MINUTES OF THE BUSINESS MEETING OF

THE CHATTANOOGA INTERAGENCY COUNCIL ON HOMELESSNESS

Tuesday, August 13, 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 11:45 p.m. on Tuesday, August 13, 2019.

Attendees at meeting:

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| Theresa | Biggs | Exodus Ministries |
| Donna | Bourdon | Erlanger Health System |
| Julia | Bursch | River City |
| Jimmy | Catlett | Volunteer Behavioral Health |
| Erin | Creal | Room in the Inn |
| Jens | Christensen | Community Kitchen |
| Diana | Davies | Fortwood Neighborhood Association |
| Lauren | DelaPaz | City of Chattanooga |
| Mary Ellen | Galloway | Family Promise |
| Sandra | Gober | City of Chattanooga |
| Karen | Guinn | Homeless Health Care Center |
| Susan | Green | Regional Housing Facilitator |
| Rachel | Howard | City of Chattanooga |
| Carmen | Hutson | United Way |
| Janna | Jahn | Hamilton County FUSE Project |
| Johnetta | Langston | City of Chattanooga |
| Betsy | McCright | Chattanooga Housing Authority |
| Regina | McDevitt | Partnership for Families, Children & Adults |
| Donna | Maddox | AIM Center |
| Lieutenant | Montgomery | Chattanooga Police Department |
| Maura | Sullivan | City of Chattanooga |
| Jimmy | Turner | Community Kitchen |
| Debbie | Weaver | Moccasin Bend Mental Health Institute |
| Becky | Whelchel | Metropolitan Ministries |
| Donna | Williams | City of Chattanooga |
| Wendy | Winters | Chattanooga Regional Homeless Coalition |
| Sam | Wolfe | City of Chattanooga |
| Tyler | Yount | City of Chattanooga |

CICH Co-chair Donna Maddox began the meeting with introductions. The above referenced individuals were in attendance.

Betsy McCright presented the minutes of the meeting on May 21, 2019 to the Council for consideration. Upon a motion to approve by Becky Whelchel, seconded by Julia Bursch, the vote carried unanimously.

**City of Chattanooga’s Homeless Program**

Sam Wolfe provided an update on the City of Chattanooga’s Homeless Program. The Program has shifted focus to the non-chronically homeless population of mid-acuity and provides wraparound services to the individuals/families for up to six months after enrollment in the Program. Mr. Wolfe reviewed the various positions and roles of each position: Service Coordinator, Housing Navigator, and Outreach Workers. The qualifications to participate in the program include: person/family meets HUD definition of homelessness, resides in Hamilton County, scores 3-5 on VI-SPDAT (individuals), scores 4-8 on VI-SPDAT (families), with a priority for people who are unsheltered. The City is working with Chattanooga Housing Authority (CHA) to house these people using Housing Choice Vouchers.

**Flexible Housing Fund Working Group**

Mr. Wolfe reviewed the Flexible Housing Fund, a fund of $400,000 provided by the City of Chattanooga. Family Promise is administering the distribution of funds. Since the fund’s inception in August, Ms. Galloway advised that 11 requests had been funded in a total amount of $4,000. The funds may be used for utility debt, move-in costs, debts to CHA, and other financial barriers to a person/family being housed. Mr. Wolfe advised that the process for application is under review and may be modified based on experience gained in the fund’s administration.

**Landlord Outreach & Housing Navigation**

Mr. Wolfe advised that this group is working with the City’s Department of Economic and Community Development to identify landlords who may be willing to rent to people experiencing homelessness. They have identified the top three barriers to a person/family becoming housed, and plan to speak with landlords about how to overcome the identified barriers. Currently, Mr. Wolfe’s staff is identifying more available units than are needed each month. Ms. Hutson asked to whom United Way should refer 211 callers experiencing homelessness. Mr. Wolfe suggested that such callers should contact “Emma” at Chattanooga Regional Homeless Coalition.

**Emergency Shelter Working Group**

Jimmy Turner, advised that the Point in Time Count showed that on any given night, there are 200 persons in need of shelter. Initial investigation by the working group projected a shelter consisting of 16,000 square feet on one level with 100-150 beds, with some overflow capacity. Early projections include a cost of $150 per square foot for a total development cost of $2.5 M. The group projects that beds, laundry facilities, etc. will cost $1M, and the ongoing expenses to operate will cost $1-$1.5 M annually. Jens Christensen added that there was no set location for the Shelter at this time.

**Chronic Program Working Group**

Mr. Wolfe advised that the group has been working on a Request for Proposals from partners who are willing to work with the chronically homeless population. It is expected that partners will propose to increase staff size to adopt the caseload. It will be necessary to raise the estimated $750,000 funds to support this initiative. It is expected that the RFP will be published in September, with a public information meeting in September, and deadline for application sometime in October.

**211 Redesign Working Group**

Carmen Hutson reported that the United Way has engaged interns to update the over 5,000 resources in the 211 resource database. She asked that providers update their information in Service Point. The goal for completion is the end of 2019.

**Coordinated Entry Working Group**

Wendy Winters reported that the group has been working with the United Way to create micro-sites in schools that can be accessed by those in need of services. She indicated that the group is developing policies and procedures for referrals.

**Governance Working Group**

Tyler Yount advised that the group identified 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. Mr. Yount reviewed that the Homeless Coalition had expressed concern about the Backbone Organization duplicating some roles of the Homeless Coalition and the organization’s concern that $150,000 was not adequate for taking on this initiative. Mr. Yount advised that this group had encouraged interested organizations to submit proposals on how they might implement this initiative. Mr. Yount suggested that by the first CICH meeting in 2020 he expected to be able to recommend a Backbone Organization to the CICH. He reminded the group that the desire is for the Backbone Organization to be functioning before the end of the Berke Administration in 2021.

**Tracking Performance**

Tyler Yount asked members to join a working group that will prepare data showing the performance in achieving goals of the 2018 Homelessness Plan. He indicated that the City has the software capability to create a dashboard in its Socrata tool. Suggested data points include: numbers entering and exiting homelessness on a monthly basis, length of time to become housed, how many are staying housed, most successful programs, processed and resources, etc.

**Finance Plan**

Tyler Yount reviewed the Finance Plan for short term projects in the 2018 Homelessness Plan. The City has dedicated $1,167,147 to the projects to date. There is an estimated $4M remaining for the Shelter and the financing necessary to support the Chronic Working Group’s RFP.

**BID Update**

Julia Bursch updated the group on the BID initiative. She advised that the initiative was approved by the City Council two weeks earlier. The October – February tax bills will include the BID increases. BID will be governed by a board of downtown property owners. An RFP will be developed for an entity to hire and train Clean and Safe Ambassadors.

The next CICH meeting will be Tuesday, December 10, 2019 at 11:30 a.m. for lunch, with the meeting starting at 11:45 a.m. at a location to be determined.

The meeting adjourned at 1:08 p.m.

Respectfully submitted by Betsy McCright