

# A Way Home for Tulsa

## Leadership Council Meeting

October 12, 2021 | 1:30 pm | Boston Avenue Church

<b>Leadership Council Business</b>	<b>Presenter</b>	<b>Time Allotted</b>
1. Welcome & Call to Order	Melanie Stewart	2 min
2. Roll Call	Erin Velez	1 min
3. Approve August Minutes*	Melanie Stewart	2 min
4. Employment Partnership Opportunity	Ryan Dacayanon, ProRecruiters	25min
5. Vice Chair Vote*	Becky Gligo	5 min
6. Transitional Housing RFP	Melanie Stewart	5 min
7. Data Quality Framework	Olivia Denton Koopman	15 min
8. 988 System	Zack Stoycoff	10 min
9. NOFO Update	Homebase	20 min
10. Public Comments	Melanie Stewart	4 min
11. Adjourn	Melanie Stewart	1 min

*\*Items to be voted on by Leadership Council.*

## Attendance

Name	Representing	Category	Term	Y/N
Mark Hogan	City of Tulsa	Appointed	2 years	
Keri Fothergill	Tulsa County	Appointed	2 years	
Terri Cole	Tulsa Housing Authority	Appointed	2 years	
Claudia Brierre	INCOG	Appointed	2 years	
Melanie Stewart, Chair	Provider Agencies	Elected	1 year	
Mack Haltom	Provider Agencies	Elected	1 year	
Greg Shinn	Provider Agencies	Elected	2 years	
Jim DeLong	Participant Advisory Group	Elected	2 years	
	Youth Advisory Board	Elected	1 year	
Cory Pebworth	Business/Commerce	Invited	1 year	
Nancy Curry	Funders	Invited	1 year	
Greg Robinson	At-Large Representative	Invited	2 years	
Donnie House	At-Large Representative	Invited	1 year	
Jeff Jaynes	At-Large Representative	Invited	1 year	
Matt McCord	At-Large Representative	Invited	2 years	

# A Way Home for Tulsa

Leadership Council Meeting Minutes  
August 10, 2021 | 1:30 pm | Boston Avenue Church

## Agenda Item

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1. Welcome
  - a. Jeff Hall called the meeting to order.
2. Roll Call
  - a. See attendance after meeting minutes.
3. Approve July Minutes\*
  - a. ***Jeff Hall called for a motion to approve July minutes. Nancy Curry moved to approve. Claudia Brierre seconded the motion. Motion carried.***
4. Leadership Council Delegates
  - a. Jeff Hall announced that this would be his last meeting as chair. Melanie Stewart-Goldman, Vice-Chair, will be stepping into that role moving forward.
  - b. Terri Cole will be filling the THA seat on the Leadership Council.
5. Lead Agency Updates
  - a. Social Services HUB
    - i. Launched August 3rd at Iron Gate
    - ii. Shandi, Jeff and Legal Aid team have been working hard to make this happen.
    - iii. Landlords/tenants have been stopping by to the HUB to get assistance with eviction prevention and resources to decrease evictions in Tulsa.
  - b. Data Dashboards - [Reports & Data | Housing Solutions Tulsa](#)
    - i. Olivia Denton Koopman went over current data.
    - ii. 306 new clients have been added to the continuum tracking list.
    - iii. 80 housing placements in July
  - c. Partner Agency MOUs
    - i. See attached MOU agreement.
6. McKinney Vento Information
  - a. Maureen Hogaboom from Union Public Schools gave an overview of the McKinney Vento Act. Homeless liaisons assist families with school enrollment.
  - b. All children have the right to:
    - i. Receive a free, appropriate public education.
    - ii. Enroll in school immediately, even if lacking documents normally required for enrollment.
    - iii. Enroll in school and attend classes while the school gathers needed documents.
    - iv. Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last

## TULSA CONTINUUM OF CARE

enrolled), if that is your preference. \*If the school district believes that the school you select is not in the best interest of your children, then the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.

- v. Receive transportation to and from the school of origin, if you request this.
- vi. Receive educational services comparable to those provided to other students, according to your children's needs.

c. [Tulsa Public Schools Information](#)

d. [Union Public Schools Information](#)

