



March 16, 2016 - Meeting Minutes

Meeting called to order at 2:02 PM by Chair Sarah VanCleve

Attendance: Sarah VanCleve – Chair, *Chris Brunell – Secretary, Penny Lamping, Elaine Miller, Jane Zahnleiter, Walt LeCouteur, Linda Hollingsworth, Jackie Brown, Sara Harvey, ClaraAnn Ness, Sheryl Piercy, Kirsten Jewell, Marguerite Thomas, Kim Faulkner, Holly Paterson, Lynette Bird, Jenell DeMatteo, Nancy Martin, Monica Bernhard, Mary Gleysteen, Renee Kimball Rouse, Sue Battin, Terry Schroeder*

Introductions were made around the table.

**Agenda Review:** There were no additions to the agenda.

**Minutes:** There were no changes to the minutes, but Linda Hollingsworth noted that since our last meeting, the timeline changed for the WorkSource website and it is now in the summer 2016.

**Walt LeCouteur moved and Penny Lamping seconded to approve the minutes from February 2016 as presented. The motion passed with one abstention.**

**Kitsap CoCC Website – Terry Schroeder** – Terry Schroeder showed how the website is designed and how to move around it. The documents that are in the Thursday Journal each week are primarily under the orange box where the current week's Thursday Journal is shown with some in the column under Information. Many of the documents under Information are long-term documents that will stay there. The About page has the vision, mission and values, membership information, bylaws, and a listing of member agencies with primary contact email. The Minutes page has links for minutes back to 2013. The Summary page has the Executive Summary back to 2014 (when it was first started). Terry noted the Executive Summary had been done monthly but was being done quarterly now. The Journal has the Thursday Journal back to January 2015 and the Links page is set up with the name of each member agency and will have links with them.

**Guiding Principles of Service Delivery – Monica Bernhard:** Monica Bernhard passed out the Guiding Principles that HSC Partner Agencies sign. The Executive Committee had discussed having Guiding Principles for the CoCC members to sign. It could include some of the same principles, but would not be exactly the same. Some agencies would sign both as they are HSC partners as well as CoCC members. It is recognized that some agencies may need to take it back to their Agency Director before signing. Sheryl Piercy and Terry Schroeder agreed to work on a committee to determine what the appropriate Guiding Principles should look like.

**Coordinated Grant Application – Kirsten Jewell:** Kirsten said Kitsap County will be posting the schedule for the 2017 Coordinated Grant Application cycle. She passed around an advanced copy of the schedule. In order to get information about the Coordinated Grant Application, you MUST go to the Kitsap County website, Go to the Human Services page and at the top is a link to "Click here to receive email or text update notifications". Click on that link and it will walk you

through how to sign up for subscribing to Kitsap County notifications. You can sign up for email or text notification and for the ones that you want to receive. Kirsten is willing to help anyone who needs assistance getting signed up. This is the only way you will receive notice about the Coordinated Grant Application or any other notices from Kitsap County. The Coordinated Grant application has a couple of changes. The Technical Assistance Meeting on May 24 is mandatory. Some questions, primarily where there was a question embedded in another, have been changed so that the embedded questions are typically a separate question. There is a step that will make the disqualification information clearer. Applications are due on Monday June 27 at noon. The Citizen Review Committee is now a Citizen Advisory Committee that will meet intermittently throughout the year. There are two types of applications – one for Services and Homeless applicants and one for Housing and Operations and Maintenance Applications. The draft policy plans and NOFA will be issued on April 18.

**Kitsap Homeless Housing Plan – Kirsten Jewell:** There is a committee that is looking at gathering information/surveys regarding the action steps to work on this year. It looks like the priorities are: Preserve and maintain the shelters and programs we currently have, serving the unsheltered population, building capacity in the homeless response system, improving cross-sector coordination and increase funding for programs. There is a committee meeting tomorrow.

**HMIS – Kirsten Jewell:** HMIS is now transitioning to the new software. Kirsten passed out the Transition Plan as well as the Agency Partner Agreement and Kitsap HMIS Collaborative Agency Memorandum of Agreement for Interagency Data Sharing. The Partnership Agreement needs to be signed by each agency and returned to the Department of Commerce. The Memorandum of Agreement needs to be signed by each agency and returned to Kirsten. Agencies will not have access to HMIS without these being signed. When individual users sign on, they will be required to sign a new user agreement. We will start using the new HMIS system, Clarity on Monday April 11, 2016.

**Kitsap CoCC Priorities – Sarah VanCleve:** Members were given an opportunity to provide, from a list of ten priorities, the top three they feel the Kitsap CoCC should work on this year. After going over the priorities, members were asked if they were interested in working on a committee for any of them. Those who were initially interested are listed next to the appropriate priority. The top ones were:

- **Community Education** – How do we want to educate the public about homelessness and what are the methods we want to use to do so? *Lynette Bird, Renee Kimball-Rouse, and Sarah VanCleve*
- **Legislative Advocacy** – What do we want to let the legislators know about homelessness; what are some of the important issues and how do we educate the legislators. *Linda Hollingsworth, Nancy Martin, Jenell DeMatteo*
- **Address Reduction in Funding/Access More Funding** – What do the reductions mean for our programs. What are some additional funding sources that might be available to apply for to help fill the gaps? *Chris Brunell*

Terry will list the priorities with a summary of what that means in the Thursday Journal for the next couple of weeks.

**Outside Homeless – Walt LeCouteur:** Walt stated the ordinance was passed and now has a number. There are five sizes of “transitory accommodations” this ordinance addresses: private, small, large, safe park and indoor shelter. This ordinance only pertains to land that is in unincorporated Kitsap County. The committee may work on getting some of the cities to pass similar ordinances for their jurisdiction. Joe Summers will be starting a drive for a small tent city.

