



# Wake County CoC Governance Board Meeting

Thursday, June 5th

9 – 10:30 am

NCWorks Career Center: 1830 Tillery Pl # B, Raleigh, NC 27604

# AGENDA

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- Welcome/Roll Call
- Meeting Minutes\*
- Board Membership Updates
- Committee Work Plans\*
- Lived Experience Committee Proposal
- Lead Agency
  - Budget Updates
  - Bitfocus Contract\*
  - HMIS Business Plan & RFP
- Updates: Charter Review, White Flag



# Roll Call

Nicole Stewart, Chair

# Roll Call

Member	Present	Member	Present
Wayne Beatty		Onia Royster	
Eric Braun		Rebekah Shamberger	
Doris Bullock		Nicole Stewart	
Chad Essick		Pat Sturdivant	
Stephen Gruver		Emila Sutton	
Ashley Lommers-Johnson		Johnnie Thomas	
Quentin Miles		Derwin Willoughby	
Ann Oshel		Nicole Wilson	
Imogen Rhodenhiser		Michele Woodson	
Kayla Rosenberg Strampe		Meredith Yuckman	

# Meeting Minutes

Nicole Stewart

# Board Membership Updates

Nicole Stewart

# Committee Work Plans

Committee Chairs

# Racial Equity Committee

- **Committee Chair:** DaQuanta Copeland, Johnnie Thomas
- **Proposal:**
  - Shift from Racial Equity Committee (ERC) to Fair Housing Committee (FHC)
  - 2025 Work Plan
- **Work Plan Goals:**
  - Goal 1: Have a representative from the FHC on each CoC Committee.
  - Goal 2: Conduct an analysis and focus group/survey with individuals accessing and participating in homeless services and housing programs to understand satisfaction and areas of improvement.
  - Goal 3: Review all CoC policies set forth by other committees to ensure compliance and consistency with Fair Housing principles.



# Street Outreach Workgroup

- **Committee Chair:** Dr. Arlene Smith
- **Proposal:**
  - Convert Street Outreach Workgroup to a CoC Committee
  - 2025 Work Plan
- **Goals:**
  - Goal 1: Establish an inventory of Street Outreach resources in Wake CoC.
  - Goal 2: Improve mapping and real time estimates of unsheltered homelessness in Wake CoC.
  - Goal 3: Plan, coordinate, and oversee the Wake CoC's annual Point-in-Time Count in compliance with 24 CFR 578.7(c)(2).
- **Next Steps:** If approved, description will be included in Charter update process.

# Lived Experience Committee Proposal

Johnnie Thomas

# Lead Agency Updates

Eileen Rosa

# Lead Agency Performance Monitoring & Strategic Planning Process

- **Purpose:** Define areas of support and oversight for CoC Lead Agency.
- **Proposed Approach:** Leverage Governing Board meetings to discuss Lead Agency core services and inform Strategic Planning Process.

	Focus	Board Meeting Date
Deep Dive	HMIS	June
	Collaborative Applicant	July
	Coordinated Entry	August
CoC Strategic Planning Process	Review Previous Efforts and Reports	September
	Define Goals and Desired Outcomes of Strategic Planning Process	October
	Propose Approach and Prepare for RFP	November