### 7. ERA2 Overview

- a. Jeff Jaynes presented on the differences between the funds (and rules for those funds) that the US Treasury department has allocated for rent assistance in two different appropriations.
- b. The funds that Restore Hope is currently spending for ERAP are from the Consolidated Appropriations Act of 2021 (ERA1) but there were also funds allocated for rent/utility assistance in the American Rescue Plan (ERA2).
- c. ERA1 funds are intended to be spent quickly and the City/County allocations total approximately \$20 million. 10% of those funds can be spent for Housing Stability and they must be spent by September 30, 2022, with at least 65% obligated by September 30, 2021. The total allocation within the State of Oklahoma was approximately \$260 million.
- d. ERA2 contracts have not yet been finalized but are about 80% of the ERA1 numbers. The City/County allocation for ERA2 totals approximately \$15.5 million and the total allocation within the State is approximately \$208 million.
- e. ERA2 does not have the same focus on spending the funds rapidly and have a longer sunset, needing to be spent by September 30, 2025.
- f. Jeff noted his belief that the focus for spending ERA2 funds (up to 15% of which can be spent for Housing Stability) needs to be on spending them well and not just on spending them quickly. He noted that we may not have an ERA3, so we need to consider using ERA2 for building up the systems needed for better eviction prevention after these significant funds are gone. He reiterated his levee metaphor and noted that ERA2 funds are levee-building funds, metaphorically.
- g. Some discussions have already taken place regarding ERA2 approach but more still are needed. Another key difference is that ERA2 funds require a loss of income during the pandemic and not a direct or indirect loss of income because of the pandemic.

### 8. Agency Feature – [Family Promise](#)

- a. Tina Massey, Director of Family Promise, spoke to the group about their program. Family Promise services include shelter, food, transportation, intensive case

## TULSA CONTINUUM OF CARE

management, and housing navigation. Family Promise’s goal is to help families stay out of homelessness.

- b. 23 families are on the case docket / 10 families that are outside of the shelters.
- 9. Public Comments
- 10. Meeting Adjourned

### Attendance

Name	Representing	Category	Term	Y/N
Mark Hogan	City of Tulsa	Appointed	2 years	N
Keri Fothergill	Tulsa County	Appointed	2 years	N
Jeff Hall, Chair	Tulsa Housing Authority	Appointed	2 years	Y
Claudia Brierre	INCOG	Appointed	2 years	Y
Melanie-Stewart Goldman	Provider Agencies	Elected	1 year	N
Mack Haltom	Provider Agencies	Elected	1 year	Y
Greg Shinn	Provider Agencies	Elected	2 years	N
Jim DeLong	Participant Advisory Group	Elected	2 years	Y
Vacant	Youth Advisory Board	Elected	1 year	
Cory Pebworth	Business/Commerce	Invited	1 year	N
Nancy Curry	Funders	Invited	1 year	Y
Greg Robinson	At-Large Representative	Invited	2 years	N
Donnie House	At-Large Representative	Invited	1 year	Y
Jeff Jaynes	At-Large Representative	Invited	1 year	Y
Matt McCord	At-Large Representative	Invited	2 years	Y

## **Tulsa City and County Continuum of Care Homeless Management Information System**

### **Participation Agreement**

This agreement entered into on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ between THE CENTER FOR HOUSING SOLUTIONS, INC., an Oklahoma non-profit corporation hereafter known as “HS,” and \_\_\_\_\_(participating agency name) hereinafter known as “AGENCY,” outlines points of agreement for the use of the Homeless Management Information System, hereafter known as “HMIS.” The AGENCY is a Covered Homeless Organization (CHO) as defined by the U.S. Dept of Housing and Urban Development in Federal Register HMIS Data and Technical Standards Final Notice, dated July 20, 2004 or as amended. As defined by the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the AGENCY is:

- A Covered Entity. The Business Associate Agreement will be attached to and made a part of this HMIS Participation Agreement with all agencies that are *Covered Entities* as defined by the Health and Insurance Portability Accountability Act of 1996 (HIPAA).
- Not A Covered Entity

This agreement is effective as of the date shown below and remains in effect until terminated in writing by either of the parties.

The HMIS is a web-based information management system designed to assist providers of services to homeless and formerly homeless and those at risk of homelessness in order to facilitate client intake, data collection and reporting, and to determine community resource availability. HMIS also enables the sharing of client information with other providers where allowed by law or authorized by the client to assist in collaboration on client-related activities such as referrals to other agencies, appointment scheduling, coordination of services and case management.

The ShareLink HMIS utilizes the Community Services (formerly ServicePoint) software product from WellSky. The Community Services (formerly ServicePoint) product is operated from a computing infrastructure operated and maintained by WellSky and administered locally by HS and its agents. HS may engage an independent contractor, to manage administration on its behalf.

#### AGENCY Responsibilities:

- AGENCY will comply with all federal and state laws, rules and regulations that apply to the use of HMIS and the collection, use and disclosure of client information. NOTE: A Contributing Homeless Organization that is also a Covered Entity under HIPAA/HITECH is not required to comply with the privacy or security standards in the Federal Register HMIS Data and Technical Standards Final Notice, dated July 20, 2004 or as amended if the CHO determines that a substantial portion of its homeless client data is protected health information as defined in the HIPAA rules.
- AGENCY will comply with the operational policies and procedures in the ShareLink Homeless Management Information System Standard Operating Policies and Procedures.

