

**Arkansas Balance of State
Continuum of Care Meeting
January 13, 2022**

Coalition/Organization	Attendees:
ARVAN/ARVAC	Fred Teague
Balance of State	Sue Legal
BBMN	Chonda Tapley, Jessica Minton, William Tollett
Central AR Coord. Entry	Alyssa Pickett
Delta Hills	Patricia Davis, Shannon Haward, Shoshana Wells
DHS	Lorie Williams, Lurenda Duren, Nancy Mixon, Sandra Johnson
Eastern Arkansas	Cassie Rutledge, Josephine Flowers
HMIS	Alex Tinquist
HUD	Absent
Mississippi	Absent
Northeastern AR	Casey Kidd, Marty Timmons
Phillips	Absent
RHC	Absent
SSVF-St. Francis House	Absent
SWAP	Michelle Sestili, Sarah Fowler
Toadsuck	Judi Lively, Melissa Allen, Melissa Dyson
Unknown Coalition Attendees	Ben Glover and Cassie Johnson

Additional attendees included: Dr. Bala Simon with the State of Arkansas and Katie Peterson and Rori Durham with HUD-TA (Cloudburst).

Call to Order

The meeting was called to order via virtual platform at 11:01 am by Balance of State Chair, Casey Kidd.

Roll Call

A welcome was given and roll of attendees was recorded.

COVID-19 Update

An update was provided by Dr. Bala on the state of COVID-19 in Arkansas. Dr. Bala shared that Arkansas is waiting for the rise in COVID cases to peak. New York and New Jersey are seeing their peak. Arkansas is about a week behind them. The Omicron variant is very contagious the first 48-72 hours and less contagious on day 5. This is the reason for the required isolation of 5 days and wearing a mask the next 5 days. Home testing kits are being distributed to communities. If an individual has symptoms and the home test is negative, then the individual should go to their local health department and get PCR tested.

Approval of Minutes

A motion was made by Melissa Allen and seconded by Shannon Haward to approve December 2021 minutes with the following two requested corrections 1). Under the section regarding collaborative applicants, SWAP should be OCYFS. 2). Under COVID update the age should be 5 and under). The motion unanimously carried.

Federal & State Reports

HUD

Absent

DHS

Lorie shared that there were questions about the “match” for ESG funds and she is getting ready to send clarification out about the “match” for funds. Lorie stated she will send an email out to the Balance of State chair to set up a meeting to better determine how to spend ESG-COVID funds so monies do not go back. Lorie advised that ESG-COVID funds can be used to host a COVID vaccination clinic. A discussion was held about the potential using HMIS to track vaccinations.

Lorie answered questions about the turnaround time for COVID housing funds. Eligibility is based on the tenant, so the tenant must apply, not the landlord.

HMIS

Alex reported that ESG-COVID reports were turned in and accepted. If the Balance of State wants to do an unsheltered count, then a date extension is possible. Katie shared that the date extension does not apply to the date reports are due.

Old Business

PIT Count Planning

Casey shared facts regarding the increase in COVID Cases in Arkansas. Judi posed a question regarding what we committed to in our grant as it relates to doing a 2022 unsheltered count and the impact that it would have on us receiving funds this year if we had committed to doing an unsheltered count but only do a sheltered. Melissa Allen asked if there could be a waiver due to the extenuating circumstances. The consensus from the board was that an unsheltered count is too risky. Katie suggested including Arkansas facts about the rise in COVID cases and also a statement about the health and safety of vulnerable volunteers and people served. Shannon Haward made a motion that Arkansas Balance of State do not complete unsheltered count January 2022. Judi Lively seconded. The motion carried with unanimous approval.

Sue shared that she has asked if Simtech Solutions will credit us on what we have paid for the Counting Us APP so that money can be applied toward next year. Awaiting an answer. The training is still scheduled for January 25th; 10:00.

New Business

Committee Updates

Coordinated Entry

Due to increase in COVID cases, the training has moved from February to March 2022. Katie shared how important it is to include people with lived experience as part of coordinated entry planning.

Local Homeless Coalition Reports

ARVAC/ARVAN

Fred Teague reported that ARVAC have purchased land to make a non-profit organization that will house several organizations, including, United Way, medical, and dental services. ARVAC is working to find a replacement for Tim. Restore Hope Arkansas will be brought in this week; they work with the judicial systems and help with reunification of families.

BBMN

Chonda Tapley reported that they have recently bought a building. A HOPE 501c3 meeting is scheduled. BBMN is meeting tomorrow for a PIT count discussion. House of Success is still doing a warming station.

Delta Hills

Shannon Haward shared Lee County has all of their vouchers still available; they were sharing with St. Francis County. Pocahontas has used all of their vouchers except one.

Eastern Arkansas

Cassie Rutledge reported that Eastern Arkansas is struggling with recipients of vouchers successfully obtaining housing. There are 3 people approved in Crittenden County but can't find a place to rent that falls within the voucher amount. Eastern Arkansas really needs a shelter for women and children; referrals are being made to Tennessee.

Mississippi County

Absent

Northeast Arkansas

Casey Kidd shared that their next meeting is in February. Northeast Arkansas has been having PIT count meetings to prepare for the PIT count.

Phillips County

Absent

RHC

Absent

SWAP

Sarah Fowler shared that many of the agencies that operate in SWAP have initiated their alternative work schedule and previous COVID protocols. Michelle Sistelli shared that 16 households had been placed.

Toadsuck

Judi Lively shared that Toadsuck LHC met the first part of this month and focused on discussing PIT. The warming station is closing tonight. CARES money will be used to house clients at hotels. All the vouchers have been used.

With no other discussion, the meeting adjourned. The next meeting is scheduled for Thursday, February 10, 2022. Minutes recorded by Josephine Flowers.

**Arkansas Balance of State
Continuum of Care Meeting
February 10, 2022**

Coalition/Organization	Attendees:
ARVAN/ARVAC	Elizabeth Roberson, Fred Teague
BBMN	Chonda Tapley, William Tollett
Collaborative Applicant	Sue Legal
Delta Hills	Shannon Haward, Shoshana Wells
Eastern Arkansas	Cassie Rutledge, Josephine Flowers
HMIS	Alex Tinquist
Mississippi	Lisa Willard
Northeastern AR	Casey Kidd, Marty Timmons
Phillips	Absent
RHC	LuGene Erwin
SWAP	Michelle Sestili, Sarah Fowler
Toadsuck	Aimee Prince, Judi Lively, Melissa Dyson, Myracle White, Patty Davis
Central AR Coord. Entry	Absent
Cloudburst Consultants	Ashley Tolman, Austen Smith, Katie Peterson, Rori Durham
DHS	Absent
HUD	Sandra Lewis-Payne
State of Arkansas	Bala Simon
Unknown Affiliation	Cassie Johnson, Harold Pritchett

Call to Order

The meeting was called to order via virtual platform at 11:02 am by Balance of State Chair, Casey Kidd.

Roll Call

A welcome was given and roll of attendees was recorded.

COVID-19 Update

An update was provided by Dr. Bala on the state of COVID-19 in Arkansas. Dr. Bala shared that Arkansas is showing a decrease in COVID cases; the Omicron variant is trending downward as it is in other states. Dr. Bala shared that Arkansas is one of the states with lowest vaccination rates. He reports being cautiously optimistic of the downtrend of things but urges that we should use all the tools we have in battling COVID. Dr. Bala reports that likely this week the vaccination will be approved for children 5 and under.

Dr. Bala shared a link that is available as a resource to shelters who need guidance on how to address things safely in relation to COVID. The link to this resource is: <https://www.cdc.gov/coronavirus/2019-ncov/community/homeless-shelters/plan-prepare-respond.html>. Arkansas also has an environmental health specialist who is available on an as needed basis to answer questions about COVID safety. Contact Dr. Bala if assistance from the environmental specialist is needed.

Dr. Bala shared that the application has been submitted to the CDC to hire a homelessness coordinator. The homelessness coordinator will join the ARBoS meetings even beyond COVID.

A question was posed regarding whether a second booster will be needed. Dr. Bala shared that the application has been submitted to the CDC to hire a homelessness coordinator. The homelessness coordinator will join the ARBoS meetings even beyond COVID.