# Lead Agency FY26 Budget: Overview

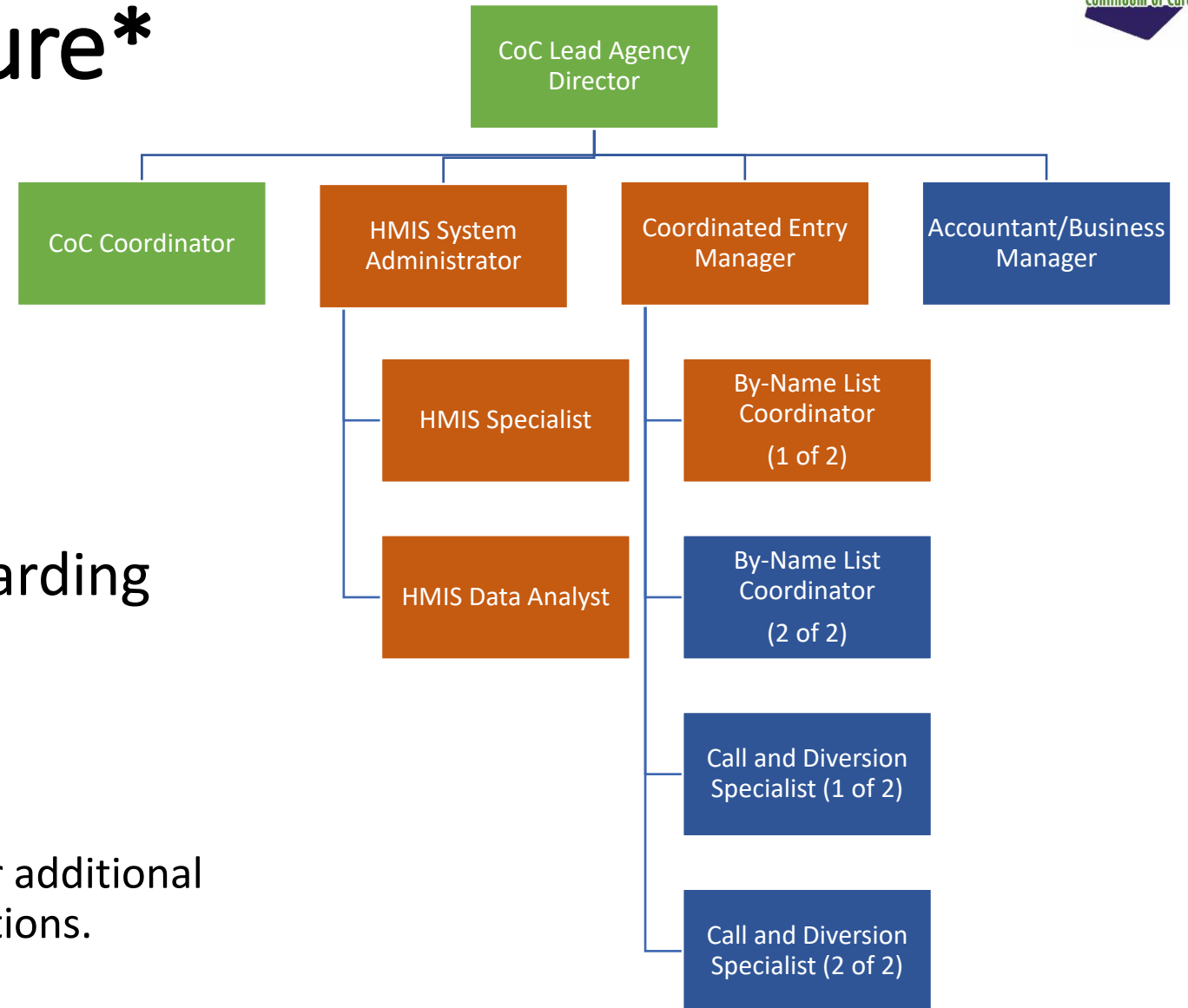
- Wake County Board of Commissioners approved the FY26 Budget on Monday, 06/02 funding
  - Nine (9) new positions for the CoC Department, including associated salary, fringe, equipment, and training.
  - Operating Costs, including transitional TA, CoC meeting supplies

	Expenditures	Revenue	Variance
County General Fund	1,046,878	0	1,046,878
Grants and Donations	751,000	751,000	0
Total	1,797,878	751,000	1,046,878

# Lead Agency FY26 Budget: Revenue Detail

Program	Grant	Performance Period	Amount	Status
HMIS	HUD CoC – FY23	4/1/25 – 3/31/26	153,100	Awarded
HMIS	NC DHHS – ESG HMIS	3/19/25 – 12/31/25	150,000	Awarded
CE	HUD CoC – FY23	1/1/25 – 12/31/25	168,066	Awarded
CA	HUD CoC – FY23	4/1/25 – 3/31/26	200,000	Awarded – awaiting transfer
CA	Central Pines – YHSI	11/1/24 - 4/30/27	37,500	Awarded – awaiting signature
CoC	City of Raleigh – Strategic Plan	6/15/25 – 6/30/26	50,000	Awarded – awaiting signature
CA	HUD CoC – FY24	4/1/26 – 3/31/27	323,424	Award Notice Rec'd
HMIS	HUD CoC – FY24	4/1/26 – 3/31/27	161,730	Award Notice Rec'd
CE	HUD CoC – FY24	1/1/26 – 12/31/26	177,685	Award Notice Rec'd
HMIS	City/County - ESG Pass Through	7/1/25 – 6/30/26	100,000	Anticipated
CoC	City of Raleigh – White Flag	TBD	100,000	Anticipated
Total			1,468,405	758,666 (FY25 Awarded)


# CoC Staffing Structure\*



- Onboard

 CoC Lead Agency Director  
 CoC Coordinator

- Recruiting, Hiring and Onboarding

 June – August

 September – November

- Anticipate “Transitional TA” contract for additional support during ESG and NOFO competitions.

