

MINUTES OF THE BUSINESS MEETING OF
THE CHATTANOOGA INTERAGENCY COUNCIL ON HOMELESSNESS

May 21, 2019

11:45 A.M.

The Chattanooga Interagency Council on Homelessness (hereinafter referred to as “the CICH”) met at City Hall located at 101 East 11th Street, Chattanooga, Tennessee at 12:00 p.m. on Tuesday, May 21, 2019.

Attendees at meeting:

Theresa	Biggs	Exodus Ministries
Julia	Bursch	River City
Brad	Franks	Helen Ross McNabb
Mary Ellen	Galloway	Family Promise
Karen	Guinn	Homeless Health Care Center
Carmen	Hutson	United Way
Janna	Jahn	Hamilton County FUSE Project
Joshua	Kapellusch	Veteran
Barry	Lee	Pastor
Gayle	Lodato	Helen Ross McNabb
Lisa	Maragnano	CARTA
Betsy	McCright	Chattanooga Housing Authority
Donna	Maddox	AIM Center
Adam	Osborn	Chattanooga Regional Homeless Coalition
Anita	Polk-Conley	MLK Neighborhood Association
Bob	Scheri	CHI Memorial
Tamara	Taylor	Room in the Inn
Becky	Whelchel	Metropolitan Ministries
Donna	Williams	City of Chattanooga
Sam	Wolfe	City of Chattanooga
Tyler	Yount	City of Chattanooga

CICH Co-chair Donna Maddox began the meeting with introductions. Twenty members were in attendance.

Betsy McCright presented the minutes of the meeting on February 19, 2019 to the Council for consideration. Upon a motion to approve by Theresa Biggs, seconded by Mary Ellen Galloway, the vote carried unanimously.

Tyler Yount, Director of Special Projects with the City of the Chattanooga, reported on the 2019 CICH goals and timelines for completion. (See Attachment A) Janna Jahn commented that the FUSE Project will be seeking \$500,000 for a purpose similar to the CICH’s Flexible Community Fund. Janna suggested that CICH and FUSE work together to coordinate guidelines for accessing the two funds. She added that FUSE is seeking an 1115 Medicaid waiver to secure funds for housing related expenses.

The Agenda called for reports from each of the working groups.

Flexible Housing Fund Working Group

Sam Wolfe and Mary Ellen Galloway updated the group on the Flexible Housing Fund. The City of Chattanooga allocated \$400,000 in the FY20 budget, which will be available for use on July 1, 2019. The fund will assist persons who meet HUD’s definition of homelessness with financial barriers to housing such as debt,

security and other deposits, fees, moving expenses and temporary rent. The fund is expected to assist up to 500 people experiencing homelessness per year.

Chronic Program Working Group

Karen Guinn reported that the Chronic Program Working Group has a goal to assist chronically homeless people with permanent supportive housing, as the people may need specific targeted navigation for appropriate housing. The group has begun to draft a Request for Proposals for an organization to provide intensive case management. The RFP will include the scope of work and desired outcomes. Karen indicated that the group is waiting for more solid figures on the number of chronically homeless people in the Chattanooga area.

Emergency Shelter Working Group

Tyler Yount, on behalf of Mr. Jimmy Turner, indicated that the goal is to establish a 150 bed, 12-hour facility with co-located staff that can assess and assist with housing searches. The group is searching for potential sites for the Emergency Shelter. The next step for the group is to prepare budgets delineating capital and operating expenses for the shelter. The group has reviewed shelter models in San Francisco, Kansas City and Knoxville. Anita Polk-Conley expressed concern about housing 150 homeless people in one location. The Martin Luther King Neighborhood and Fortwood Neighborhood have been negatively impacted by homeless individuals who drop trash, urinate, and hang around on homeowners' properties. She questioned what would be done to provide help and support for the homeless during the 12-hour period when the Shelter is closed. Donna Williams added that neighborhoods all over Chattanooga are experiencing similar situations as homeless people are residing in wooded areas in less urban environments. She suggested that her department will be working with neighborhood associations to assist with the issues. Sam Wolfe added that once the system to get people housed is optimized, then the issues may decrease. Bob Scheri suggested that the working group make sure that it consider potential unintended consequences resulting from the creation of the shelter. Pastor Lee indicated that his congregation is considering opening the church as an emergency shelter in the event of storms, floods or other short term emergencies.

Coordinated Entry Working Group

Sam Wolfe reported that the group is working on a draft policy that incorporates best practices for the administration of the coordinated entry system.

211 Redesign Working Group

Carmen Hutson reported that her group is trying to restructure 211 so that it complements the 2018 Homelessness Plan. By the end of summer, there will be modifications to the 211 system to expand means to communicate: kiosks in schools, text, chat and email capability.

Lowering Barriers to Housing Working Group

Tamara Taylor reported that the group has identified barriers to access housing: debt, lack of income and criminal background. The group recommends the use of a lease addendum which spells out communication and responsibilities among the landlord, tenant and case manager. There have been conversations with utility companies about debt repayment policies.

