



**Homeless Committee Meeting Minutes**  
**Thursday, November 4, 2021 – 3:00 p.m.**  
**Cumberland County Courthouse, 117 Dick Street, Room 564, Fayetteville, NC**

**COMMITTEE MEMBER ATTENDEES**

Debbie Brown, Chair, Fayetteville / Cumberland County Continuum of Care on Homelessness  
Chris Cauley, Director, Fayetteville Economic & Community Development Department  
Tawana Dawkins, Data & Evaluation Analyst, Cumberland County Community Development Department  
Tracy Jackson, Assistant County Manager, County of Cumberland  
Sally Shutt, Assistant County Manager, County of Cumberland  
Dee Taylor, Director, Cumberland County Community Development Department  
Dr. Telly Whitfield, Assistant City Manager, City of Fayetteville  
Larry Wright, City Council Member, City of Fayetteville (Remote)

**OTHER ATTENDEES**

Albert Baker, Community Relations Manager, Fayetteville Economic & Community Development Department  
Shakiesha McClain, Homeless Response Analyst, Fayetteville Economic & Community Development Department

**REGRETS**

Charles Evans, Board Commissioner, County of Cumberland

**AGENDA**

- Call to Order
- Approval of the Minutes (October 7, 2021 meeting)
- Update: Development of a Charter for the Homeless Committee
- Approve Eligible Activities / Costs for Homeless Initiative Funds
- Other Items of Business
- Next Meeting
- Adjourn

	TOPIC	DISCUSSION / PROPOSED ACTION
1	Call to Order	Tracy Jackson called the meeting to order at 3:00 p.m.
2	Approval of the Minutes	Councilman Wright motioned to accept the minutes from the October 7, 2021 meeting. Dee Taylor seconded. The motion was approved unanimously.
3	Update: Development of a Charter for the Homeless Committee	<p>The draft copy of the Homeless Advisory Committee Charter for the Homeless Committee was presented. The group discussed making the following changes:</p> <ul style="list-style-type: none"> <li>• Committee Purpose Section, second sentence: add “data related to homelessness”</li> <li>• Guiding Principles Section, #4, change annually to “at least semi-annually”</li> <li>• Responsibilities Section, first bullet, add “committee” at the end of Liaison and delete “data”</li> <li>• Responsibilities Section, second bullet, delete “North Carolina”</li> <li>• Responsibilities Section, sixth bullet, add “and HMIS” at the end of the sentence</li> <li>• Membership Section, fourth bullet, add “or designee” at the end</li> <li>• Membership Section, it was suggested the voting should include a sixth member</li> <li>• Membership Section, it was suggested the CoC Chair have a vote</li> <li>• Terms of Membership Section, #3, to be removed entirely</li> <li>• Terms of Membership Section, #4, remove the words “the expiration of”</li> <li>• Meetings Section, bullet A, may need to identify a specific day of the month</li> <li>• Meetings Section, bullet C, delete “address” after the parenthesis</li> <li>• Meetings Section, bullet D, change “HAC” to “Committee”</li> </ul> <p>It was suggested that the Chair position is alternated between a County and a City member. It was also suggested to add an additional elected official from the County and the City to the Homeless Advisory Committee.</p> <p>Tracy Jackson will make the changes to the Charter and distribute to the Committee.</p>
4	Approve Eligible Activities / Costs for Homeless Initiative Funds	<p>Dee Taylor presented the Homeless Initiative Funds Allocation budget for the operating year, July 1, 2021 – June 30, 2022. The main activities include the Homeless Management Information System (\$16,843), Data and Evaluation Analyst position salaries and benefits (\$69,274), and services for unmet needs (\$113,883).</p> <p>Dee Taylor motioned to approved to budget presented. Councilman Wright seconded. The motion was approved unanimously.</p>

5	Other items for Discussion	It was suggested information on FTCC's HOPE Program be shared at the next Committee meeting. In addition, information of Continuum of Care Programs and a report on returns to homelessness is shared at the next meeting.  Councilman Wright suggested a flier / leaflet be prepared in the future to share success stories and to let the community know what is going on.
6	Next Meeting	The committee agreed to hold the next meeting November 4, 2021 (Thursday).
7	Adjournment	Councilman Wright motioned to adjourn. Sally Shutt seconded. The motion was approved unanimously.