**Project Connect & Point in Time Count – Terry Schroeder:** Terry reported the PIT information is in HMIS and reports will be forthcoming from Commerce once the new system is up and running. At this time, preliminary numbers from Commerce are: 192 in transitional housing, including Building 9, 72 in shelters, 181 unsheltered (this does not include doubled up). That makes the total of literally homeless to be 445 compared to 342 last year. The number of unsheltered is up considerably from 106 last year to 181 this year.

**Homes for All Who Served & Housing First - Kirsten Jewell:** Kirsten reported on the Housing First and Homes for All Who Served. There was discussion about the current difficulty persons are having in finding rentals. Sarah reported that she had to take away vouchers from 13 households; the first time she has had to do so. The Source of Income Discrimination died in the legislature. Many landlords will deny someone for Section 8 because their income is not within three times the amount of their rent, but they don't take into account the federal subsidy they will receive. It was reported, for every \$100 increase in rent, there is a corresponding 15 to 30% increase in homelessness. There was discussion about the fear that homeless people are coming to Kitsap because we have such good resources here. However, it is shown that 98% of people who are receiving homeless assistance in Kitsap County have their last permanent address in Kitsap County.

**Coordinator Report – Terry Schroeder:** Terry reported she has continued to work on getting accurate information into HMIS and troubleshooting with Commerce on discrepancies. The Housing Inventory Count has come out, with information due to Terry on March 22. That project will be taking up the primary amount of her time through the end of the month.

### Agency Updates

**Bremerton Foodline – Kim Faulkner:** They have seen an increase in about 100 new households from last month. They are not sure entirely what has accounted for the increase, but assume part of it is due to Concentrix closing.

**Housing Resources Bainbridge – Penny Lamping:** They have a new case manager from KCR who is working with their clients. They have put in a proposal for some land on Bainbridge Island and anticipate hearing within the year.

**Kitsap Rescue Mission – Walt LeCouteur and Sue Battin:** Their Overnight Shelter has about 17-18 persons/night. The Salvation Army Winter Shelter will be closing on March 31, so they expect to see an increase. Kitsap Rescue Mission will continue their shelter until they begin construction on their building. They do need volunteers for the shelter. .

**Peninsula Community Health Services – Lynette Bird and Renee Kimball-Rouse:** PCHS is expanding for medical and dental care into Belfair. They also received \$325,000 in federal funding to begin a treatment program for people addicted to heroin and other opiates. They hope to be able to start the program by the end of this year.

**Crime Victim Assistance Center – Nancy Martin:** Nancy passed out brochures for her program. She has seen many homeless persons who have been victims of crimes and has been able to provide some assistance to them.

**Kitsap Community Resources – Monica Bernhard:** They now have a HSC site on Bainbridge Island. They hired a navigator who started there three weeks ago, housed at Helpline House. There is also a new navigator at NK Fishline, at 20 hours per week. They will be hiring a Navigator for South Kitsap soon. The Energy Assistance program is taking applications for April, May, and June by phone or online at [www.kcr.org](http://www.kcr.org). Kinship Care is a program serving relatives who are caring for other relatives' children when the parents are not in the relatives' home. Call 360-473-2155 for an appointment.

**Catholic Community Services – Chris Brunell:** Benedict House is full and has been for several months. They received \$2500 to purchase new metal bunks; they have had ongoing bed bug issues and the metal bunks will help make it easier to keep them at bay.

**The Salvation Army – Sheryl Piercy:** They are having a dedication of their building on Sunday March 20 starting at 2 pm. An invitation was passed around.

**Bremerton Housing Authority – Sarah VanCleve:** In February, they opened the wait list for Housing Kitsap's Section 8 and had over 3,000 persons apply. The Section 8 wait list for Bremerton Housing opened on Monday and in 72 hours, they have gotten about 1,000 applicants.

**Work Source of Kitsap – Linda Hollingsworth:** Naval Base Kitsap Fleet & Family Support Center is hosting a Job Fair on Friday April 22 from 10 am to 2 pm at the Best Western Silverdale Beach Hotel. A flyer with additional information was distributed and will be put on the Kitsap CoCC website.

**Housing Kitsap – Holly Paterson:** They have openings for a Site Manager and a Resident Services Coordinator.

**Max Hale Center – Elaine Miller and Jane Zahnleiter:** They are still full and have a long wait list; most likely well over one year. They get two to three calls per day from persons looking for housing.

**Kingston Severe Weather Shelter – Mary Gleysteen:** Mary reported their shelter was open for 19 nights and had 39 bednights. Next year, their shelter will be housed in the Kingston Community Center.

**Parent-Child Assistance Program – ClaraAnn Ness:** Clara brought some brochures on their program for those who were not familiar with it. They still have a couple openings.

**YWCA – Jackie Brown:** They have a new housing advocate for persons in their permanent supportive housing program. They have changed their transitional housing program to a permanent supportive housing program. They also will be adding 8 more units.

**StandUp for Kids – Marguerite Thomas:** They are proceeding on getting their permit for a youth shelter. It will be for up to 15 youth, primarily attending Renaissance School. The shelter will be in a building owned by DSHS that was part of the Frances Haddon Morgan Center. Renaissance reports 60 homeless youth and currently leases the part of the building that would be used by StandUp for Kids. They will provide it to SUFK at no cost.

**Kitsap Community Resources – Jenell DeMatteo:** Safe Park is not open yet, but will be soon. It will serve families, couples and individuals. All referrals will be done through HSC. Rental assistance is available for those at risk of homelessness or already homeless.

Meeting adjourned at 3:55 pm

Respectfully Submitted,

Chris Brunell, Secretary