

# **Juneau Coalition on Housing & Homelessness Meeting**

## **Minutes - Draft**

March 21, 2013

11:30 AM - 1:00 PM

Tlingit-Haida Regional Housing Authority

### **I. Roll Call/Introductions**

Jessy Post called the meeting to order at 11:40AM.

### **II. Approval of Minutes**

#### **A. February 21, 2013**

Kiel Renick moved to approve the February minutes; seconded by Marilyn Linsell. With no objections, the minutes were approved.

### **III. Discussion Items:**

#### **A. Treasury Report**

The Coalition currently has \$6,398.31. All new recent expenditures are from Project Homeless Connect. Jessy Post shared the Project Homeless Connect budget with actual costs from the event. We had requested \$2,500 from Alaska Housing Finance Corporation and received \$1,500. \$2,725 was budgeted for the event (not including the contribution from AHFC). The total expense of the event was \$3,431.49 for venue, food, and supplies. Including AHFC's contribution, the Coalition spent a total of \$1,931.49.

#### **B. Affordable Housing Commission Update**

Shari reported that the Commission was meeting Saturday to go over recommendations to the Assembly Housing Task Force about the barriers in our community. They also conducted a survey at the recent Home Show and will discuss those comments as well. The Commission has been talking about GAP financing and the \$7.6 allocated AHFC funds for our community.

#### **C. Medical Respite Care Update**

The medical respite program had been rapidly running out of funds to operate the program. December through February, members from Bartlett Hospital, Front Street Clinic, Catholic Community Services Hospice and Home Care nurses, the Glory Hole, and the Juneau Economic Development Council met to create a plan to request more funding from the City, Bartlett Hospital, and SEARHC. The program has been operating smoothly the past two years due to a model that fits our community and good communication between agencies. Each agency's contribution takes the burden off one organization running the program.

These agencies and Scott Ciambor and Kate Slotnick from the State's Public Health met with the City Manager and CFO of Bartlett in February to testify how well the program is operating and present program statistics and costs. A request for a formal partnership and more funding for the next fiscal year were accepted by CBJ. They promised \$5,800, which was set aside originally in 2011 when the program started (but was never received) and the group is still waiting to hear back from Bartlett on funding. Bartlett has been the sole funder the past two years, providing \$5,000 each year. SEARHC declined to match funding requests.

Jessy shared one of the documents that was created for the funding request meeting. It outlines why respite works—program statistics and cost saving figures; and why the City, the hospital and SEARHC should be involved.

#### **D. New Name**

The Coalition has officially adopted the name Juneau Coalition on Housing & Homelessness.

#### **I. Logo**

Jessy shared her rough logo idea with the group. It was agreed that it would be beneficial to get bids from professional designers. Laura Lucas will reach out to at least three designers. She will share that information either at the next steering committee meeting or regular monthly meeting.

## **II. Website**

Kiel shared costs for web development and maintenance from contract web master and designer James Alborough of Bear Star Design and also spoke with Tara Tippet from the Fairbanks Coalition. Tara used a web development program called Weebly and put in about 15 hours of work to set up the site. She spends about 2-3 hours a week updating the site. James charges \$135 annually for hosting and domain costs. Total development costs are \$390 including one free hour of training and ongoing maintenance as needed at a rate of \$60 per hour.

Joanne made a motion to use James Alborough's services. Jordan Nigro seconded. With no other discussion or objections, the motion was approved. Kiel will contact James to start contract work.

## **E. Coalition Responsibilities**

The coordinator funding is ending after June 30, 2012. The Coalition needs to explore their options for support services and funding of a position. For planning purposes, the steering committee asked for a description of what the CBJ was providing in terms of support services and time allocated. Looking at the contract between CBJ and JEDC, it may be the Coalition would choose differently for administrative support and focus. Jessy's time, Liza Slotnick's and Margaret O'Neal's time (just for the NAEH conference) was calculated for total hours. Time allocated for the Coordinator was just about ½ time (987 hours between mid-march 2012 and 2013 and 1089 hours between the same months one year earlier), with peak hours in late December-early January (average 180 hours) and about 105 hours each for the months of July (National Alliance to End Homelessness conference) and October (Alaska Coalition to End Homelessness conference).

### **2012 & 2013 JHC Coordinator Roles**

Monitor and comply with the terms of the Alaska Housing Finance Corporation Community Homeless Coordinator Program grant. At a minimum, these tasks will include:

- Participating in the annual Point-in-Time count of homeless persons and housing inventory;
- Acting as a liaison between the AK Continuum of Care (CoC) Lead Agency and local providers during the CoC grant application process;
- Coordinating the development and/or implementation of a local homeless plan; Assisting the Chair of the Alaska Coalition on Housing & Homelessness with the organization of its annual meeting and conference;
- Helping facilitate any local events or initiatives in relation to the coalition/committee's planned activities; and
- Creating MOUs with stakeholder/ agency groups.

The Coalition discussed the current roles and identified key questions that need to be addressed: What elements have been working with the coordinator position? Who could potentially be another host agency of the position? And how might the Coalition want to evolve the position to better fit their needs and goals? It was suggested to bring the issue to the Affordable Housing Commission and express the importance of a support position and to both groups. The City is providing some support to the AHC. It was suggested that Shari find out how many hours are being dedicated by CBJ support staff to the AHC. The Steering Committee will continue this conversation at their next meeting, as the regular meeting ran out of time.

## **F. Annual Retreat**

Will discuss the Retreat at the next meeting.

## **V. Informational Items & Reminders**

- A. Prisoner Reentry Coalition Meeting: March 22, 10-11:30AM, Gruening Park, 1800 Northwood Dr.

Next Meeting:

Thursday, April 18, 2013 11:30AM-1:00PM, THRHA.