroup #1 may need to be expanded to incorporate a mechanism to ensure consistency and reports back to the TA team. The state wants to look into developing a respite housing facility providing a healthcare provider, case management and permanent or transitional housing specifically for persons emerging from institutional settings such as the correctional system or a mental health facility. The respite housing facility would use models and best practices of other communities across the country. Accomplishing this goal would require political will and champions across the state. Ms. Fuller-Hallauer said this may need to be brought back to the ICH to ask for support and guidance.

Ms. Manthe asked Ms. Fuller-Hallauer to shape an additional goal to fit under one of the strategic areas and work with the members to develop a recommendation to the ICH.

5. **Implementation Status and Discussion of System Wide Analytic & Projection Tool (SWAP Tool) for Statewide Use**
Ms. Fuller-Hallauer explained that the SWAP tool was developed by Focus Strategies and the National Alliance on Homelessness to meet Housing and Urban Development's (HUD) policy priorities and to redesign homeless response systems. It was beta tested in Virginia, and other continuums across the country are implementing the tool to guide policy and funding decisions for right-sizing the system to reach a functional end to homelessness for all our subpopulations.

Ms. Fuller-Hallauer went on to explain the Calculator which computes the impact of a community's program practices and investment strategy on moving people and households from homelessness to housing. The Calculator can also show how shifting program rules or practices and resource investments can maximize reductions to the current homeless population. Ms. Fuller-Hallauer explained the thirteen tabs in the Calculator, and described how each one allows for changes to one system outcome or investment strategy. The user can select tabs to model the impact of each type of change in performance, review or input changes in one view to show the cumulative impact of system changes.

Ms. Fuller-Hallauer said that in order to get the data for investments and costs, they have to get a full budget from every program in the continuum. This first decision is whether to include only Continuum of Care (CoC) funded programs, or all homeless service programs as identified on the Housing Inventory Charts (HICs) the CoCs submitted to HUD. The later would include services

to homeless clients, emergency shelters, transitional housing, included in the HICS regardless of funding. Ms. Fuller-Hallauer recommended including data system wide, regardless of funding.

It will be very time consuming to collect the full program budgets, including all funding sources, from all homeless service programs as identified on the HICs. The data collected must reflect the total costs of project, not only a particular funding stream. This is the most time consuming component because not all providers give the same information to the Continuum, and follow-up information gathering is required. Then someone needs to analyze the consistency of the data to develop an accurate picture of the true costs of our programs.

Once complete data has been entered into the tool, the various tabs in the Calculator can display impacts to hypothetical questions, and allow the state to target the programs and resource allocations to achieve desired outcomes. The data can be customized to reflect homeless youth, for example, as opposed to adults. The data snapshots can be taken to the legislature to provide a projection of desirable community outcomes if an additional investment were made in a particular program. Nevada can make data driven decisions that make sense.

Communities that have implemented the SWAP tool have reported that it is staff intensive on the front end; but the result was they were able to get political will and focus from their states, counties, cities and foundations and other philanthropic who realized a good return on investment.

Ms. Fuller-Hallauer thinks it will help the ICH collect important data as it moves forward. She is working with her team to have the tool adopted for use and achieve implementation in early 2016. Based on the experience of Virginia, it may take 60 hours or more to get the tool set up. The amount of time it takes to get the tool set up will be affected by the allocated budget and number of projects in the Continuum. Southern Nevada has many projects in the housing inventory, so it would take more than 60 hours to make sure the data is accurate and the budgets are complete. Her projection is that they would need a full time person for three months in the south. That is a generous projection; she has been preparing the providers to collect full data, and it may cut the time down to a few weeks. For northern Nevada, it may not take as much time, but the key is that the budget information is consistent across the state, and that information in all line items across programs, even the cost of bus passes, is captured. The greatest amount of time will be spent in the beginning, collecting complete and consistent data.

Once that has been done, a reporting system can be built through Clarity where reports on outcomes are automatically generated. Ms. Fuller-Hallauer added that if all providers put the costs of running their services into the Homeless Management Information System (HMIS), reports could be run from that system as well.

Ms. Marschall commented when a similar tool was used in northern Nevada, they encountered a reluctance in non-CoC funded programs to provide data. Some CoC funded programs were not comfortable providing information at the level that would disclose private foundations or donors who provide large grants. The critical issue for success will be to have a staff person and repository for that data that can garner the one-on-one trust necessary to collect meaningful data.

Ms. Fuller-Hallauer said Virginia had run into the same barriers. However, the key is to have a dedicated staff person or two to form relationships and gather information consistently.

Mr. McMahon suggested it would be beneficial to see progress made on the southern Nevada pilot project, and scale the successes and revisions into a statewide tool. Ms. Manthe agreed and added that the tool was dynamic and useful for shaping policy. She said it would be valuable at the legislative level.

Ms. Thomas-Gibson said it would be helpful to have a periodic report from the pilot project. She also asked for staffing requirements, and suggested some form of community workshop to inform homeless providers of the power and benefits of the tool as a community resource and to achieve buy-in.

Ms. Fuller-Hallauer asked the Workgroup members to lend help to craft a recommendation to the full ICH requesting support to move the project forward, and to generate political backing.

Ms. Manthe suggested it would be helpful to demonstrate the power of the tool to the Council so they can share enthusiasm for how vital the tool will be in shaping policy.

6. **Discussion of Housing Reports and Development of a List of Housing Types Available Statewide**
   Ms. Fadali, the economist for the Nevada Housing Division, presented a *Report for Interagency Council on Homelessness* which focused on the statewide housing inventory, information from *NVHousingSearch.org*, and samples of reports from a database Ms. Fadali is building, which she has named *Mothership,* of all subsidized housing in Nevada. She also referred to reports entitled, *2014 Taking Stock*, and *Annual Housing Progress Report* (APHR). Feedback was requested from the Workgroup on additional information that can be collected that will be beneficial to the Workgroup and ICH.

   Ms.Robson commented the breadth of data was amazing and provided muscle to conversations with the regional CoC. She said the City of Las Vegas has a Homeless Advisory Committee and a number of other committees on various homeless issues that are in need of this data, and was very happy to know about it. Ms. Fuller-Hallauer agreed that there was more data available than anticipated. She is involved in developing a landlord collaboration in Las Vegas, and would like to maximize these reports to provide a partnership between the landlord collaboration and the Housing Division. The data will be very useful to the Nevada CoCs as well.

7. **Assign Additional Participants and Strategic Timeframes**
   Tabled

8. **Discuss Date of Next Meeting and Propose Agenda Items**
   The next meeting of Workgroup #1 will be on February 3, 2016 at 9:00 a.m.
   Proposed agenda items:
   - Whether to limit programs included in HICs to CoC-funded programs only
   - Additional participants and strategic timeframes
   - An additional goal for the Strategic Plan regarding development of respite housing

- Recommendation to ICH to adopt the SWAP tool statewide
- Whether to submit CoC-2015 HIC Report data to Division of Housing
- Additional data reports to request from Division of Housing

9. **Public Comment**
   There were no public comments.

10. **Adjournment**
    The Workgroup #1 meeting was adjourned at 10:40 a.m.