# HMIS Business Plan

- **Key Initiatives:**

- Ensure Continuity of HMIS Operations
- Initiative Transition of HMIS Lead and System Administration Responsibilities
- Improve CoC HMIS Functionality, Data Quality and Training

- **Performance Measures:**

- Establish benchmark for HMIS training attendance and completion.
  - 100% Data Privacy and Security training completion by December 2025.
- Reduction in the number of duplicate profiles in the HMIS.
  - In April 2024, the number of duplicate client profiles in the system were approximately 1,145.
- Reduction in the HUD SPM Data Quality Measure of Destination Error Rate.
  - The Emergency Shelter (ES) and Safe Haven (SH) category had an error rate of 26.83% in FY2024. All Permanent Supportive Housing (PSH) and Other Permanent Housing (OPH) category had an error rate of 19.57% in 2024.



# HMIS Vendor RFP: Overview

- **Context:** The CoC Lead Agency must complete an RFP process for the HMIS vendor and software to
  - Ensure compliance with federal competitive procurement requirements given receipt of HMIS project funds; and
  - Amend the scope of work during the transfer of the Lead Agency.
- **Tentative Timeline:**

Task/Deliverable	Date
Draft RFP Components	May/June
Open RFP and Review*	June/July <i>*will require a 1+ month extension to interim Wake County x Bitfocus contract for continuity of services depending on vendor selection</i>
Establish Contract	August
System Needs Assessment and Implementation (Data Migration*)	August - Ongoing <i>*Applicable only if a different software vendor is selected.</i>

# HMIS Vendor RFP: Application Components

- Services/functions available:
  - Software-as-a-Service (SaaS)
  - System Administration
- Proposed plan for transitioning System Administration function, roles and responsibilities to the HMIS Lead Agency within 1 year.
- At least three (3) but no more than five ( 5) positive references from customers using HMIS Implementation. References must include adequate contact information.
- Includes experience managing and performing legacy data migration and ongoing data integration (import and export).

# HMIS Vendor RFP: Scope of Work

## Current

- **SaaS:**
  - Software
  - User Licenses
  - Training Site
- **Community Administration Support Package:**
  - 1. Community Admin Support.
  - 2. HUD compliance monitoring to align with HUD data standards.
  - 3. Annual preparation and submission of federal reports.
  - 4. Help desk technical support.
- End User Learning Management System (LMS) Access

## Proposed

- **Year 1 (2025 – 2026)**
  - Maintain same SOW
  - Enhanced local oversight and training
    - New User training
    - Project-type specific trainings
    - Regular Data Quality clean ups
    - Address duplicates
- **Years 2 – 5 (2026 – 2029)**
  - SOW limited to software and licenses
  - CoC Lead Agency as full System Administrator
    - Helpdesk support
    - Federal reporting
    - Data Standard compliance

# System Updates

Nicole Stewart and Eileen Rosa

# Charter Review

- **HUD Requirement:** Charter must be reviewed at least annually, and updated as needed, to ensure it remains relevant to and reflective of the work being conducted in the geographic area.
- **Status:** Charter Review complete. Review of additional policies underway.

Activity/Deliverable	Forum/Staff	Date
TA Consultation and CoC Staff Review	CoC Staff	06/16
Committee Final Review	Charter Review Workgroup	06/23
CoC Governing Board Presentation and Review	CoC Board	07/03 (or reschedule date)
Public Comment Period	CoC Membership	07/28

# White Flag Annual Response Plan

- **MOU Responsibility:** Establish a White Flag annual response plan in collaboration with the Wake CoC Governing Board, to include notification of declared White Flag nights and Cooling Centers and the creation of a community-wide plan for severe weather.
- **Status:** In progress.

Activity/Deliverable	Forum	Date
Faith Based Partner Engagement Event	HERC Chair & CoC Staff	Tentative – Week of 06/16
Plan Markup	HERC	06/19
Clean Draft	HERC	07/17
Draft Plan for Feedback/Public Comment	CoC Membership	07/28 – 08/15
Updated Clean Draft	HERC	08/21
Final Plan Presentation	CoC Membership	08/25
Presentation and Vote	CoC Board	09/04

# Adjourn

## Next Meeting:

July 3<sup>rd</sup> from 9 – 10:30am

## Location:

NCWorks Career Center, 1830 Tillery Pl # B

*Do we need to reschedule or cancel due to holiday?*