A question was posed regarding whether a second booster will be needed. Dr. Bala shared that the CDC is no longer recommending boosters and that some evaluations are being made to determine whether a yearly vaccine is better suited and if that vaccine can be in conjunction with the flu vaccine, i.e., be a component of the flu vaccine.

Approval of Minutes

A motion was made by Judi Lively and seconded by Marty Timmons to approve January 2022 minutes. The motion unanimously carried.

Federal & State Reports

HUD

Sandra Lewis Payne reported that the 2020 Arkansas homeless assessment report is available for review on the HUD Exchange. The 2020 CoC Performance Report has been listed on the HUD Exchange. Sandra reported that HUD is still pending new awards.

DHS

Absent

HMIS

Alex reported that he will start work on the PIT numbers soon. Alex stated that he has been working on the LSA's. There is a vendor issue with Wellsky. Once all the errors are corrected then he states that he will run the LSA report. ESG-COVID reports are due. DHS requires that reports be submitted by February 18. Contact Alex at atingquist@pulaskicounty.net, 501-340-5618 if there are any issues when you run your reports.

Old Business

PIT Count Planning

Casey asked that the PIT count numbers be entered in a timely manner. Alex will pull information on the 15th. Sue reported that she will close the Counting Us APP to coalitions on February 15.

New Business

Collaborative Applicant Vote

Casey shared that the executive committee met last week and voted to continue with Ouachita Children, Youth, and Family Services as collaborative applicant. Casey made a call for discussion so a vote could be held. No discussion ensued. A vote was called for with a unanimous vote approving Ouachita Children, Youth & Family Services continue as collaborative applicant.

Job Opportunity—Homeless Program Coordinator

Sue shared that the homeless program coordinator position has been advertised on the website, on Facebook, and at OCYFS. The position requires some travel, attending at least one in-person meeting per month and the ability to assist the collaborative applicant. The applicant would also be responsible for recording ARBoS minutes. For out of state applicants, it is preferred that the individual be familiar with Arkansas rural demographics. Judi suggested that the applicant be screened for organizational skills as well.

Systems Performance Measure Report Discussion/Explanation

Casey shared that ARBoS will review this more frequently at meetings. Katie with Cloudburst shared that HUD has a couple of different ways of looking at data. Katie share a link https://files.hudexchange.info/reports/published/CoC_Perf_CoC_AR-503-2020_AR_2020.pdf that gives an overview of how Balance of State performed 2016-2020. The number of permanent beds has seen an increase. The length of time homeless has increased as well but may be pandemic related. 2017-2018, housing first rates fell back a bit but may be related to the way “housing first” is perceived by individuals answering that question. Ashley clarified that it is not the number of homeless individuals counted for an area that improves the NOFO score, but it is the ability to resolve homelessness in one’s area that improves the overall score. There was a drop in funding 2017-2018 then an increase in 2018-2019.

Strategic Planning and Training

Casey shared that an in-person meeting was scheduled for March. The March meeting will be held virtually instead, and the in-person meeting will be during our general meeting in April. We are still working on the location for the meeting. As soon as the location is confirmed, then the date will be sent out. Casey shared that she is waiting for confirmation for a place in Little Rock. Judi stated that she would also look for a place in Little Rock. Casey asked that members be forward thinking regarding upcoming NOFO so that we have a head start. The general meeting will address coordinated entry, rank and review, priorities and values discussion, and the simulation on homelessness activity.

Local Homeless Coalition Reports

ARVAC/ARVAN

Fred Teague reported that Elizabeth Roberson is the new chief operating officer of emergency services at ARVAN. ARVAN has moved their Lake Point facility. ARVAN is hoping to open their A&D program for women and children soon, so women don’t have to choose sobriety over being with their children.

BBMN

Chonda Tapley reported that BBMN did a small PIT count but not much due to the weather. Chonda reported that vouchers are going well. There are 9-10 vouchers “leased up.” Chonda shared that some of the individuals they originally thought were homeless are individuals who are housed but who have mental health needs. Chonda verbalized confusion of resources and how to proceed covering the mental health needs of individuals served. Josephine volunteered to send the name of an Arisa Health contact who is in her area to Chonda to discuss addressing the needs of the clients she serves.

Delta Hills

Shannon Haward shared the Delta Hills is meeting next week. Lee County still has all their vouchers available. St. Francis county has 4. Pocahontas has 1; someone moved out and the voucher became available. In regard to the PIT count, Hedge Ministries is no longer active. Purple Butterfly House and Braybory are the same facility. Freedom Ways only celebrate recovery.

Eastern Arkansas

Cassie Rutledge reported that Eastern Arkansas is struggling with recipients of vouchers successfully obtaining housing. There are 3 people approved in Crittenden County but can't find a place to rent that falls within the voucher amount. Eastern Arkansas really needs a shelter for women and children; referrals are being made to Tennessee.

Mississippi County

Absent

Northeast Arkansas

Casey Kidd shared that their next meeting is in February. Northeast Arkansas has been having PIT count meetings to prepare for the PIT count.

Phillips County

Absent

RHC

Absent

SWAP

Sarah Fowler shared that many of the agencies that operate in SWAP have initiated their alternative work schedule and previous COVID protocols. Michelle Sistelli shared that 16 households had been placed.

Toadsuck

Judi Lively shared that Toadsuck LHC met the first part of this month and focused on discussing PIT. The warming station is closing tonight. CARES money will be used to house clients at hotels. All the vouchers have been used.

With no other discussion, the meeting adjourned. The next meeting is scheduled for Thursday, February 10, 2022. Minutes recorded by Josephine Flowers.

**Arkansas Balance of State
Continuum of Care Meeting
May 12, 2022**

Coalition/Organization	Attendees:
ARVAN/ARVAC	Fred Teague, Elizabeth Roberson
BBMN	Absent
Collaborative Applicant	Absent
Delta Hills	Shannon Haward, Shoshanna Wells
Eastern Arkansas	Cassie Rutledge, Josephine Flowers, Marilyn Phelix
HMIS	Absent
Mississippi	Lisa Willard
Northeastern AR	Casey Kidd, Marty Timmons
Phillips	Rosie Burton
RHC	LuGene Erwin
SWAP	Andrew Coker,
Toadsuck	Aimee Prince, Blaze Wiley, Gabe Simon, Melissa Allen, Judi Lively, Lacey Outlaw, Laura King, Lydia Arnold, Michelle Simon, Myracle White, Nerissa Passmore, Qianna Woods, Shasta Smith, Shelby Tarkington
Cloudburst Consultants	Katie Peterson, Rori Durham
DHS	Sandra Johnson
HUD	Absent
State of Arkansas	Dr. Bala
Unknown Affiliation	

Call to Order

The meeting was called to order via virtual platform at 11:05 am by Balance of State Vice Chair, Shannon Haward.

Roll Call

A welcome was given, and a roll of attendees was recorded.

COVID-19 Update

Dr. Bala shared that the Homeless Shelter Liaison position awarded to Arkansas by the CDC has been approved and that the individual, when hired, will attend the Balance of State Meetings. The position was awarded for a 4-year term but the hope is that the position will be sustained thereafter. Regarding COVID, Dr. Bala shared that there's not much to report. It is possible this fall that an annual booster will become available with the flu booster. Dr. Bala reported that we are still awaiting approval for the under five-year-old age group to receive the vaccine. There is not an expectation that COVID will disappear but more so that it will become like the flu and be with us on some level at all times.

Approval of Minutes

A motion was made by Melissa Allen and seconded by Judi Lively to approve April 2022 minutes with a correction of adding Marty Timmons to the attendees list. The motion unanimously carried.

Federal & State Reports

HUD

Absent

DHS

Sandra Johnson reported that the ESG application for 2022 – 2023 is available. Lori sent an email May 2nd providing the link for the application. The deadline for applying is May 31st. Sandra further reported that DHS is still having issues with agencies who are slow submitting invoices for COVID funds. OSG is reviewing and letters will be sent out notifying agencies that funds may be reduced or even taken. Catching up on invoices is extremely important. September 2023 is the extended dateline for expending ESG grant funds. The more invoices agencies submit, the closer to 50% usage the state gets the least likely it will be that funds will be recouped. Sandra stated that DHS will reach out to Casey to confirm that ESG applicants are participating at least quarterly prior to ESG funds getting approved.