- AGENCY will adopt and implement a Privacy Policy that is in compliance with either the Federal Register HMIS privacy and security standards, or the HIPAA rules, as is applicable to AGENCY's status as a CHO.
- AGENCY will require all AGENCY HMIS Users to complete new user training prior to being issued a HMIS User ID.
- AGENCY will require all AGENCY HMIS users sign the HMIS User Policy Responsibility Statement.
- AGENCY will require the AGENCY administrator take necessary steps to ensure that user access is discontinued immediately upon the effective date that the AGENCY user is no longer employed by the AGENCY or otherwise no longer authorized to be user. Action will include, at minimum notifying the HS in writing of user right termination at least five business prior days to effective date or immediately upon termination of rights if prior notice is not available.
- AGENCY will verify the accuracy and completeness of AGENCY resource information in HMIS on at least an annual basis.
- Cooperate with other agencies utilizing ShareLink in the coordination of care and case management for clients accessing services from multiple agencies for the mutual benefit of the client, the agencies, and the community.
- Obtain written authorization from the client using a client authorization for release of protected information form before client information is used or disclosed for any purpose not allowed by the HIPAA rules, Federal Register HMIS privacy and security standards or other applicable laws.
- Retain original signed *Authorization for Use or Disclosure of Protected Health Information* documentation at least six years from the date they cease to be in effect (from expiration or revocation).
- Safeguard information collected from clients or shared by other organizations per Federal Register the most recent [HMIS Data Standards](#), or as amended, and/or HIPAA Privacy rules as applicable.
- Authorize HS to create and share de-identified files and reports by using the methods defined in the HIPAA law, for itself and other methods as appropriate and as permitted by the HIPAA Privacy Rule.
- Authorize HS to create and share limited data sets as defined and limited by the HIPAA Privacy Rule.

#### HS Responsibilities:

- HS will provide the AGENCY 24-hour access to the HMIS data collection system, via internet connection.
- HS will adhere to the baseline security standards and requirements for system application and hardcopy security as outlined in the Federal Register/vol. 69. No. 146/Friday July 30, 2004 or as amended.
- AGENCY retains ownership of the data that it enters into HMIS. AGENCY may access this data online via HMIS or can obtain copies of data as extracted files by request from HS.
- AGENCY retains decision-making authority on items related to AGENCY operations and service delivery, including eligibility criteria for services and the means and mechanisms for providing services.
- HS will provide model Privacy Notices, Client Release forms, and other templates for agreements that may be adopted or adapted in local implementation of HMIS functions.
- HS will provide HMIS Community Services (formerly ServicePoint) administration and user access.
- HS will provide both initial training and periodic updates to that training for core AGENCY staff regarding the use of HMIS, with the expectation that the AGENCY will take responsibility for conveying this information to all AGENCY Staff using the system.

- HS will provide basic user support and technical assistance (i.e., general troubleshooting and assistance with standard report generation). Access to this basic technical assistance will normally be available from 9:00 AM. to 5:00 PM. on Monday through Friday (with the exclusion of holidays). HMIS staff will also be accessible during non-standard operating hours in accord with procedures that will be published and periodically updated by HS.
- HS will not publish reports on client data that identify specific agencies or persons, without prior agency (and where necessary, client) permission. Public reports otherwise published will be limited to presentation of aggregated data within the HMIS database.
- HS’s publication practice will be governed by policies established by relevant committees operating at the HMIS level for statewide analysis and will include qualifiers such as coverage levels or other issues necessary to clarify the meaning of published findings.
- Update the HMIS Standard Operating Policies and Procedures as needed to meet current requirements and maintain compliance with all federal and state laws, rules and regulations that may apply to the use of the HMIS.
- Notify AGENCY in writing at least 30 days prior to the effective date of changes to the HMIS Homeless Management Information Standard Operating Policies and Procedures.
- Execute a HMIS Participation Agreement with all organizations using the HMIS in an effort to prohibit the re-disclosure of individually identifiable information.
- Act as liaison between AGENCY and WellSky Corporation.

WellSky Corporation is solely responsible for any warranty of the capabilities of the Community Services (formerly ServicePoint) software. In no event shall HS be liable for indirect, consequential punitive or special damages. HS shall not be responsible for loss of data or interruption of service caused by AGENCY or any other person or entity.

Each party shall be responsible for the acts and omissions of itself, its employees and subcontractors and each party agree to indemnify and defend the other party for any such act or omission, including costs, expenses, and reasonable attorneys’ fees. It is understood and agreed by the parties that their respective indemnification obligations are not intended to reduce or eliminate any insurance maintained by either of them that would cover claims or losses for which that party is obligated to indemnify the other party.

Any disputes regarding this agreement shall be resolved under the laws of the State of Oklahoma and any litigation shall be commenced in the State of Oklahoma.

For (Agency Name):

Center for Housing Solutions:

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Signature and Date*

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*Signature and Date*