



TUCSON PIMA COLLABORATION TO END HOMELESSNESS GENERAL COUNCIL MEETING MINUTES **DRAFT** 2/13/2025

MINUTES OF MEETING

Roll Call

Shannon Fowler, Continuum of Care (CoC) Board Chair welcomed attendees and conducted roll call for voting members. A quorum was obtained with 25 of 25 voting members present (*attendance recorded below*).

Community Celebrations

General Council attendees gave announcements and updates and celebrated recent successes.

- Shawn – St. Frances – Red Carpet Premiere Event. **Cinemark Century Park Place, Thursday February 27, 2025.** Doors open at 6:30PM, film starts at 7PM.
- Lori – New Spirit – Brought sample of Homeless Bags that they carry in cars
 - 2nd Saturday event last week– 57 persons served – 8 haircuts, HIV/Hep C Testing, - open invite. On the 16th – Speaker Shane Claybourn – 1PM Poverty activist
- Tamicah J. Emerge – Opened new shelter (rebuilt).

Consent Agenda and Meeting Minutes

Continuum of Care (CoC) Board Chair Shannon Fowler opened the floor for community introductions and brought the first motion to approve the agenda and previous meeting minutes for a vote.

*Motion: To approve General Council minutes from November 21, 2024.
Made by Tom McKinney, seconded by Betty Bitgood.*

Motion passes with 25 in favor, 0 opposed, and 0 abstentions.

*Motion: To approve the current agenda
Made by Rae V., seconded by Colleen M.*

Motion passes with 25 in favor, 0 opposed, and 0 abstentions.

CoC Lead Updates

Kat Davis, CoC Lead Team Manager, provided the CoC Lead updates.

Emergency Blankets- Blankets are still available for pickup every Tuesday morning from 10am-12pm at City of Tucson located at 310 N. Commerce Park Loop until they run out for the season. Listed on TPCH Events for more info.

Point in Time Count- The 2025 Point In Time Count is complete! It was a great success and went very smoothly thanks to our really strong team leads and community partners this year.

Navigating Older Adult Homelessness Event- Coming up next week, with PCOA February 19th. Registration is open and tickets are \$20 each. If your agency is unable to pay but would like to have folks attend, please contact tpch@tucsonaz.gov. TPCCH Events for more info and registration.

Funding updates- To update General Council on CoC Finances, Kat D. provided context on the CoC Planning Grant and the difference between how it is managed compared to the TPCCH fiduciary account. The following information on the current TPCCH fiduciary account was presented.

General Fund Report Outs:	Amount reported	Total expenses since last GC	Total incoming amounts since last GC	Net	Date
PY 23 Quarter 3 General Council Meeting	\$36,611.10	\$13,167.90	\$10,350.00	-2,817.90	2/15/2024
PY 23 Quarter 4 - General Council (Annual Meeting)	\$173,900.98	\$15,436.00	\$133,890.41	\$118,454.41	5/9/2024
PY 24 Quarter 1 - General Council Meeting	\$174,060.13	\$55,665	0	-\$55.665	8/8/2024
Program Year (PY) 24 Quarter 2 General Council Meeting	\$122,549.43	\$10,933.24	\$0.00	-\$10,933.24	11/21/2024
PY 24 Quarter 3 General Council Meeting	\$223,126.17	\$0.00	\$100,576.74	+\$100,576.74	2/13/2024

Budget question: Can Garcia Funds be used for ID funding in the future (current funding for ID support is used up)? Possibly a future option

- Currently Primavera supports with IDs
- Downtown Library has workforce development funds and can help with getting funds for IDs. Valerie is the main contact, but she does to other libraries and shelters
- Grace St. Paul helps with IDs as well
- Project Homeless IDs at Gospel Rescue – off and on has funding, currently does and is supporting

HMIS Lead Updates

Susanna R. reported HMIS lead team updates.

- Submitted data to HUD for longitudinal system analysis report (goes into large HUD report for homelessness nationwide).
 - Next report – performance measuring. Looking at data quality and working with agencies to help clarify and clean data
- PIT Count (sheltered & unsheltered), comparing to beds available in the county. Reviewing raw data before submitting to HUD.
- Reviewing other reports; appreciate the support from agencies with keeping data accurate.

Conducting trainings on how to enter info into HMIS.

CoC Board Updates

Shannon Fowler, TPCB Board Chairperson, reported CoC Board updates.

- Voted to approve the ability for virtual meetings (sans general council due to size). Committees can set their same look/structure
- Working on how to bring in successes from HCC

HCC Updates

Elaine M. and Magali Lopez provided the report out.