HMIS

Absent. Casey reported that the balance of state met with HMIS, May 10th.

Old Business

PIT Count/HIC

Casey reported that the deadline for submitting the HIC was April 29th. HUD extended the deadline to May 6th. Casey shared that the report was submitted 30 minutes prior to the deadline. A lot of work was put into compiling the report; however, our data quality is not good. Improvements are needed. Data needs to be entered correctly into the Counting Us app. The housing inventory count has beds listed incorrectly. Some projects were listed that should not have been because they are closed. The demographics were problematic; the report does not allow submitting blank responses or submitting a response of “client don’t know”.

There were 286 individuals reported as sheltered homeless.

LHC information will not match the information entered into the counting us app, as the input of information was not done correctly. This was the first time BOS have submitted the report; it is usually submitted by HMIS.

Emergency Solutions Grant

Organizations interested in applying for the emergency solutions grant are required to get a letter of good standing from the Balance of State. The period for applying begins May 1st and closes May 31st.

Strategic Planning and Training (General Meeting)

Coordinated Entry Discussion

Shannon shared with the continuum that a representative from RHC is needed for the coordinated entry committee. Lugene stated that she would check with Stephanie McGee to see if she would agree to represent RHC.

Rank and Review Presentation

There was a meeting Tuesday about the rank and review process. Work was done to make sure the committee understand the rank and review process. There will be some changes this year on how r & r is done. There will be a checkoff threshold list. All projects must be housing first projects in order to apply. Training will be done to explain the concept of housing first. Priority will be given to projects that HUD ranks as a priority. For renewal projects, they will be reviewed to assure tht at least 80% of the funds were spent or a justification letter will be requested as to why funds did not meet the threshold. Reduction of grant fund amounts will be requested if there is no justifiable reason for not spending 80% of previously awarded funds. With past applications, some of the descriptions were vague and questions were not directly addressed.

Registration/Attendance

Shannon reminded everyone that organizations that are interested in getting funding must attend at least one general meeting. The next general meeting is planned for Tuesday, June 14th, at 10:00 am. An invitation to the meeting has be created by Eventbrite, for the purpose of determining the number of participants; a ticket is not needed to attend.

New Business

NOFO

Casey shared that in reviewing the last NOFO, we lost points on COC coordination and engagement, a loss of almost 30 points. Work has already begun to improve this. The BOS is reaching out to local coalitions to do more engagement. Casey shared that we are also failing at obtaining data from domestic violence organizations. The BOS plans to do a general overview of the NOFO at the end of May. There is also a plan to meet one-on-one with projects that desire to do so.

For domestic violence projects, we anticipated receiving 90% of renewal funds. We received approximately \$500 over what was expected. We were not awarded DV bonus points.

Local Homeless Coalition Reports

ARVAC/ARVAN

Fred Teague gave an update and requested a supportive visit from BOS. Fred reported that 8000 square feet medical center is under construction.

BBMN

Absent

Delta Hills

Shannon Haward reported that she has been unable to get in touch with Lee County regarding their voucher usage due to Lee County's technology outage. It is presumed that Lee County still has all 15 vouchers

available. Forrest City had 1 voucher and Pocahontas has 3. The next meeting will be attendance at the Balance of State and will not be held on a local level.

Eastern Arkansas

Cassie reported that calls for rent, utility and financial assistance to the Families in Transition DV Crisis hotline tripled during April. Additionally, emails for assistance are being received daily, where previously, emails were about once a week. The increase in emails may be related to the loss of finances people are experiencing and instead of calling they are utilizing WiFi to communicate. Funding has dwindled in our area for rent assistance. Cassie reported that she has reached out to the Mayor of West Memphis to develop a plan to access additional funding.

Mississippi County

No update.

Northeast Arkansas

Casey Kidd reported that NEA recently met. Northeast Arkansas is trying to get more people to apply for ESG. The next meeting is scheduled for June 22nd at 3 pm. Elections will be held during this meeting.

Phillips County

Rosie Burton reported that Phillip County's Flip Flop and Care Kit is being organized. The date for the event has not been finalized. Vince Wilson is the new director of Anchors Away Homeless Shelter. The next meeting date for Phillips County Coalition is May 31, 2022.

RHC

LuGene reported that one of the issues RHC is experiencing is getting organizations to see the reason for becoming a part of their local homeless coalition. LuGene shared that RHC is working diligently to bring in new organizations. The next meeting date is, June 28th.

SWAP

Andrew reported that their next meeting is June 19th. During the January meeting, SWAP is planning to develop bylaws for the purpose of giving direction to their local coalition. Andrew stated that SWAP continues to work on their quarantine house.

Toadsuck

Judi reported that elections were held at last Toadsuck meeting. Larua King is new Toadsuck Coalition Chair. Judi requested that the Balance of State provide some general coalition training to Toadsuck Local Coalition. Judi shared that the City had the groundbreaking ceremony for the emergency shelter a couple weeks ago. Toadsuck is waiting on the results of the United Way grant they applied for. The City of Toadsuck continues to provide COVID rental assistance.

With no other discussion, the meeting adjourned. The next meeting will be an in-person general meeting and is scheduled for, Tuesday, June 14, in Conway.

Minutes recorded by Josephine Flowers.

**Arkansas Balance of State
Continuum of Care General Meeting
June 14, 2022**

Coalition/Organization	Attendees:
ARVAN/ARVAC	Elizabeth Roberson, Fred Teague, Linda Bankston, Susan Echols
BBMN	Cassie Johnson, Tammy Smith, William Tollett
Central Arkansas Coord. Entry	Alyssa Pickett
Collaborative Applicant	Casey Kidd
Delta Hills	Alex Lynch, Bobbie Boozer, Michelle Pfifer, Rose Dawson, Shannon Haward, Theresa Allen, Vanessa Brayboy
Eastern Arkansas	Earlene Flowers, Josephine Flowers
HMIS	Absent
Mississippi	Andreius Bates, Jacqueline Johnson, Lisa Willard, Phyllis McClendon
Northeastern AR	Adam Watkins, Heather Coats, Jacob Bright, Jana Burnett, Jeremy Wooldridge, Megan Baird, Shane Fore
Phillips	Absent
RHC	Dolly Henley, Paul Henley, Sann Terry
SWAP	Adam Rodgers, George Biggs, Jenny Martinez, Malorie Turner, Natalie Neal, Roger Powell, Sarah Fowler, Tiffany Terry
Toadsuck	Aimee Prince, Blaze Wiley, Breanne Burton, Denay Barlar, Gabe Simon, Grace Velte, Judi Lively, Lacey Outlaw, Laura King, Matthew DeSalvo, Melissa Allen, Melissa Dyson, Michelle Simon, Myracle White, Nerissa Passmore, Patty Davis, Phillip Fletcher, Shawanna Rodgers
Cloudburst Consultants	Ashley Barker Tolman, Katie Peterson, Rori Durham
DHS	Absent
HUD	Absent
State of Arkansas	Absent
Unknown Affiliation	

Call to Order

The meeting was called to order at 10:15 am by Balance of State, Homeless Program Director, Casey Kidd.

Roll Call

A welcome was given and an ice breaker activity was utilized for members to introduce themselves.

Approval of Minutes

Minutes from the previous meeting were not reviewed and approved.

Homeless Simulation Game and Debrief

Attendees participated in a homeless simulation game and a group discussion ensued regarding insights gained.

Coordinated Entry 101

Discussions were held regarding coordinated entry and the importance thereof. Participants shared their own experiences

Housing First

A discussion was held regarding housing first.

CoC Values

A discussion was held regarding the values of Continuum of Care and the value of local homeless coalitions in serving the needs of individuals who are homeless.

Strategic Planning

Local Homeless Coalitions were challenged to apply for funding and to continue serving their communities. The next meeting is scheduled for July 14, 2022.

Minutes recorded by Josephine Flowers.