Documents Distributed During the Meeting:

- Minutes from October 7, 2021 Meeting
- Homeless Initiative Funds Allocation (July 1, 2021 – June 30, 2022)
- Homeless Advisory Committee Charter (Draft 1)
- Interlocal Agreement Between Cumberland County and the City of Fayetteville to Address Homelessness (2017)
- Presentation Slides: City / County Joint Homeless Initiative



# HOMELESS INITIATIVE FUNDS ALLOCATION

for

Operating Year: July 1, 2021 – June 30, 2022

City Allocation: \$100,000 / County Allocation: \$100,000

**\$200,000**

Item	Allocation
<b>Homeless Management Information System (HMIS) Costs</b> Comment: HUD mandated system used by CoC-funded and ESG-funded programs to collect client-level data and data on the provision of housing and services to homeless individuals and families and persons at risk of homelessness. Currently there are <u>48</u> licenses being used. Payments are made to Michigan Coalition Against Homelessness and WellSky)	\$16,843
<b>Data Evaluation Analyst (DEA) Position (Salary + Fringes)</b> Comment: Position manages the system and provide training to local providers	\$69,274
<b>Services for Unmet Needs</b> Comment: for low to moderate income persons experiencing homelessness or at-risk <ul style="list-style-type: none"> <li>• HOPE Center Operations (Utilities) and White Flag support;</li> <li>• Mid-Carolina (\$10,000) for various support services for Re-entry Program;</li> <li>• Hotel Vouchers (during White Flag event or when shelter is not available);</li> <li>• Birth Certificates, IDs, other legal documents needed to get them into housing or employment;</li> <li>• Furniture / Household items (mattresses, pots and pans, etc.);</li> <li>• Startup cleaning supplies;</li> <li>• Uniforms (for employment / school-aged children);</li> <li>• Moving cost / Storage fees;</li> <li>• Transportation (bus passes and/or contracted services);</li> <li>• Other items when emergency related issues arise and other resources are not readily available or the household does not qualify for those programs (e.g. utility payment, security / rental payment);</li> <li>• Case management (no more than 10% of Services Allocation); and</li> <li>• Nicotine Replacement (\$7,000) per request from Alliance Health.</li> </ul> Some federal and state funded programs do not cover the items listed above. Agencies in the community are not providing this service or it is very limited.	\$113,883



### Existing Programs Serving Households Experiencing Homelessness or At-Risk of Homelessness

Agency	Program
Cumberland County Community Development	<ul style="list-style-type: none"> <li>• Robin's Meadow Transitional Housing Program (HUD-CoC) – 12 Units for Families with Children.</li> <li>• Safe Homes for New Beginnings Permanent Supportive Housing Program (HUD-CoC) – 5 Units for Single Adults</li> </ul>
Cumberland County HealthNET	<ul style="list-style-type: none"> <li>• Coordinated Entry (HUD-CoC)</li> </ul>
Cumberland Interfaith Hospitality Network	<ul style="list-style-type: none"> <li>• Leath Commons Permanent Supportive Housing Program (HUD-CoC) – 5 Units for Families and Single adults.</li> <li>• Promise Permanent Supportive Housing Program (HUD-CoC) – 12 Units for Families with Children</li> </ul>
Endeavors	<ul style="list-style-type: none"> <li>• Bonanza Permanent Supportive Housing Program (HUD-CoC) – 9 Units for Families with Children and Single Adults</li> <li>• Reveille Retreat Permanent Supportive Housing Program (HUD-CoC)</li> <li>• Homeless Prevention (County - CDBG)</li> <li>• Back@Home (State - ESG)</li> </ul>
Fayetteville Metropolitan Housing Authority	<ul style="list-style-type: none"> <li>• HUD-VASH Voucher Program (VA/HUD)</li> </ul>
Fayetteville Urban Ministry	<ul style="list-style-type: none"> <li>• Targeted Prevention (State-ESG)</li> <li>• Emergency Food and Shelter Program</li> </ul>
Fayetteville Metropolitan Housing Authority	<ul style="list-style-type: none"> <li>• Emergency Housing Voucher (HUD)</li> </ul>
Salvation Army	<ul style="list-style-type: none"> <li>• Shelter Services (State-ESG)</li> <li>• Angel Tree</li> <li>• White Flag</li> </ul>
Volunteers of America	<ul style="list-style-type: none"> <li>• Supportive Services for Veteran Families Rapid Rehousing and Prevention (HUD/VA-SSVF)</li> </ul>

## **Homeless Advisory Committee Charter**

*The name of this organization shall be the Homeless Advisory Committee (HAC)*

*Inter-local agreement signed by Fayetteville City Council on June 26, 2017 and*

*Cumberland County on October 16, 2017 (Attachment 1)*

### **Committee Purpose:**

The Homeless Advisory Committee (HAC) has been established to support policy direction on issues that address persons experiencing homelessness and those at risk of becoming homeless. It also shall monitor and review data and trends from the Homeless Management Information System (HMIS), provide recommendations about homeless programs and services, and communicate information to the respective governing boards and broader community.