- \$8Mil HUD funding via 3-year grant. Using encampment-based model to spend funds – going into encampments for specific unsheltered model.
 - Using assessment to ne encampments and chose where to go next
 - New “encampment” cohort – finding folks move frequently between encampments and encampments themselves move around.
 - Working on making strong connections to remain in contact
 - Data team still managing all the info; same processes.
- Met with TPCB leadership to figure out ways to scale (many things cannot scale).
- Current cohort is 36 people. Just completed needs assessment
- PHA&HCD – have MPA capstone students for initial attempts at landlord engagement (small group pilot, no funds used).
- Lost several projects in tier 2, trying to find ways to continue support. Will do a collective housed case counseling to help with a community response to solve/fill gaps.
 - Funding loss is based on HUDs requirement of ranking performance for projects. All projects in tier 2 at risk for losing funding

Update to Attendance Policies in TPCB charter

Shannon F, began discussion of the current and proposed attendance policy.

Previous – miss 3 consecutive, followed by a vote, sometimes months with an open seat. Allowed people to show up every 3 months and stay on while not fully engaged/informed. Cannot fill vacancies when close to elections.

- Proposed to missing 2 in a year (FY July-June). New hybrid option should help.
 - Virtual option has already taken effect and board is hybrid. Committees are currently discussing options and making decisions.

Motion: To approve updated language and attendance policies as drafted by the Board for the TPCB Governance Charter limiting absences of Board and committee members to two annually.

Motion made by Miguel, seconded by Bernadette.

Motion passes with 25 in favor, 0 opposed, and 0 abstentions.

Committee and Coalition Updates (see attached updates)

All Committees and Coalitions provided summaries of activities completed throughout the last quarter (attached).

New Business/Announcements

- Survey going out regarding general council – ways it could be different and more beneficial to bring in new partners or re-engage those who haven’t been at recent meetings.

- LGBTQ Project – w/ Courtney Waters – turning it into general community-based technical assistance no longer linked to federally funded efforts. Please stay tuned for more announcements.
 - Statement put out earlier this week on how we are standing in solidarity with trans/nonbinary and undocumented members, HUD says we can provide services. We are here and supportive, reach out for questions.

Statement: The Tucson Pima Collaboration to End Homelessness (TPCH) stands in solidarity with the [National Alliance to End Homelessness' statements regarding recent Executive Orders and actions \[endhomelessness.org\]](https://endhomelessness.org). We will continue to serve and acknowledge the existence of our immigrant families and our transgender and non-binary community members. These actions will increase disparities already experienced by these populations and could deter them from seeking out services. TPCH continues its ongoing commitment to serve our whole community in ending homelessness in Tucson and Pima County.

While many of the partners implementing work in TPCH are federally funded, leadership is community driven. Our work is embedded into the community and led by providers, system leaders, and most importantly, those who are impacted by housing insecurity. The work of the TPCH Diversity, Equity, and Inclusion Committee and the TPCH Lived Experience Council will continue, with equity at the center of our strategy for ending homelessness and achieving housing as a human right for all members of Pima County.

- Library has a grant to try and figure out the best ways to include social work within the libraries. Hoping to have recommendation within the next year.
 - Goal to have social workers at libraries. Figuring out funding and community partners. Hoping to include them in General Council meetings

Meeting adjourned at 1:56PM

Minutes prepared by Rachel Briggs

Attendance: Quorum was reached with 25 of 25 total TPOCH members with voting privileges.

Organization	Name/Job Title (if applicable):	
Banner University*	Sara Hernandez	Complete care specialist
CBI Inc/ LEC*	Monique C Hernandez	Housing manager
City of Tucson Housing First*	Mayra Gamez	Project Coordinator
Community Bridges Incorporated*	Steven Keilholz	Lead Navigator
Community Bridges Incorporated*	Bernadette Unterbrink	Senior manager
Compass Affordable Housing*	Louisa Osborn	Director of Programs
Emerge*	Tamicah Jones	Program Manager. Renewal Housing
Endeavors	Sandra Chavez	Outreach Intake Specialist/Admin Coordinator
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Family Housing Resources*	Brian Jackson	Housing Navigator
HOM, Inc*	Dia Nonaka	Director
Hope of Glory Ministries*	Betty Bitgood	Chairman
Interfaith Community Services*	Tom McKinney	CEO
Marana Health Center*	Doreen Peters	Housing Liaison
n/a	Steph Santiago	DEI Committee Chair
NA	Lee Barnhill	NA
New Spirit Lutheran Church *	Laurie Bernard	Program Coordinator
Our Family Services*	Darius miles	Out reach case manger
Our Family Services*	Colleen McDonald	CPO
Pima Council on Aging*	Rae Vermeal	Supervisor, Rights and Benefits
Pima County*	Magali Lopez	HS Division Manager
Pima County HMIS*	Maya Harper	Database Specialist
Pima County Public Library*	Jessica Miesner	Vulnerable Populations Librarian
Primavera*	Danell Jessup	Sr. Director Housing Stability
Primavera Foundation*	Paula Dwornicki	Procurement & Logistics Officer