**Arkansas Balance of State
Continuum of Care Meeting
July 14, 2022**

Coalition/Organization	Attendees:
ARVAN/ARVAC	Fred Teague, Elizabeth Roberson
BBMN	Cassie Johnson, Chonda Tapley, William Tollett
Central AR Coord. Entry	Alyssa Pickett
Collaborative Applicant	Casey Kidd, Sue Legal
Delta Hills	Carol Townsend, Shannon Haward
Eastern Arkansas	Cassie Rutledge, Josephine Flowers
HMIS	Whitney Force
Mississippi	Lisa Willard
Northeastern AR	Shane Fore, Terri Dunham
Phillips	Rosie Burton
RHC	Absent
SWAP	Andrew Coker, Sarah Fowler
Toadsuck	Aimee Prince, Blaze Wiley, Judi Lively, Laura King, Myracle White, Nerissa Passmore, Patty Davis, Lacey Strom
Cloudburst Consultants	Ashley Tolman, Katie Peterson, Rori Durham
DHS	Lorie Williams, Lurenda Duren, Sandra Johnson
HUD	Absent
State of Arkansas	Dr. Bala
Unknown Affiliation	

Call to Order

The meeting was called to order via virtual platform at 11:06 am by Balance of State Chair, Shannon Haward.

Roll Call

A welcome was given, and a roll of attendees was recorded.

COVID-19 Update

Dr. Bala gave an update on COVID 19 cases in Arkansas and the new Monkey Virus. Dr. Bala reported that Arkansas is experiencing a summer COVID surge. The number of cases has increased in the last two weeks and Arkansas is seeing about 2,000 new cases per day. A second booster is expected to be offered this fall. Paxlovid has been authorized for use for mild to moderate symptoms.

Monkey Virus originally spread from animals to people and is now being spread from person to person. Infection can occur from intimate body contact and from handling the bedding and clothing of an infected person. The virus presents with flu-like symptoms accompanied by a rash in or near the area of contact. It is a chickenpox-like rash. There is currently one case in the state of Arkansas.

Approval of Minutes

A motion was made by William Tollet and seconded by Sarah Fowler to approve May 2022 minutes. The motion unanimously passed. A motion was made by Elizabeth Roberson and seconded by William Tollett to approve the June 2022 minutes. The motion unanimously passed.

Federal & State Reports

HUD

Absent

DHS

Sandra Johnson reported that Arkansas DHS have received a recapture of \$4.3 million from HUD. DHS is currently working to see which agencies they will remove funds from. They have not been given a timeframe for the removal of funds but realize it needs to be done as soon as possible.

DHS is trying to catch up on invoices. For the 2022 –2023 grant they have completed. The scoring has been completed for the 2022 – 2023 grant period and they are in the process of deciding how much funds will be allocated to each agency that was approved; the total funds being awarded is \$2,280,574.

HMIS

Whitney Force reported there are exit dates missing from some agencies' data. They are awaiting that information to be completed before reports are run

Old Business

Governance Charter

Shannon shared that no feedback was received from membership regarding changes that need to occur to the governance charter. The executive board is still reviewing the charter for changes.

New Business

NOFO

Shannon shared that the NOFO has not been released and Casey will be requesting information from the local homeless coalitions in preparation for the NOFO. Casey advised that she is available to do a presentation to agencies interested in applying for funds. The presentation will share information that will assist in completing their application

Grants Inventory Worksheet

The grant inventory worksheet has been put out for review. The review period was extended to October 22nd.

HMIS Coordinator

Casey shared that a discussion has been underway regarding a regional leader for HMIS. There are ESG funds available, that are about to expire, and those funds can be used for hiring the coordinator. The coordinator will be employed by the lead applicant, Ouachita. Further discussions still need to occur about who will employ the three regional HMIS team members.

Special NOFO

Casey shared that a special NOFO has been announced. There is \$4.212 million to address rural homelessness and another \$4 million available for the unsheltered. Rural counties that qualify are listed on the website <https://www.arboscoc.org/grants-bids/>. The special NOFO application is due in October so applications must be received by early September. A strategic plan must be submitted by the Balance of State regarding how the Balance of State reach out to those with lived experience, get input from the homeless population and how the Balance of State connect individuals served to health care and other benefits. The grant will be awarded for 3 years and may possibly be renewed through the regular renewal process. Local homeless coalitions wanting to apply would submit a project application. Balance of State would complete a rank and review. The priorities for awarding are the same as the regular NOFO. Casey will send out another email regarding the Special NOFO to give talking points for those who wish to share the information with their local homeless coalitions.

Local Homeless Coalition Reports

ARVAC/ARVAN

Fred Teague shared that ARVAC/ARVAN Local Homeless Coalition is scheduled to meet July 28th. Rapid rehousing is going well. ARVAC/ARVAN is partnering with 100 families in their efforts to address homelessness in their area.

BBMN

Chonda Tapley shared that she didn't have an update for BBMN Local Homeless Coalition.

Delta Hills

Shannon Haward shared that Delta Hills Local Homeless Coalition is scheduled to meet July 19th. Meetings have focused on the NOFO. Pocahontas used 12 of their vouchers and have 4 available. Delta Hills is searching for a house outside the city limits of Claiborne County that can be used as a homeless shelter. Shannon reported that the sheriff of Claibourne County would not allow for a homeless shelter inside of city limits, citing if a shelter is built "they would come and not wanting 'riffraff in town'".

Eastern Arkansas

Josephine Flowers reported that Eastern Arkansas Local Homeless Coalition met this week. Discussions were held about recruitment, the NOFO and monies available within the county for individuals who are homeless.

Mississippi County

Lisa Willard shared that Mississippi County Local Homeless Coalition have not had a meeting. Tamika Jenkins is transitioning out. Lisa shared that she will begin her role as chair next month.

Northeast Arkansas

Casey Kidd reported that Northeast Arkansas Local Homeless Coalition met June 22nd. A new chair, vice-chair and secretary have been elected. Shane Fore is the new chair; Adam Watkin is the new vice-chair and Janna Bernette is the new secretary. Shane and Jana will join the Balance of State meetings and will replace Casey Kidd and Marty Timmons as representatives.

Phillips County

Rosie Burton reported that Phillip County Local Homeless Coalition has their Flip Flop event scheduled for August 13th. Rosie stated that a great deal of donations has been received. The next meeting is scheduled for July 25th at meeting 8:30.

RHC

Absent.

SWAP

Sarah Fowler shared the SWAP Local Homeless Coalition has completed the update to their bylaws. The next meeting is scheduled for July 21st at 1:00 pm. A representative from the City of Hot Springs is scheduled to be present to discuss a potential shelter. SWAP is also asking for a representative from Arkansas 211 to join. SWAP has a group working on a flow chart of services that are provided by their LHC.

Toadsuck

Laura King shared that Toadsuck Local Homeless Coalition meets every 2 months via Zoom. The next meeting is scheduled for August 23rd at 11:30. Toadsuck is working on three different components of housing. Additionally, Toadsuck has completed an educational animated video that talks about different kinds of housing. The video is intended to educate the community on why various types of housing are needed within the community.

With no other discussion, the meeting adjourned. The next meeting will be an in-person general meeting and is scheduled for Thursday, August 11th.

Minutes recorded by Josephine Flowers.

**Arkansas Balance of State
Continuum of Care Meeting
August 11, 2022**

Coalition/Organization	Attendees:
ARVAN/ARVAC	Elizabeth Roberson, Fred Teague, Mary Thompson
BBMN	Chonda Tapley, Jessica Minton, William Tollett
Central AR Coord. Entry	Alyssa Pickett
Collaborative Applicant	Casey Kidd, Sue Legal
Delta Hills	Carol Townsend, Karen Phillips
Eastern Arkansas	Cassie Rutledge, Josephine Flowers, Marilyn Phelix
HMIS	Eric Durham, Whitney Force
Mississippi	Lisa Willard
Northeastern AR	Jana Burnett, Shane Fore, Terri Dunham, Tonya Hass, Tony Thomas
Phillips	Rosie Burton
RHC	Paul Henley
SWAP	Andrew Coker, Diana Rankin, Sarah Fowler
Toadsuck	Blaze Wiley, Judi Lively, Lacey Strom, Laura King, Matthew DeSalvo, Melissa Allen, Myracle White, Nerissa Passmore, Patty Davis, Shawanna Rodgers
Cloudburst Consultants	Ashley Tolman, Katie Peterson, Rori Durham
DHS	Lorie Williams, Lurenda Duren, Sandra Johnson
HUD	Absent
State of Arkansas	Dr. Bala
Unknown Affiliation	

Call to Order

The meeting was called to order via virtual platform at 11:00 am by Balance of State, Homeless Program Director, Casey Kidd.

