

**GEORGIA BALANCE OF STATE CONTINUUM OF CARE BOARD  
MEETING MINUTES**

**Atlanta, Georgia  
March 1, 2023**

**Conference Call Number (1-844-992-4726; Mtg# is 2634 939 7096)**

**Present (teleconference unless noted)**

Linda Boswell  
Shannon Candler  
Rachel Castillo (in person)  
Tammie Collins  
Chad Cheshire (in person)  
Jimiyyu Evans  
Alison Goldey  
Sondra Hampton  
Wayne Mack  
Diane Rogers  
Maxwell Ruppensburg  
Michelle Stanley  
Brendon Tate  
Charlotte Woody

**Absent**

Kristy Carter  
Eric McGhee

**Collaborative Applicant Staff (teleconference unless noted)**

Amanda Brand  
Isaac Davis  
Josh Gray (in person)  
Rick Heermans (in person)  
Tina Moore (in person)  
Cordaryl Turner  
Daphne Walker (in person)

**Guests (teleconference)**

Cherie DeBose-Open Doors Atlanta  
Chrystal Coker-Ninth District Opportunity  
Linda Heagy & Carolyn Johnson-Hand in Hand of Glynn  
Matthew Elder-Gwinnett County  
Jane Lee, Leah Spuhler, & Lori Ane Campbell-Salvation Army  
Jim Lindenmayer-Cherokee County Homeless Veterans  
Reed Fincher-Dalton-Whitfield CDC  
Brandee Thomas-HomeFirst Gwinnett  
Victoria Miller-CJCC  
Jenny Wood-FaithBridge Foster Care  
Susan Smith & Navvab McDaniels-PADV  
Temperance West & Shauntay Harris-City of Hinesville  
Sharon Scott-CSRA EOA  
Andrea Geise-Sweat-VA  
Taylor Ritchie-William Davies Shelter  
Suzanne Dow-GA Mountain Women's Center  
Angela Collins-United Way CSRA  
Allison Bender-Brookdale Resource Center

The meeting of the Georgia Balance of State Continuum of Care Board (the "Board") meeting was called to order by Vice Chairperson Chad Cheshire at 1:02 p.m.

Vice Chairperson Cheshire welcomed board members, thanked everyone for participating in this meeting, and conducted a roll call of the board members in attendance.

Vice Chairperson Cheshire called for approval of the minutes of November 16, 2022 (Tab A).

Motion to approve the minutes of November 16, 2022, was made by Diane Rogers and seconded by Jimiyyu Evans. The Vice Chairperson called for a vote and the motion passed unanimously.

Vice Chairperson Cheshire then invited guests to participate in the public comment period and members to introduce themselves. The guests introduced themselves either verbally as they joined the conference call or through the Chat feature online. There were no additional comments from the public.

Vice Chairperson Cheshire called on Josh Gray to provide the Board Member Introduction and Appointment Update. Mr. Gray introduced the following newly appointed and reappointed Board Members to the Balance of State Continuum of Care Board of Directors, whose appointments were reviewed and approved by the Membership and Rules Committee:

- The Membership and Rules Committee appointed Brendon Tate to serve as their representative with lived experience.
- The Department of Community Supervision (DCS) appointed Michelle Stanley, Director of Reentry Services Division, to serve as DCS's representative, replacing Bert Flewellen.
- Macon-Bibb County reappointed Charlotte Woody, Assistant Director of Economic and Community Development, to serve as Macon-Bibb's representative.
- The Department of Behavioral Health and Developmental Disabilities reappointed Maxwell Ruppensburg, Director of the Office of Supportive Housing, to serve as DBHDD's representative.

Mr. Gray reported on the following outgoing Board Members:

- Bert Flewellen, Department of Community Supervision Representative (served 3 years); and
- Daniel Rosebud, Membership and Rules Lived Experience Representative (served 3years).

Noting the years of service for outgoing Representatives Bert Flewellen and Daniel Rosebud, Mr. Gray reported that they have been invaluable Board Members in their support of the work of the Balance of State Continuum of Care (CoC).