Pima County HMIS Lead(Susanna Rodriguez	Data Management Coordinator
SAVAHCS*	Alfonzo Lopez	Social Worker
Self	Cat Polston	Management Assistant
Self	Cat Polston	Management Assistant
Southern Arizona AIDS Foundation*	Chandy Leverance	Associate Director of Care and Housing Services
St. Francis Shelter Community	Shawn Milligan	Director of Operations
The Arizona Pet Project	Margaret Palmer	Policy Manger
The Salvation Army	Eric Hill	Hospitality House Manager
UA SIROW*	Shannon Fowler	Program Coordinator
United Healthcare	Jesus Camacho	Behavioral Health Specialist
Youth On Their Own*	Laurie Mazerbo	Director of Program Delivery

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TUCSON PIMA COLLABORATION TO END HOMELESSNESS COMMITTEE/COALITION REPORT TO THE COC BOARD

Coordinated Entry

Summary of Activities for the Past 4 Months

The Coordinated Entry Committee continues to work on launching the new assessment tool community wide as well as training for the new tool. This comes after several months of testing and data analysis to determine a new prioritization process.

We've also discussed and reviewed the upcoming Emergency Transfer Plan policies which will go into full effect in 2025. The Committee has continued to review Housing Central Command processes and has been working to find ways to implement practices that are working well into community wide practice.

Created and approved an Interim Policy for Coordinated Entry.

Three focus groups were created – two for people that have been matched with housing. One group was for youth and families and one group was for individuals and Veterans. The final group was for people who hadn't been matched for housing yet. These groups were put together for the purpose

Summary of Proposed Activities for the Next 4 Months

Complete community wide training of the new assessment tool as well as the assessor's training.

Release the new assessment tool March 2025 after completion of training.

Implementing HCC policies into the Coordinated Entry Process currently in use.

Delays or Changes to Annual Workplan

The launch of the new tool has taken longer than expected, however, the new assessment tool will be released this quarter.

Other Recommendations or Updates to the CoC Board

NA

Annual Workplan Progress

Prioritizing HCC recommendations and begin implementation of same

Report Preparer

Anna Billings



TUCSON PIMA COLLABORATION TO END HOMELESSNESS COMMITTEE/COALITION REPORT TO THE GENERAL COUNCIL

*CoC Program Grant Committee
November 2024 – January 2025*

Summary of Activities for the Past Quarter

- **Quarterly Reports and Performance Improvement Plans (PIPs):** In November, we reviewed quarterly reports and PIP drafts populated by the CoC Lead team. PIPs include with information about underperformance categories, historical data performance over the past 6 quarters, and Administrative Review findings of note. We decided to prepare PIPs by organization instead of project to reduce the number of PIPs sent out. We also updated language about requirements in the PIPs – namely, that each organization should send a response with ideas/strategies in the next 30 days (which will be referenced in site visits), at least one project staff member should attend the quarterly conversation, and project staff will be expected to host PGC members at an upcoming site visit. PIPs were sent out in November, and responses were received from all organizations. We also decided that while the PGC will review data quarterly, we will not send out PIPs quarterly but instead shift to at least once per year.
- **General Council Session – Youth Engagement (November):** This session was planned as a result of the Youth Homelessness Demonstration Program (YHDP) Monitoring recently completed by the Committee. We had 12 participants, who brought experiences as frontline staff, project leadership, local advocates, and from lived experience. Most participants had been working with programs for 1-5 years and 3-5 years of volunteering/working with youth. The session included a great presentation from Goodwill and opportunities for participants to talk about strategies and challenges in small groups, learning from outside their day-to-day teams. At the end of the session, “increasing income” received the most votes as the next session’s topic.
- **Site Visit Planning:** We moved forward with site visit planning and finalized a site visit guide to use. The goal of the site visits is to get more context around data reports, particularly strengths and challenges, to share with the wider TPCH community and Board. We decided to focus our upcoming site visits on funded RRH, PSH, and SH projects, particularly since YHDP and SNOFO projects have already received TA. Each PGC member will then do 2-3 site visits during January-March.

Summary of Proposed Activities for the Next Quarter

In addition to the committee’s standing responsibilities, we plan to focus on the following activities in the next three months (note that due to a HMIS vendor change that impacted reporting, the committee is likely not conducting a data review this quarter):

- **General Council Sessions:** Our next “Boots on the Ground” conversation is today, as a breakout session. This session will include two presentations about local workforce development initiatives and then breakout sessions for staff to discuss opportunities for program participants. We will also have a session at the May meeting, likely about eligible costs. As a reminder, any funded project that received a PIP should ensure at least one staff member attends – but these sessions are also open to anyone interested!