Roll Call

A welcome was given, and a roll of attendees was recorded.

COVID-19 Update

Dr. Bala gave an update on the Monkey Virus in Arkansas. Dr. Bala shared that there are 15 cases in the state of Arkansas. The virus usually presents with fever, headache and a painful rash at the site of exposure approximately 7 – 14 days after exposure occurs. The rash generally materializes on the hands, feet, chest and face (wherever the contact occurs). The majority of cases diagnosed have been among homosexual individuals but, also occur among any sexual partners who are infected or in any person is in prolonged contact with the virus. The state hotline number to report suspected cases is 1-800-803-7847. There is both an investigational antiviral medication and an investigational antiviral vaccination available. The link for information on monkey pox is:

[https://www.healthy.arkansas.gov/programs-services/topics/monkeypox.](https://www.healthy.arkansas.gov/programs-services/topics/monkeypox)

Regarding COVID, Dr. Bala shared that the case counts have still been elevated but hospitalizations have been low. There's a new vaccine available, Novvax. It is a two-injection vaccination.

Approval of Minutes

A motion was made by Mellissa Allen and seconded by William Tollett to approve the July 2022 minutes. The motion unanimously passed.

Federal & State Reports

HUD

Absent

DHS

Lorie Williams reported that Arkansas DHS is winding down on the ESG 2022 grant which ends next month. Lorie requested that all invoices be submitted as soon as possible. A link will be sent out for the mandatory training for the new ESG funds. By now, agencies should know whether their COVID funds have been extended.

HMIS

Whitney Force shared that HMIS has instituted security measures when issuing new user log-ons. Additionally, HMIS is working to clean up the list of users. When a new user requests a log on, the end user agreement form will be sent and once that form is completed and returned, log on access will be assigned. Whitney shared that there is a problem with agencies holding data entry rather than entering information in a timely manner. Late entry of data leads to incorrect reports.

The HMIS team is planning training the first week of October and will extend invitations to 2 – 3 people from each COC. The limited number of attendees is a Wellsky mandate and HMIS does not have the privilege of removing the capacity setting. Initially those who have multiple errors will be invited. Once the regional person is trained in HMIS then the regional contact will bear the responsibility of assisting agencies within their region.

Old Business

Governance Charter

Casey shared that the appeals process in the Governance Charter states that:

- d. The Executive Committee shall meet to discuss the appeal and forward written recommendations to the Board.
- e. The CoC Board shall meet and vote on the appeal.
- f. The Board shall bring their findings to the attention of the full membership at the next full CoC meeting.

Due to the short timeline for this year's NOFO, following the steps set forth in the charter is virtually impossible. There's not enough time. Casey submitted to the membership a suggestion for a revision of the governance charter, removing items e and f (listed above). A motion to remove items e and f of the

governance charter's appeals process was made by William Tollett and seconded by Melissa Allen. The motion unanimously passed.

HMIS Coordinator Update

The HMIS coordinator proposal has been submitted to the ESG team and will be going for legislative review for approval.

New Business

Special NOFO

Casey shared that the HUD deadline for the special NOFO is October 20th. Project applications must be submitted to the collaborative applicant by September 20th. There is a strategic plan that has to be created; that information is needed by August 19th. Casey shared that we also need to work on creating a lived-experience work group. Three individuals have agreed to participate in the work group. Additionally, a supplemental applications checklist is required; an email has been sent out requesting this information. Anyone who is considering applying should contact Casey as soon as possible.

Regular NOFO

We currently do not have a lot of information regarding the regular NOFO. As information becomes available, it will be released. Applications are to be submitted to the collaborative applicant by August 31st.

Rank and Review

Casey reported that the rank and review committee is still organizing to meet HUD requirements. Three voting members are needed for the rank and review committee. The governance charter states that the rank and review committee is to be selected by the executive committee and voted on by the entire board. The executive committee spoke with, and selected, the following individuals to serve on rank and review: William Tollett (Chair), Patti Davis and Myracle White. With no discussion, a motion was made by Judi Lively and seconded by Melissa Allen to approve the nominees to serve as the rank and review committee. The motion unanimously carried.

Housing First

Katie Peterson gave a presentation of "housing first". "Housing first" involves providing housing for individuals and then providing wrap around services to address the needs of the individuals.

Local Homeless Coalition Reports

ARVAC/ARVAN

Elizabeth Roberson shared that ARVAC/ARVAN Local Homeless Coalition is scheduled to meet August 30th. The first graduate of specialized services will occur in about a month.

BBMN

BBMN is scheduled to meet on August 19th.

Delta Hills

Shannon Haward shared via written correspondence that Delta Hills Local Homeless Coalition met July 19th. During the meeting, Casey discussed the Special NOFO and a little about the regular NOFO. There were a few organizations interested in the special NOFO. Regarding Emergency Housing Vouchers, St Francis has used all 15 vouchers, Pocahontas has used all 15 vouchers and there has still not been any success in contacting and getting a report from Lee County. The next meeting is September 20th at 2 pm by zoom.

Eastern Arkansas

Josephine Flowers reported that Eastern Arkansas Local Homeless Coalition is scheduled to meet August 23rd. There are no updates since last month's report.

Mississippi County

Absent

Northeast Arkansas

Casey Kidd reported that Northeast Arkansas Local Homeless Coalition will meet next Thursday at 10:00. Northeast Arkansas does have agencies interested in regular and special funding.

Phillips County

Absent

RHC

Absent.

SWAP

Sarah Fowler shared the SWAP Local Homeless Coalition had their July meeting a couple weeks ago. The community center is progressing. The name community center was chosen as opposed to shelter to take on a different meaning. Much will be done in the community center. Training rooms will be available and the center will serve as a warming and cooling station when temperatures become unbearable. The next meeting is Thursday 18th and a representative from AR 211 is expected to be present.

Toadsuck

Melissa Allen shared that Toadsuck Local Homeless Coalition has been meeting regularly. The homeless shelter is moving along with hopes of opening the beginning of 2023.

With no other discussion, the meeting adjourned. The next meeting is Thursday, September 8th.

Minutes recorded by Josephine Flowers.

**Arkansas Balance of State
Continuum of Care General Meeting
September 8, 2022**

Coalition/Organization	Attendees: Voting Members	Attendee: Non-Voting Members
ARVAN/ARVAC	Elizabeth Roberson, Fred Teague (absent)	Ben Glover, Jessica Minton
BBMN	William Tollett, Chonda Tapley (absent)	
Collaborative Applicant	Sue Legal, Casey Kidd	
Delta Hills	Shannon Haward, Myracle White	Lacy Storm
DHS	Lorie Williams	
EAR	Cassie Rutledge, Josephine Flowers (absent)	Marilyn Phelix
HMIS	Whitney Force, Eric Durham	
HUD	Sandra Lewis-Payne (absent)	
Mississippi	Lisa Willard, Phyllis McClendon (absent)	
NEA	Jana Burnett (absent), Shane Fore (absent)	
Phillips	Rosie Burton, Gracie Gonner (absent)	
RHC	Paul Henley, Brandy Bradley (absent)	
SSVF-St. Francis House	Alyssa Pickett	
SWAP	Andrew Coker, Sarah Fowler	Diana Rankin
Toadsuck	Judi Lively,	Nerissa Passmore, Blaze Wiley, Laura King

Additional attendees included: Rori Durham and Katie Peterson with HUD-TA (Cloudburst); Dr. Bala with Arkansas Department of Health,

Call to Order

The meeting was called to order via virtual platform at 11:05 am by Balance of State Homeless Programs Director in absence of Shannon Haward (Chair)

Roll Call

A welcome was given and roll of attendees was recorded.

COVID-19 Update

Dr. Appathurai Balamurugan Simon (Dr. Bala) was present. Pfizer has approved a booster for ages 12 and up. Monkey Pox is in containment phase and mostly affecting homosexual men.