Mr. Gray announced that DCA staff is awaiting documentation to confirm a few other appointments, and as soon as they are received, they will be sent to the Membership and Rules Committee for review and approval. Mr. Gray noted that until appointments/reappointments are approved, current Board members continue to fill the seats in accordance with the Governance Charter.

Vice Chairperson Cheshire called on Tina Moore who asked for approval of the 2023-2024 Proposed Meeting Schedule for the Balance of State CoC Board (Tab B). Ms. Moore noted that these dates are very similar to those of 2022 and meetings are typically held the third Wednesdays of the month except in November. Ms. Moore noted that there would likely be several specially called meeting related to the annual CoC Competition. The following dates were proposed:

- May 24, 2023
- August 23, 2023
- November 15, 2023
- February 28, 2024

A motion to approve the proposed dates for the next four standing Board meetings was made by Maxwell Ruppensburg and seconded by Charlotte Woody. The Vice Chairperson called for a vote and the motion was passed unanimously.

Vice Chairperson Cheshire called on Tina Moore to review the Georgia HMIS Steering Committee By-laws and BoS CoC Steering Committee Appointments. Referencing the *Georgia HMIS By-Laws 2022* document (Tab C), Ms. Moore reviewed the By-laws that provide the governance structure and outline the

responsibilities of each of the eight participating CoCs in the GA HMIS Collaborative and the HMIS Lead Agency. CoCs are required to adopt and/or re-affirm adoption of the By-laws annually. Changes made by the GA HMIS Steering Committee were minimal and included an updated footer to include date and page number, the addition of language under Officers to rotate the Co-Chair role, an updated HMIS website links, and the addition of a Revision Update section. Ms. Moore noted that the By-Laws were finalized by the HMIS Lead dated November 17, 2022, to be effective 7/1/22-6/30/23, and the Board is being requested to reaffirm approval as recommended by the Balance of State HMIS Committee on February 17, 2023.

Ms. Moore reviewed requirements of the Georgia HMIS Steering Committee By-laws to appoint two BoS CoC voting members to serve on the Georgia HMIS Steering Committee. Their role is to provide oversight of the HMIS implementation and to represent the BoS Continuum in GA HMIS decision-making, as specified in Section IV of the By-laws. Ms. Moore noted that the By-laws require one representative from the Collaborative Applicant and one representative with technical understanding of HMIS.

Referring to the Acknowledgement page and Bio at the back of Tab C, Ms. Moore presented Josh Gray to continue as the Collaborative Applicant Representative on the Georgia HMIS Steering Committee. Ms. Moore noted that staff were still working to fill the seats on the HMIS Committee, and there were no recommendations for the second seat on the Steering Committee at this time. On February 17, 2023, the HMIS Committee approved Josh Gray's appointment as the Collaborative Applicant representative and is making recommendation to the Board.

Ms. Moore then reviewed the requirements of the Georgia HMIS Steering Committee By-laws to designate at least one user in the Continuum to be the CoC Administrator, who will be authorized to have administrative-level access to the data for the Balance of State CoC for the purposes of providing oversight, user support, and monitoring. Ms. Moore reported that the Balance of State has one individual that currently fills that role and recommended that Chandra McGhee be reaffirmed to continue as a CoC Administrator. Ms. Moore then recommended that Aashish Gautam be designated along with Chandra McGhee to serve as CoC Administrators as defined in the By-laws. Currently both Ms. McGhee and Mr. Gautam hold a HMIS Data Analyst role with the BoS.

Ms. Moore requested that the Board approve and reaffirm adoption of the Georgia HMIS By-Laws as recommended by the HMIS Committee on February 17<sup>th</sup>. Ms. Moore requested the Board to approve Josh Gray to continue to serve as the Collaborative Applicant voting member on the Georgia HMIS Steering Committee and that Aashish Gautam be designated along with Chandra McGhee to serve as CoC Administrators, as defined in the By-laws.

A motion to approve and reaffirm the adoption of the Georgia HMIS By-Laws, as proposed by the HMIS Committee was made by Alison Goldey and seconded by Maxwell Ruppensburg. The Vice Chairperson called for a vote, and the motion passed unanimously.