- **Site Visits:** Kyle sent out introductory emails connecting funded project staff with PGC committees, asking staff to offer potential times for site visits. Again, these meetings are meant to be supportive – an opportunity to paint a better picture of your programs, strengths, and challenges. We hope to have these meetings include leadership, program staff, grant staff, and subgrantee staff. Site visits will also include a separate meeting with program participants. Thank you in advance for helping us coordinate these, if you received an email!
- **Stabilization Support:** At our January meeting, we decided to start exploring opportunities for our committee to support the HCC work – specifically the housing stability work. Supervisors and managers should watch for a survey soon – we’d like their feedback on whether certain strategies might be beneficial for their teams, either as a replacement or supplement to narrative reports. Potential ideas include case manager coffee hours for troubleshooting difficult cases or utilization case conferencing. Watch for a survey soon!

Delays or Changes to Annual Workplan

This committee’s standing responsibility is solely on monitoring and performance improvement, and thus no formal workplan exists.

Other Recommendations or Updates to the CoC Board

Annual Workplan Progress

N / A

Report Preparer

Lisa Floran, Bernadette Unterbrink



TUCSON PIMA COLLABORATION TO END HOMELESSNESS COMMITTEE/COALITION REPORT TO THE COC BOARD

Lived Experience Council

Summary of Activities for the Past 3 Months

- Participated in NOFO Review Panels and approved the final application for the Fiscal Year 2024 Notice of Funding Opportunity Application
- Plan and hosted the LEC Pro-Social Holiday Event in partnership with United Way of Tucson and Southern Arizona
- Reviewed and made changes to Coordinated Entry Assessment Script Review

Summary of Proposed Activities for the Next 3 Months

- Ongoing Pro-Social Event Planning
- Finalize Feedback Form for TPCH
- Continuing reviewing new policies that would impact people experiencing homelessness

Delays or Changes to Annual Workplan

- None to report at this time

Other Recommendations or Updates to the CoC Board

- None to report at this time

Annual Workplan Progress

Report Preparer

Kyle Kerns



TUCSON PIMA COLLABORATION TO END HOMELESSNESS COMMITTEE/COALITION REPORT TO THE COC BOARD

Built For Zero Coalition

Summary of Activities for the Past 4 Months

Members have been meeting monthly. Last month we had a presentation by Elaine MacPherson on Housing caravans to learn about considerations when planning a housing caravan event. We are going to do a housing caravan event at Esperanza Veteran providers have been making sure to clean up data in HMIS so we can accurately track out numbers as we work to decrease numbers of Veterans experiencing homelessness by 50% by December 31,2025.

Summary of Proposed Activities for the Next 4 Months

We will be planning housing caravan to rapidly house Veterans who currently have HUD VASH voucher in hand.

Delays or Changes to Annual Workplan

N/A

Other Recommendations or Updates to the CoC Board

N/A

Annual Workplan Progress

The Coalition continues to make progress toward annual goals.

Report Preparer

Megan Sanes



TUCSON PIMA COLLABORATION TO END HOMELESSNESS COMMITTEE/COALITION REPORT TO THE COC BOARD

Diversity, Inclusion and Equity

Summary of Activities for the Past 4 Months

- After taking a break throughout the Fiscal Year 2024 NOFO process, DEI Committee reconvened in December
- Reviewed the Generalized Complaint Form for TPCH
- Discussed topics to be included in DEI Onboarding
- Recapped the Lived Experience Council Holiday Event

Summary of Proposed Activities for the Next 4 Months

- Discuss any Generalized Complaints
- Determine framework for continuing to convene DEI Committee under the new administration

Report Preparer

Kyle Kerns



TUCSON PIMA COLLABORATION TO END HOMELESSNESS COMMITTEE/COALITION REPORT TO THE COC BOARD

HMIS Committee

Summary of Activities for the Past 3 Months

- Elected a new chair – Cindy McClain
- Reviewed data requests and data sharing agreements, including AHCCCS and DWEL
- Re-initiated HMIS Agency Admin meetings
- Created a new process for program participants to request their own HMIS records, which involved amending the HMIS policies and procedures and the creation of a request form

Summary of Proposed Activities for the Next 3 Months

- Ongoing data request/data sharing reviews as needed
- HMIS Admin meetings
- Continuing reviewing new policies that would impact people experiencing homelessness

Delays or Changes to Annual Workplan

- Self Records Request framework was not included in the annual workplan, but a request was received that called for an official process in place

Report Preparer

Kyle Kerns