Approval of Minutes

A motion was made by Melissa Allen to approve the minutes, William Tollett seconded – Motion to approve was passed.

Federal and State Reports

HUD: No one present on call

DHS:

Lorie Williams reported that regular ESG funds for 2021-2022 will end this month. They are processing August invoices. Reach out to your analyst to submit invoicing as quickly as possible as they cannot go past October for final invoices. Should be sending in quickly especially a zero invoice which can be turned around quickly. There will not be any Y vouchers for the new year. Invoices are processed as they come in and should be sending each month for the previous month (June = May invoices). They will begin reviews every 3 months for spend-down with the new awards. October 10 is the end date for 21/22 invoices. When you submit a zero invoice to get caught up you should have the documentation of spending so should be easy to submit after zero is approved.

ESG is requiring every grantees UEI number. If you have not sent that, please send to Lorie.

Training for 22/23 grantees will be held September 22 at 9 a.m. via Zoom. Everyone who works on the grant should be in attendance. If you cannot participate let Lorie know in advance as this training is mandatory for all grantees.

Reminder if you do not have match, you cannot do the grant – MUST HAVE 1:1 MATCH.

ESG – CV: this is the last year to spend down the funds. If you have the grant, you should know what you have to spend and need to prove that it can be spent down. DHS has hired a new analyst for CV only. Based on spending there may be additional monies available. Lorie asked for feedback on gift cards as this is an allowable expense as an incentive to get vaccinated. Can also pay peers as ambassadors to advocate to homeless the advantage of being vaccinated.

DHS will be monitored by HUD on the 26th of this month

HMIS:

Whitney reported they have new user agreements and will have a training with all new users before they receive any passwords. The training will only last 15-30 minutes. She and Eric have been running data quality reports each month. Counts report is now easier and convenient to find the number served. It can be found on the dashboard and can be customized.

Old Business:

The Governance Charter has been revised and now needs approval from the Board. William Tollett made a motion to accept the revisions with Judi Lively as second. Charter was approved and Casey will send out to all.

HMIS Coordinator position: The BoS has submitted. It had been on hold due to a misconception with adding HMIS license fees that would go directly to the HMIS lead but we would be responsible for the match. A discussion will be held soon to clear this up.

Special NOFO: applications are due September 20 to Sue and Casey to be sent to R & R committee for review. Priority will be posted on October 5, overall NOFO is due to HUD on Oct. 20 and will be posted 10-18. Casey asked that all agencies submitting make sure the instructions are followed and to reach out prior to the deadline if there are any questions rather than waiting until the day it is due to R & R. All information is on the website. Read the instructions on the R & R tool and please use the correct supplemental application.

Regular NOFO: Priority will be announced 9-15 and due to HUD on 9-30. We have received 6 applications

New Business

Board elections will be at the October General meeting and new officers will begin January 1, 2023. Judi, as the chair of the nominating committee would like to have all nominations to her in the next 2 weeks by 9-23. Make sure the person you are nominating is ok with serving in the position.

October General Meeting: 10-13 at 11 a.m. This will be a minimum of 2-hour meeting so please schedule accordingly. The meeting is mandatory for all CoC and ESG recipients.

Coalition Reports

ARVAC/ARVAN: Elizabeth reported they are planning a lunch on the 20th for partners and members to build up their LHC

BBMN

Jessica Minton reported they had a meeting in August

Delta Hills

Shannon reported that the next meeting is September 20 at 2 p.m.

Eastern Arkansas

Next meeting is planned for October

Mississippi County

Absent

Northeast Arkansas

Casey reported they met the end of August to discuss updates and issues regarding capacity in their area, turning away those in need due to lack of affordable housing and no available monies

Phillips County

Rosie reported they met on August 30 and have been reaching out to DHS to attend. They are looking for a new chair. Next meeting is September 27. Casey asked if there was a Zoom so she

could attend. Rosie indicated they do not have that capability. Casey and Sue said that if emails of members were sent to them, they can set up a Zoom meeting for them using the BoS Zoom account

RHC

Absent

SWAP

Sarah Fowler reported that Casey came down and presented the Homeless Simulation last month. The plan is to present it to the City of Hot Springs early 2023. The City is also planning to put out an RFP for (hopefully) a local organization to run the operations of the new Resource Center

Toadsuck

Laura reported that they met in August. Meetings are scheduled bi-monthly. Discussions included lack of affordable housing, warming shelter not available this year and a strategic plan for this. The local PHA has land to build. They are working on a generic video Next meeting will be October 25 at 11:30

Next meeting: General Meeting October 13 at 11 a.m. Please plan for 2 hours

With no other discussion, the meeting adjourned.

Minutes recorded by Sue Legal

**Arkansas Balance of State
Continuum of Care General Meeting
October 13, 2022**

Coalition/Organization	Attendees:
ARVAN/ARVAC	Cody Shelton, Elizabeth Roberson, Fred Teague
BBMN	Cassie Johnson, Chonda Tapley, Jessica Minton, Rebecca Hanlin, Shannon Farabee, Tammy Smith
Central AR Coord. Entry	Absent
Collaborative Applicant	Casey Kidd, Sue Legal
Delta Hills	Myracle White, Nerissa Passmore, Shannon Haward, Theresa Aasen
Eastern Arkansas	Cassie Rutledge, Danielle Lawrence, Josephine Flowers, Marilyn Phelix, Tawanna Bailey, Wayne Croom
HMIS	Eric Durham, Whitney Force
Mississippi	Angie Atteberry, Carolyn Stewart, Dominique Euell, Lisa Willard, Stacey Cundiff, Teresa Miner,
Northeastern AR	Captain Charles Smith, Jana Burnett, Kimberly Chase, Marty Timmons, Niki Baker, Shane Fore, Shaquita Renelique
Phillips	Rosie Burton
RHC	Sann Terry, Shelley Faulkner
SWAP	Andrew Coker, Patricia Ellis,
Toadsuck	Aimee Prince, Blaze Wiley, Diedra Levi, Judi Lively, Lacy Strom, Jennifer Welter, Laura King, Mary Wood, Matthew Desalvo, Melissa Allen, Melissa Dyson, Myracle White, Sarah Fowler, Shawanna Rodgers, Shelby Tarkington
Cloudburst Consultants	Ashley Tolman,
CRDC	Jacob Bright
DHS	Lorie Williams
HUD	Absent
State of Arkansas	Dr. Bala
Additional Attendees	A.D. Hillard, Alex, Amanda Emerson, Boyce M., Carolyn Stewart, Charles Smith, Danielle Lawrence, Denny McPhate, Derrick Coleman, Heather Coats, Kendra Phillips, Keya Brooks, Lance Spicer, Laura King, L.W. Davis, Luther Davis, Mandi Geels, Mary Quarrells, Mary Wood, Niki, Phyllis McClendon, Rose Dawson, Stephanie Gee, Tisha Craig, Tonya Hass, Vanessa Purple Butterfly,

Call to Order

The general meeting was called to order via virtual platform at 11:05 am by Balance of State, Vice-Chair, Cassie Rutledge.

Roll Call

A welcome was given, and a roll of attendees was recorded.

COVID-19 Update

Dr. Bala gave an update on COVID and the Monkey Pox Virus in Arkansas. Dr. Bala shared that we have moved from a pandemic stage to living with COVID among us. Dr. Bala shared that the recommendation for someone who has symptoms continues to be handwashing, social distancing and masking. Regarding Monkey Pox, Dr. Bala stated that Monkey Pox has morphed into an STD, as the primary means for contacting it is through sex.

Approval of Minutes

A motion was made by Chonda Tapley and seconded by William Tollett to approve the September 2022 minutes. The motion unanimously passed.

Federal & State Reports

HUD

Absent

DHS

Lorie Williams reported that DHS is winding down the 2021 ESG year and getting the 2022 ESG year started. DHS is working to close out September COVID invoices. Lorie stated that DHS will start having meetings with program directors and the individuals who do invoices. DHS would like to make sure that they are consistently processing invoices from the previous month during the following month. Lorie shared that DHS is working with HUD on the HMIS project to make sure DHS's action plan has HMIS listed as a special project.

