

Housing Support Program Advisory Committee

MINUTES

October 30, 2019 | 9:00 a.m. – 12:00 p.m. | Cotton Community Center

ATTENDEES: Bill Unger, Kate Bradley, Brad Gustason, Heather Lindula, Adam Venne, Lori Reilly, October Allen, John Kolar, Jensina Rosen, Laura Birnbaum

AGENDA ITEMS: Review of 07/17/19 Meeting Minutes and Agency Updates

- There were no comments or concerns regarding the 07/17/19 meeting minutes. Jensina reminded the group that as the minutes are approved, these are posted to the PHHS' Housing Support Program's website. Jensina Rosen shared that DHS is considering the possibility of adding flex funds to the Community Living Infrastructure grant, but that is not yet determined and it would be for funding in FY22.
- Lori Reilly provided an update regarding the Garfield Square project, whose opening experienced weather delays. It is now projected to open in December. Heather Lindula shared that the "We are Criminals" event is at Mesabi Technical College on November 13, 2019, is free, and RSVPs can be sent to Heather.
- John Kolar was welcomed as a new member of the HSP Advisory Committee. He brings forty years of experience not only as a board and lodge owner/operator, but also in running corporate adult foster care. Welcome John!

AGENDA ITEM: HSP Updates

- Jensina provided an update regarding the cost neutral transfer project. She explained that after consultation with DHS on 10/29/19, some additional works needs to happen as there will be more restrictions on the requested dollars. Jensina will be reaching out to potential partners in the coming weeks to plan moving forward.
- The Committee was asked to offer an opinion on considering overdoses an "adverse event." The Committee agreed that overdoses resulting in hospitalization would be considered an "adverse event" and should be reported. Bill Unger inquired about data privacy, and Jensina explained that through the Housing Support Agreement, information can move between the provider and St. Louis County for the purposes of managing compliance with the Agreement and addressing quality control. It was further explained that any information received is reported in aggregate fashion and protected. John Kolar also noted that an official determination on a cause of death would come from the coroner, so should an agency report a death, it would be a suspected cause of death. The Committee agreed with this clarification. The Committee also discussed that Narcan training would be helpful and Jensina said LTH Providers will get this in

December 2019 and that she is working on the training for board and lodge providers in March 2020.

- The Committee was asked to weigh in on what should happen with an individual's basic needs if they don't receive General Assistance due to being disqualified for the cash portion (i.e., drug test failure). The Committee noted that this cost should not be transferred to providers and the provider would have to assist the individual with finding resources creatively.
- Jensina discussed concerns regarding replacement keys and people being locked out of their homes. The concern was raised about the cost being shifted to Housing Support recipients to pay for out of their General Assistance, and about possible returns to homelessness if unable to pay. John Kolar stated that his program tried to implement a fee, but it did not impact the issue. Bill Unger shared that often, extensive property damage occurs when people forget their keys. The group decided that this should be considered on a case-by-case basis and Jensina noted that replacement keys would be a Rate 1 (base rate) expense.
- Jensina shared that with the expansion of Supportive Housing, she would like to amend the LTH Supportive Housing Manual to be "Supportive Housing" with LTH qualifiers as not to create a separate, and nearly identical, manual. The Committee unanimously agreed. Additionally, when revisions come due, the Committee requested all changes to be highlighted to they can more efficiently review any edits or changes. Jensina said she would do so.
- It was noted that prospective providers sometimes lose communication with PHHS during the proposal process. As a result, PHHS sometimes has prospective providers who submit a proposal or inquiry but then do not move forward for six months or longer. Jensina explained her concern about lack of communication and movement on new proposals, and the Committee agreed. Jensina requested a policy and the Committee suggested that once a potential provider submits a proposal, there should be monthly contact with PHHS. If a provider needed an extension on that requirement, it could be requested in writing. If a provider does not remain in contact every 30 days, the provider would need to resubmit their proposal. This policy revision will be included in all Provider Manuals moving forward.
- Record retention was also discussed because there is no DHS direction or requirement to maintain Housing Support documentation and records. Jensina recommended that the HSP adopt a policy of 5 years from the date of discharge or termination. The Committee agreed, though several providers noted they save their records for 7 to 10 years to align with requirements from other funders or for tax purposes.

AGENDA ITEM: LTH Supportive Housing Program

- There were no new proposals to review. Bill had questions about Drew Shaine LLC and the status of any proposals. Jensina explained that Drew Shaine LLC had not yet submitted any proposals for expansion.
- Jensina reminded the Committee that if any Committee member has the potential to benefit from the approval of a new provider proposal (or expansion), that the member would need to abstain from the vote.
- Jensina forwarded a policy change request from an LTH Supportive Housing Program provider to the HSP. The request was to change the housing expansion language from “every six months” to “every six months or no more than two congregate/project-based sites per year.” After discussion, the Committee approved this revision. Jensina will update existing Provider Manuals to reflect the change.

AGENDA ITEM: Board and Lodge Program

- The Committee took two hours of the meeting to closely review the Board and Lodge Program. As some of the Manual had similar policies/procedures, which have already been approved by this Committee, review centered on those provisions specific to Board and Lodges.
- Jensina noted that after the revisions are adopted, it will be sent to the St. Louis County Attorney’s Office for review, which could take a several months. Jensina hopes to have the Manual approved and ready for rolling out in March 2020.
- Jensina also shared that she has been facilitating ongoing discussions with the board and lodge provider group and has since August. Jensina noted another follow-up meeting around tenant-landlord laws will be in January 2020, and noted that if a representative from the Advisory Committee wanted to attend, an invitation would be extended.

NEXT STEPS

- Jensina noted the next meeting would likely be in January – weather pending. Some agenda items will include establishing guidelines for the Advisory Committee, performance measures, as well as annual revisions to the LTH Supportive Housing Program Provider Manual.

Next Meeting:

January 15, 2019 – Location TBD.