Governance Working Group

Betsy McCright advised that the group determined the expected deliverables from the backbone organization and the dedicated staff member who will be working with CICH to achieve goals set out the in the 2018 Homelessness Plan. An RFP was issued, however, there were no responses filed. Adam Osborn shared

the reasons why the Homeless Coalition did not respond to the RFP as set out in the letter provided to the group. (Attachment B) The group will revisit the backbone organization issue and will be working on bylaws for review by the group at its next meeting. However, in the meantime, the City will continue to fulfill the responsibilities of the backbone organization and the CICH remains open to any organization that wants to submit a proposal regarding its projected role as a backbone organization.

The next CICH meeting will be Tuesday, August 13, 2019 from 11:30 a.m. for lunch with meeting starting at 11:45 a.m. at a location to be determined.

The meeting adjourned at 1:06 p.m.

Respectfully submitted by Betsy McCright

2019 Goals

1. Create a master finance plan with budgetary needs for each recommendation by July 1, 2019
2. Create a comprehensive resource guide that is used by 75% of case managers by September 30, 2019.
3. Create a written standard operating procedure for assessing and referring a person experiencing homelessness to a housing resource by September 30, 2019
4. Create a landlord outreach program that increases the number of landlords willing to rent to homeless individuals by December 1, 2019
5. Determine the financial, site, and design needs of emergency shelter by December 1, 2019
6. Launch a partially funded Flexible Community Fund by December 1, 2019
7. Hire 11 Case Managers by December 1, 2019
8. Hire 8 Housing Navigators by December 1, 2019
9. Hire 4 Outreach Workers by December 1, 2019



Chattanooga Regional
Homeless Coalition

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May 3, 2019

Chattanooga Interagency Council on Homelessness Co-Chairs
Betsy McCright and Donna Maddox

Dear CICH Co-Chairs,

During the spring of 2018, just a little over a year ago and around the same time that we moved forward with new leadership, Mayor Andy Berke through Executive Order announced the creation of the Chattanooga Interagency Council on Homelessness (CICH). The Mayor called a meeting with leadership and service providers from the homeless system to introduce this new body and to answer questions. Of course, as was addressed by the consultants hired to help with the development of the Homelessness Action Plan, concern was expressed about how this was seemingly a duplication of the coordinating activities led by us, the Chattanooga Regional Homeless Coalition (CRHC), lead agency of this region's Continuum of Care (CoC). Furthermore, this was a topic already addressed by the CoC's Governance Council a few months earlier when it was proposed by the City to split the CoC by having a separate CoC for the City of Chattanooga apart from the rest of the region. The Governance Council was opposed to splitting the CoC and did not want the City to lead their coordinating activities. The consultants from Analytical Insight also heard similar concerns regarding the City's relationship to the homeless system from the key informant interviews, and that is why we are now here discussing the need for a backbone agency that is not the City.

Any agency performing those coordinating activities that is not the CRHC is going to be a duplication to the CRHC and the CoC. That does not mean though that the CRHC can implement the Homeless Action Plan alone. Our Executive Director, Wendy Winters, has expressed her gratitude many times in community meetings and even in the Chattanooga Times Free Press for the City's efforts to bring new stakeholders from different sectors together during a rebuilding year for the CRHC. In fact, City staff, led by Tyler Yount and Sam Wolfe, have proven to be excellent collaborators in helping us make progress towards our goal, aligned with the federal strategic plan to end homelessness, of ensuring that homelessness in our community is rare, brief and nonrecurring. CICH's Homeless Action Plan even adopted this goal as the vision statement for the plan, and CICH members have already been folded into some of our existing CoC led committees that are working on this shared goal.

It is clear that CICH goals align with CRHC/CoC goals. The CRHC may even stand to gain the most compared to other applicants because we are unique to any other agency in that funding for CICH activities could serve as match for our existing activities due to that close goal alignment. Still, the only

ATTACHMENT B



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funding we are aware of is the \$150,000.00 applied for through the City's BFO process for the new fiscal year. That is very little for what is being asked of the backbone agency in the RFP.

Looking at the role of the backbone agency, the first three activities outlined in the RFP, guide vision and strategy, support aligned activities, and establish shared measurement practices, are exactly those coordinating activities we are already performing. In accordance with HUD standards, we measure the community's performance as a coordinated system. We also play an integral part in the system's planning process. We do this by ensuring that our community's coordinated system has the knowledge it needs to interpret and use system performance measures to make improvements, which includes making sure access to services is offered equitably to all people experiencing homelessness.

Our concerns with the RFP lie in the other 3 activities: build public will, advance policy, and mobilize funding. Our organization does not have the capacity to tackle those activities alone. The RFP states that "homelessness is a complex issue that no single organization can solve alone." Still, one agency is being asked to do so with very little support.

We ask that you consider what has been said in this letter and perhaps take another look at what is being asked of the backbone agency and whether changes to the RFP are necessary to avoid duplication and to accomplish our shared goals. We welcome the opportunity for you to meet with our Executive Director and Executive Board members.

Thank you for your time.

Sincerely,

Wendy Winters
Elyse Hill
[Signature] *[Signature]*
[Signature] *[Signature]*

Chattanooga Regional Homeless Coalition
Board of Directors
Executive Committee Members