HMIS

Whitney Force shared that HMIS has initiated a process that requires a new user to be trained on HMIS prior to HMIS issuing a new user log-on. Once the new user submits for a logon ID, HMIS will conduct the training, but it will likely not be on the same day the request is submitted. This process has been put in place to improve data quality. There are recurring issues with the head of household and veteran status not being submitted correctly. Whitney also shared that the first HMIS Steering Committee Meeting was held. The Steering Committee will meet monthly to address HMIS issues.

Old Business

Regular Continuum of Care Funding Application

Casey Kidd, Collaborative Applicant Homeless Coordinator, shared this link for accessing ABOS completed application: <https://www.arboscoc.org/grants-bids/>. Casey explained that Tier I funding is typically the full amount of grant funds that were received the previous year. The full amount received last year was \$526,044. We were eligible for 95% of that funding this year. Tier II funding is the most likely to be funded. Tier II depends on our overall application score. The deadline to give public notice of the application was September 15th. The application had to be posted by September 28 and had to be submitted to HUD by September 30th. Balance of State was able to meet each of these deadlines. It will likely be February or March before any news of the award is received.

New Business

Special Continuum of Care Rural Set-Aside Funding Application

Cassie Rutledge shared that the application for special funding was sent out to the board for review and there was no remaining discussion. Adopting the funding application requires a vote from the board. William Tollett made a motion to approve the special continuum of care rural set-aside funding application. Chonda Tapley seconded the motion. The rural set-aside funding application was approved with 16 yeas, 0 nays.

Board Elections

Casey Kidd shared nominees the Nominating Committee presented for Board positions. Casey clarified that Shannon cannot serve as Vice Chair as she is currently chair and will move into the "Previous Presidents" position when her term ends. The full general board cast votes for Chair, Vice-Chair and Secretary. After a count of votes, Melissa Allen was voted in as the new Chair; William Tollett was voted in as the new Vice-Chair and Sue Legal was voted in as Secretary. New terms begin January 1, 2023 and end December 31, 2024.

Point in Time

William Tollett, Chair of the Point in Time Committee, shared that a meeting was held regarding the upcoming point in time count. The date set for the point in time count is January 26, 2023, and the backup date is January 30, 2023. William shared that we will be using the Counting-Us app. It is important to remember to complete as much detailed information as possible. William stated that in response to technical support that the committee is working on policy and procedures for conducting the count. There are general guidelines that should be followed such as not transporting the individuals you count in personal vehicles and not taking pics and posting on social media.

Sue Legal shared that January 19, 2023, has been selected as the date for the mandatory meeting to provide guidance on using the Counting-Us app. Recording the count on paper is discouraged. It's important to submit the information in real time/real location so the app correctly captures the location of the individual who is homeless. If counts are done on paper then entered at an office location the information clusters for "that location" and the app sometimes rejects it as an error.

Coordinated Entry

Josephine Flowers, Chair of the Coordinated Entry Committee, gave a snapshot definition of what coordinated entry is. Coordinated entry was defined as a one-stop shop for connection to resources for individuals who are homeless. Josephine shared that the Coordinated Entry Committee held their first meeting and that a monthly meeting date has been set. The Coordinated Entry Committee is asking each Local Homeless Coalition to have organizations within their coalition to complete a resource form. This is the first step to us moving forward. A couple of systems were discussed. The 211 system and the FindHelp systems were discussed. We are awaiting information back regarding the 211 system.

Governance Charter

Casey shared a power point overview of Arkansas Balance of State. The role of the collaborative applicant was shared. It was explained that the collaborative applicant works with all LHC's to better serve those who are homeless. There are 20 voting board members. An additional 4 voting seats to represent individuals who are homeless or who experienced homelessness over the last 5 years were added. Two voting board members may not be from the same organization; elections will need to be held at the local level if this is the case for any organization. Board members must attend at least 75% of all meetings and at least 1 of the general meetings. If a voting board member is unable to attend a meeting, a proxy may be sent to vote if the board president is notified at least 48 hours in advance of the meeting. Arkansas Balance of State covers 46 counties and there are 10 Local Homeless Coalitions (LHC).

What does an LHC look like and what are the responsibilities? Casey encouraged LHC's to recruit individuals who are interested in resolving homelessness and who are interested in serving those who are homeless. It is important for LHC's to know the resources within their community. LHC's are charged with hosting and managing the PIT count within their LHC area. Individuals don't have to be a voting board member to be part of a committee; those who are interested in the committee's function are encouraged to serve.

Balance of State During Casey Kidd's Leave

Casey shared that she will go on leave November 9, 2022 – January 4, 2023. She will be unavailable during that time. The auto-email will indicate who to contact. Sue Legal has agreed to pause her September 30th retirement and stay onboard until Casey returns.

Delta Hills

Shannon Haward reported that Delta Hills' LHC did not have a meeting.

Eastern Arkansas

Cassie Rutledge reported that Eastern Arkansas did not meet last month. Eastern Arkansas is still looking for a member to assume the role of chair as Cassie plans to step down.

ARVAN

Fred Teague shared that ARVAN didn't have a meeting. ARVAN is still putting together an informational package of the benefits of being part of an LHC.

BBMN

William Tollett shared that BBMN's last meeting was in August. There was a good turnout for the meeting. William shared that he is serving as the representative for BBMN's PIT count.

Mississippi

Lisa Willard shared that Mississippi County have not met recently. They are scheduled to meet early November.

Northeast Arkansas

Shane Force stated that their next meeting is October 20th.

Phillips

Rosie Burton shared that both the chair and vice chair of Phillips County LHC has stepped down. A couple of new members have joined. Their next scheduled meeting is the second Tuesday in November. The coalition have received a couple of nominations for chair.

RHC – absent

SWAP

Andrew Coker shared that SWAP met September 15. The next meeting is October 20th. During the meeting they discussed vacant positions. They also discussed Doordash and Lyft. Andrew shared that there is a way to be set up as a store with Doordash and Lyft and to have items delivered back and forth to clients. SWAP also discussed getting nonprofit financial assistance for the Resource Center and rent and utility assistance payment programs

Toadsuck

Melissa Allen shared that Toadsuck will not have a warming center this winter. She also shared that Toadsuck is seeing an influx of individuals who are homeless individuals. This influx may impact PIT.

The next scheduled meeting is Thursday, November 10th. A motion was made by Melissa Allen and seconded by Shane Force to adjourn. With no other discussion, the meeting adjourned.

Minutes recorded by Josephine Flowers.

**Arkansas Balance of State
Continuum of Care Meeting
November 10, 2022**

Coalition/Organization	Attendees:
ARVAN/ARVAC	Fred Teague
BBMN	Chonda Tapley, William Tollett
Central AR Coord. Entry	Absent
Collaborative Applicant	Sue Legal
Delta Hills	Absent
Eastern Arkansas	Cassie Rutledge, Josephine Flowers
HMIS	Whitney Force
Mississippi	Lisa Willard
Northeastern AR	Jana Burnett
Phillips	Absent
RHC	Absent
SWAP	Andrew Coker, Diana Rankin, Sarah Fowler
Toadsuck	Laura King, Melissa Allen, Myracle White, Patty Davis
Cloudburst Consultants	Katie Peterson
DHS	Aicha Fofana, Lorie Williams, Sandra Johnson
HUD	Absent
State of Arkansas	Dr. Bala
Unknown Affiliation	

Call to Order

The meeting was called to order via virtual platform at 11:00 am by Balance of State, Vice-Chair Cassie Rutledge.

Roll Call

A welcome was given, and a roll of attendees was recorded.

COVID-19 Update

Dr. Bala shared that COVID numbers have been very low and we can cautiously say that the worst is behind us. Dr. Bala reminded participants that children 2 years and older have been approved for vaccination. Arkansas (and the rest of the states) is currently seeing high flu and RSV cases. Dr. Bala encouraged flu vaccinations to ward against the high flu volume.

Approval of Minutes

A motion was made by William Tollett and seconded by Jana Burnett to approve the October 2022 General Meeting minutes. The motion unanimously passed.