A motion to appoint Josh Gray, as specified in Section IV of the By-laws, to continue serving on the GA HMIS Steering Committee to provide oversight of the implementation and represent the Balance of State Continuum in GA HMIS decision-making, as proposed by the HMIS Committee, was made by Maxwell Ruppensburg and seconded by Diane Rogers. The Vice Chairperson called for a vote and the motion passed unanimously.

A motion to reaffirm the appointments of Chandra McGhee and the appointment of Aashish Gautam as CoC Administrators as defined in the Georgia HMIS Steering Committee By-laws, as proposed by the HMIS Committee, was made by Alison Goldey and seconded by Shannon Candler. The Vice Chairperson called for a vote and the motion passed unanimously.

Vice Chairperson Cheshire called on Josh Gray to review the Youth Homelessness Demonstration Program (YHDP) Update. A total of \$11,699,223 was awarded to the Georgia BoS. Mr. Gray provided an update on work to develop a Coordinated Community Plan (CCP) which is due to the U.S. Department of Housing and Urban Development (HUD) on April 24<sup>th</sup>, six months after the date of the award announcement. The Plan must address stable housing, education and employment, the establishment of permanent connections, and the social and emotional well-being of young people aged 18-24 that will be assisted under the grant. It has six components including a mission/vision for dealing with youth homelessness, governance under the program, a statement of the current need that exists, a list of partners and stakeholders involved in the initiative, the ultimate program goals, and the objectives, action steps, and a project list proposed for funding. Once submitted, HUD must review and approve the plan before the program can be implemented and applications for assistance considered.

One of the key guiding principles of the program is to require young people with lived experience to play a major role in the program design, development, and implementation. To that end, a BoS Youth Action Board (YAB) has been created to participate in the process with the other stakeholders as the plan is developed and implemented. There currently are five members although up to twelve could eventually serve on it. The youth that are participating are also compensated for their time. Following is the timeline showing upcoming key milestones for the program:

- 4/24/23 – CCP submission deadline to HUD
- 5/23/23 – Requests for funding proposals to be solicited
- 7/1/23 – All project funding applications submitted for review
- 9/30/23-Deadline to have all funded projects under contract

Vice Chairperson Cheshire recognized that this is a major undertaking and said that he is looking forward to seeing the Plan and what projects may eventually be funded. Mr. Gray asked that anyone with questions reach out either to him or Diana Pitcher on the DCA staff.

Vice Chairperson Cheshire called on Tina Moore to review the 2022 Balance of State CoC Special Competition Awards (Tab C). Ms. Moore reported that HUD announced funding awards for the 2022 Continuum of Care (CoC) Special Competition to Address Unsheltered and Rural Homelessness. Ms. Moore discussed the funding awards for 3 new projects under the Rural Homelessness Set Aside under the Balance of State CoC. Ms. Moore noted that the Balance of State CoC received a total award amount of \$2,670,565 and the Balance of State CoC is currently the only CoC in Georgia that received an award. New projects receiving an award include the three highest scoring projects in the Rural Homelessness Set Aside project ranking, but unfortunately two of the Rural projects did not receive an award under the February 2<sup>nd</sup> notice. New projects that received a 2-year award include the following:

- A Rural Coordinated Entry project from Safe Harbor Children's Center that will serve Wayne, Long, Appling, and Jeff Davis counties - \$635,700
- A Standalone Supportive Services project from Advocates for Bartow's Children will serve Gordon County - \$463,580

- A Permanent Supportive Housing project from Union Mission to serve Bulloch County - \$1,571,285

The Balance of State CoC did not receive funding under the Unsheltered Homelessness Set Aside. Ms. Moore noted that HUD's notice did indicate that in the coming weeks, HUD will be awarding grants to an additional set of communities, as well as allocating housing vouchers to awarded communities in the coming weeks. Ms. Moore also reported that HUD has not yet released an award announcement for the 2022 Annual CoC Competition.

There were no questions, but Mr. Ruppensburg expressed disappointment that DBHDD was not funded under the unsheltered program for their proposal to create Care Outreach Teams in five counties. He stated that the need is there, and they intend to continue working on it for possible future funding opportunities.