### **Guiding Principles:**

The following principles will be used to guide HAC governance:

1. Remain mindful of the purpose of the HAC while governing its implementation
2. Represent and seek to meet the needs of all HAC stakeholders while sharing responsibility and authority
3. Make governance and budgeting decisions cooperatively with input from a variety of stakeholders.
4. Review and openly discuss governance and budgets annually
5. Involve stakeholders to ensure sufficient resources so HAC can best meet the requirements of both service providers and policy makers
6. Make decisions inclusively and with transparency
7. Seek simplicity in any proposed changes to HAC
8. Ensure that progress is not slowed by undue delays and process
9. Ensure stakeholders can participate in decisions impacting obligations and performance

### **Responsibilities:**

The HAC will carry out the following responsibilities:

- Regularly provide reports to Joint City-County Liaison, to update data trends
- Conduct research and investigation into issues about homelessness including causes and effects within Fayetteville and Cumberland County, North Carolina
- Recommend resources for prevention and intervention programs and services
- Act as a clearinghouse for information on local homelessness issues
- Promote communication to broader community to encourage greater advocacy
- Assure maintenance and ongoing funding of the Data & Evaluation Analyst position

**Membership:**

The Homeless Committee will consist of:

- (2) City Council Members (Voting)
- (2) Cumberland County Commissioner Members (Voting)
- (1) Cumberland County School Board Member (Voting)
- The Cumberland County Schools Superintendent (Ex-Officio)
- Chairman of the Fayetteville-Cumberland County Continuum of Care (COC) (Voting or Non-Voting?)
- Assistant City Manager (Ex-Officio)
- Assistant County Manager (Ex-Officio)
- City Economic Community Development Director (Ex-Officio)
- County Community Development Director (Ex-Officio)
- Government Affairs Officer (Ex-Officio)
- Data & Evaluation Analyst (Ex-Officio)

**Terms of Membership:**

1. Elected officials are appointed by their respective governing bodies and shall serve until replaced
2. If a vacancy occurs, the respective governing body shall appoint a replacement on the HAC prior to the expiration of a term
3. An unexpired term that becomes vacant with more than twelve months remaining shall counted as a full term for purposes of eligibility for successive terms
4. Any HAC member who loses his or her affiliation may continue to serve until the expiration of his or her current term or until a successor is named
5. The position of Chair will rotate between the City and County on alternating years; the position of Chair and Vice-Chair will not be held by the same governing body during any term

**Roles:**

**Chair (City or County Elected)**

- To call and preside over all meetings of the HAC
- To set agendas for all HAC meetings
- To declare a quorum
- To rule on the validity of the vote in any question before the board
- To rule on points and procedures
- Other duties as expedient



**Vice Chair (City or County Elected)**

- To exercise powers and duties of the Chair in the absence of the chair
- To preside over the HAC in event that the Chair is disqualified for any reason from participating in consideration of a question before the HAC
- To perform other duties as assigned

**Secretary (Staff-Support Function)**

- To keep full and accurate minutes of all board meetings and submit said minutes for approval by the board not later than the next regular meeting after minutes are taken
- To notify board members of regular or special meetings
- To record reports of committees
- To act as custodian of documents for the board
- To perform other duties as necessary

**Meetings:**

The Committee shall meet via teleconference as needed but shall normally meet in-person. The Committee may act upon the vote of its members via telecommunications equipment, where, in accordance with HAC Bylaws, all parties participating in the meeting can hear each other at the same time. All committee members are expected to attend each meeting. The committee can request members of management, auditors, or others to attend meetings and provide pertinent information, as necessary. Meeting agendas will be prepared and provided in advance to members, along with appropriate briefing materials. Minutes will be prepared.