Federal & State Reports

HUD

Absent

DHS

Lorie Williams reported that the name of their program has changed. The new name is Office of Program Policy and Community Grant Services. Lorie urged participants to continue to submit invoices and paperwork as usual; that process has not changed.

HMIS

Whitney Force shared that HMIS is focusing on the LSA report. The first draft of the LSA will be submitted November 18th. HMIS will be collecting missing data for the report. Eric has been clearing up some of the errors but some areas will need feedback from organizations. Whitney also shared that over the past two days the HMIS steering committee met. Policies and procedures were reviewed for updating. Discussions were held regarding data quality.

Old Business

PIT Count

William Tollett shared that the PIT Count training is January 19th (10:00 a.m.) and the PIT count is scheduled for January 26th.

Coordinated Entry

Josephine Flowers shared that the Coordinated Entry committee is still in the process of gathering resource sheets from organizations, within each LHC, that provide services to those who are homeless. The resource sheets will assist in building our database as we structure our coordinated entry system. Josephine urged participants to follow up with their LHC chair if they have not received resource sheets.

On-Site Visits Next Week

Katie Peterson shared that the Cloudburst TA team will be on-site for visits to multiple local homeless coalitions next week. Katie shared a snapshot of their planned visits.

New Business

LSA Report

Whitney Force covered information about the LSA report during her HMIS update

Local Homeless Coalition Reports

ARVAC/ARVAN

Fred Teague shared that ARVAC/ARVAN Local Homeless Coalition has not had a meeting. Fred shared that he will be stepping down to assume his new role of Mayor. Cody Shelton will join the Balance of State Meetings to represent ARVAC/ARVAN.

BBMN

Chonda Tapley reported that BBMN Local Homeless Coalition is scheduled to meet Friday at 8:30. The plan is to give a summary of the PIT count and discuss other coalition information.

Delta Hills

Absent

Eastern Arkansas

Cassie Rutledge shared that Eastern Arkansas Local Homeless Coalition did not have a meeting last month. A meeting is scheduled for Monday, November 14 while the TA team will be in town. Eastern Arkansas will also meet with the Cloudburst TA Team, Monday, November 14.

Mississippi County

No report.

Northeast Arkansas

Jana Burnett reported that Northeast Arkansas Local Homeless Coalition met October 20. There were 18 participants present. Updates from the Balance of State meeting were given.

Phillips County

Absent

RHC

Absent.

SWAP

Sue Legal shared that SWAP held a meeting Thursday of last month. SWAP is preparing for their on-site visit with Cloudburst TA team.

Toadsuck

Laura King shared that Toadsuck Local Homeless Coalition has been in full planning mode for supporting the homeless during the upcoming winter months. Toadsuck is in discussions about how to fill the local resources gaps that may exist. Toadsuck will meet with Cloudburst TA on the November 16th

With no other discussion, the meeting adjourned. The next meeting is Thursday, December 8, 2022.

Minutes recorded by Josephine Flowers.

**Arkansas Balance of State
Continuum of Care Meeting
December 8, 2022**

Coalition/Organization	Attendees:
ARVAN/ARVAC	Elizabeth Roberson, Fred Teague
BBMN	Chonda Tapley, William Tollett
Central AR Coord. Entry	Absent
Collaborative Applicant	Sue Legal
Delta Hills	Myracle White
Eastern Arkansas	Josephine Flowers
HMIS	Whitney Force
Mississippi	Lisa Willard
Northeastern AR	Jana Burnett
Phillips	Absent
RHC	Paul Henley
SWAP	Andrew Coker, Sarah Fowler
Toadsuck	Aimee Prince, Laura King, Melissa Dyson
Cloudburst Consultants	Ashley Tolman, Rori Durham
DHS	Aicha Fofana, Sandra Johnson
HUD	Absent
State of Arkansas	Absent
Unknown Affiliation	Dolly

Call to Order

The meeting was called to order via virtual platform at 11:05 am by Balance of State, Collaborative Applicant representative, Sue Legal.

Roll Call

A welcome was given, and a roll of attendees was recorded.

COVID-19 Update

No report was given during today's meeting.

Approval of Minutes

A motion was made by Chonda Tapley and seconded by Aimee Prince to approve the November 2022 meeting minutes. The motion unanimously passed.

Federal & State Reports

HUD

Absent

DHS

Sandra Johnson shared with agencies that invoices need to be submitted in a timely manner. Invoices are due by the 10th of the month. Agencies who are receiving COVID funds should continue spending those funds down. COVID funds are currently at about 50% after the recapture. DHS is currently reviewing agencies that did not renew for the upcoming year so that any funds they had leftover can be reallocated.

HMIS

Whitney Force shared that the first draft of the LSA has been submitted. The HMIS team is working through flags and errors. The COC codes and the head of household code are the main errors. Whitney shared that a head of household will always be listed in an entrant's profile. Children and spouses must be connected to the household. The correct COC code for Balance of State is 503. Currently errors in coding is not generating a flag and the HMIS team is not going in to manually correct coding errors.

Old Business

PIT Count

William Tollett shared the overall purpose for the PIT Count. William advised that the PIT gives a snapshot of those who are homeless and indicates the services that are needed in the areas served by Balance of State. Those who are not counted are individuals who are in permanent housing, rapid rehousing or VASH. Also, individuals who are living in a hotel and pay for their own lodging are not counted as homeless. Some of the questions asked are sensitive and volunteers should broach those questions as such. Ask questions as listed and do not imply knowing the answer. Training is January 19th (10:00 a.m.) and the PIT count is scheduled for January 26th. The APP setup key is ARBOS23.

Coordinated Entry

Josephine Flowers shared that the TA team visited Eastern Arkansas LHC last month and met with her separately to share information regarding the Coordinated Entry process. The committee did not meet in November due to the holiday.

Sarah Fowler shared that she met with 211 and they are willing to take on whatever assessment that Balance of State decides upon. Sarah shared that once the job description is completed for the coordinated entry staff member, then it will be sent out to the continuum.

New Business

Ashley Barker shared that some of the agencies within the Toadsuck Coalition had discussions about been able to share information across agencies of clients who are homeless and access services. Toadsuck requested approval from Balance of State to allow HMIS to grant cross-agency access. The executive committee voted and affirmed that the agencies within Toadsuck Local Homeless Coalition may have cross-agency access in HMIS. This will be an opportunity for Toadsuck to pilot data sharing capabilities and give Toadsuck the opportunity to provide valuable feedback to the Balance of State about expanding data sharing throughout the full continuum.

Local Homeless Coalition Reports

ARVAC/ARVAN

Fred Teague shared that ARVAC/ARVAN Local Homeless Coalition will not have a December meeting. Fred shared that his LHC replacement has not been named; the plan is to have an early January meeting. He reported that things continue to go well.

BBMN

Chonda Tapley reported that BBMN Local Homeless Coalition met last month. William is taking the lead for the PIT count for BBMN. A warming station will also be provided again.

Delta Hills

No update

Eastern Arkansas

Josephine Flowers shared that TA team members, Ashley Tolman and Katie Peterson, met with Eastern Arkansas Local Homeless Coalition last month. Coalition members discussed expanding the local homeless coalition to be more representative of the community and sought feedback regarding the difficulties encountered. The TA team provided valuable input and Ashley presented ideas from a broader base of experience.

Mississippi County

Lisa Williard shared that Mississippi County Local Homeless Coalition meeting is scheduled for next week. Lisa stated that Mississippi County is working on streamlining services to better serve their community

Northeast Arkansas

Jana Burnett reported that Northeast Arkansas Local Homeless Coalition is scheduled to meet next Thursday. An update will be provided in January.

Phillips County

Absent

RHC

Paul Henley shared that there was no report for RHC.

SWAP

Sarah Fowler shared that SWAP Local Homeless Coalition had a good turnout at their last meeting. It was the first in person meeting in years. Preparation is being made for the PIT count and that was the main topic of discussion.

Toadsuck

Laura King shared that Toadsuck Local Homeless Coalition held a second stakeholders' meeting in readiness for the PIT count. A 24/7 hotline for the homeless winter shelter plan will be activated, Monday, December 12th.

With no other discussion, the meeting adjourned. The next meeting is Thursday, January 12, 2023

Minutes recorded by Josephine Flowers.