Vice Chairperson Cheshire called on Josh Gray to provide BoS CoC updates, and Mr. Gray provided a brief report on the following:

- The Longitudinal System Analysis (LSA) was submitted to HUD back in January by the deadline. The LSA looks at the BoS CoC as a system and uses individual household level data from HMIS to assess the CoC's performance. Mr. Gray noted that a report on the findings will be presented to the Board at a future meeting.
- The System Performance Measures (SPM) report was submitted to HUD by the deadline of February 28<sup>th</sup>. The SPM report is similar to the LSA except that the SPM report measures CoC performance on a project level rather than individual household level. HUD uses SPM data as a competitive element in the competition and to gauge the state of the homeless response system nationally. Mr. Gray again noted that a report on these findings will be given to the Board at a subsequent meeting and thanked the HMIS lead team for their help in getting this report completed.
- Staff is still in the process of analyzing all the data related to the Housing Inventory Count (HIC) and Point-in-Time (PIT) count conducted back in February. The HIC covers all residential programs in the BoS CoC and the PIT count this year was just for sheltered individuals. Mr. Gray noted that HUD has not announced when this data is due, but staff is anticipating the deadline to be sometime in May as in years past.
- The recent DCA Housing Symposium held in Savannah February 22-24 was a huge success and was attended by more than 300 people. Mr. Gray recognized DHS and DBHDD for their roles in also presenting to attendees and thanked the DCA staff for all their hard work. Daphne Walker echoed this and wanted to especially recognize the DCA Marketing and Communications staff including Jessica Brown, Dana Mykytyn, and Justin Vinings as well as the managers within the Office of Homeless and Special Needs Housing for their hard work in putting it on. These included Mr. Gray, Harvinder Makkar, Libby Tyre, Jeanette Pollock, Christy Walker, and Heather Smith. Ms. Walker echoed how great it was to see everyone in person again and was grateful to the team for their hard work. Mr. Ruppensburg agreed that the symposium was very well done.
- Staff is actively working to expand the CoC Committees and fill existing vacancies. E-mail votes are expected in the coming months to consider approving prospective members. There are openings in all committees which include Membership and Rules; Standards, Rating, and Project Selection; Assessment, Placement, and Services; HMIS; and the Youth Advisory Board. Mr. Gray asked that anyone seeking more information to please reach out to him.

Vice Chairperson Cheshire called on Josh Gray to report on the Chair/Vice Chair Nomination and Appointment. CoC Governance rules call for the Board to appoint a Chair, noting the most important element being the ability to preside over meetings of the Board, where the ability to attend in person is necessary. Mr. Gray reported on follow up on Board Member interest by DCA staff. Chad Cheshire expressed interest in the Chair position. Mr. Gray reported that Maxwell Ruppensburg also expressed interest, but after DCA follow up, Mr. Ruppensburg expressed interest in Vice Chair and removed himself from consideration for Chair based on the interest of the other party.

Other than Mr. Cheshire for the Chair and Mr. Ruppensburg for the Vice Chair, there were no further nominations for either position from Board members.

Vice Chairperson Cheshire called for a nomination of Chad Cheshire for Chair. Rachel Castillo and Maxwell Ruppensburg nominated Chad Cheshire for Board Chair.

Vice Chairperson Cheshire called for a vote to appoint Chad Cheshire as Chair of the Balance of State CoC Board. The vote passed unanimously, and Chad Cheshire was appointed Chairperson of the Board.

Vice Chairperson Cheshire called for a nomination of Maxwell Ruppensburg for Vice Chair. Rachel Castillo and Shannon Candler nominated Maxwell Ruppensburg for Vice Chair.

Vice Chairperson Cheshire called for a vote to appoint Maxwell Ruppensburg as Vice Chair of the Balance of State CoC Board. The vote passed unanimously, and Maxwell Ruppensburg was appointed Vice Chair of the Board.

Chairperson Cheshire asked if there was any old business. No old business was presented to the Board for consideration.

Chairperson Cheshire then asked for new business. No new business was presented to the Board for consideration.

With no further business, the meeting was adjourned at 1:58 p.m. The next regular meeting of the Board will be held on May 24, 2023, at 1:00 p.m. in Atlanta, Georgia.

  
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 Signature

Chairperson  
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 Title