- A. Regular Meetings: In accordance with the North Carolina Open Meeting Law, the Homeless Advisory Committee of the City of Fayetteville and Cumberland County hereby resolve that it will hold its regular meetings on the *second Tuesday of each month at 1PM* (example – need to determine).
- B. Special Meetings may be called by the Chairman or by two-thirds of the HAC voting members. Special meetings may be called by notifying the secretary/staff of the date, time, place, and purpose of the meeting. Special meetings shall be limited to the purpose for which they are called.
- C. Notice of all meetings shall be in writing to each member at such address (including e-mail address), address, or place as he or she shall designate. Ten days' notice is required for regular meetings. Three days' notice is required for special meetings.
- D. Quorum shall be a majority of the voting members present at any meeting of the HAC. The minimum number of members must be present continuously for a quorum to be maintained.

**CITY OF FAYETTEVILLE/COUNTY OF CUMBERLAND  
HOMELESS ADVISORY COMMITTEE CHARTER**

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[Name]  
Committee Chair

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[Name]  
Committee Vice-Chair

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[Name]  
Cumberland County Schools Board of Education Member

***Approved this 4<sup>th</sup> day of November 2021***

NORTH CAROLINA

CUMBERLAND COUNTY

INTERLOCAL AGREEMENT BETWEEN  
CUMBERLAND COUNTY AND THE CITY  
OF FAYETTEVILLE TO ADDRESS  
HOMELESSNESS

*Approved by the Cumberland County Board of Commissioners* October 16, 2017

*Approved by the Fayetteville City Council* June 26, 2017

This interlocal agreement is made pursuant to Article 20, Chapter 160A of the General Statutes of North Carolina by and between Cumberland County, a body corporate and politic and a political subdivision of the State of North Carolina, and the City of Fayetteville, a municipal corporation existing under the laws of the State of North Carolina.

WITNESSETH:

Whereas, the parties have funded programs and services to address homelessness by their respective community development agencies for a number of years; and

Whereas, the parties desire to establish a partnership that addresses homelessness through the formation of an advisory committee, appropriate programs and services, and the hiring of a Data & Evaluation Analyst, to be jointly funded by the parties and assigned to the Cumberland County Community Development Department.

Now therefore, in consideration of the mutual covenants set forth herein, and pursuant to the specific authority granted to them by Article 20, Chapter 160A of the General Statutes of North Carolina, the parties agree as follows:

(1) The purpose of this agreement is for the parties to jointly undertake the provision of community-wide programs and services that address homelessness.

(2) The duration of the agreement shall be for so long as the parties maintain the aforementioned personnel for the purpose of providing programs and services to address homelessness (the "undertaking").

(3) A Homeless Committee consisting of a member of City Council, a member of the County Commissioners, an Assistant County Manager, Governmental Affairs Officer, Deputy City Manager, Chairman of the Cumberland County Continuum of Care (CoC), City and County Community Development Directors, and the Data & Evaluation Analyst will meet regularly to

coordinate and develop strategies to address homelessness through community-wide programs and services.

(4) The Data & Evaluation Analyst shall be an employee of Cumberland County and shall report to the Community Development Director for Cumberland County.

(5) The parties will jointly fund the Data & Evaluation Analyst and associated programs and services in a sufficient amount to cover all the costs incurred by it necessary to the execution of the undertaking in accordance as budgeted and approved by the parties.

(6) This agreement may be amended at any time by the execution of an amendment approved by the governing boards of both parties.

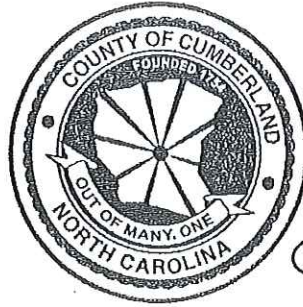
(7) This agreement may be terminated at the end of any fiscal year by the vote of either governing board with written notice of such termination being given to the other governing board at least sixty (60) days prior to the date of termination.

This interlocal agreement has been approved by the governing board of each party and entered into the minutes of the meeting at which such action was taken as indicated above.

[Signature page follows]



Cumberland County



By: \_\_\_\_\_

Glen Adams, Chairman  
Board of Commissioners

Attest:

Candice H. White

Candice H. White, Clerk to the Board



City of Fayetteville

By: \_\_\_\_\_

Mayor Nat Robertson

Attest:

Pamela Megill

Pamela Megill, City Clerk

