

**Utah Balance of State Steering Committee**  
**January 8, 2007**  
**Minutes**

**In Attendance:**

**Attending in Person**

Sharon Downing, Chair  
Jonathan Hardy, Utah State Division of Community and Culture  
Jeff Kane, Homeless Veterans Fellowship  
Troy Vanderhule, St. Anne's Center

**On Conference Call:**

Eileen Dwyer, Director  
Sharon Relph, Four Corners Behavioral Health  
Gloria Kariya, United Way, Northern Utah  
Mindy Winger, Six County AOG  
Marilyn Vogrinec, Southeastern Utah AOG  
Debbie Stark, Your Community Connection  
Bill Graham, Your Community Connection  
Norma Jurado, Uintah Basin AOG-Community Services  
Kim Michaud, Safe Harbor  
Barbara Dougherty, Golden Rule Mission

1. Sharon Downing welcomed everyone and introductions were made.
2. A motion was made to accept the minutes by Debbie Stark, Norma Jurado seconded the motion and the members approved the minutes.
3. Date and time of meeting will remain the same, second Monday of the month at 12:00 noon.
4. Area Updates and Pilot Project Update
  - a. Bear River AOG- No report
  - b, Uintah AOG – Norma Jurado reported the Walton Weather Policy Research will be completed early this spring.
  - c, Southeastern AOG – Marilyn Vogrinec reported Grand County Affordable Housing Council continues to meet. Nothing new to report. Carbon/Emery council will meet next week.
  - d. Six County AOG – Mindy Winger reported the council met last week with Lloyd Pendleton. The council will have a follow-up meeting to decide where to go from here.
  - e. Davis County – No updates
  - f. Five County AOG – No report

- g. Weber County – Gloria Kariya reported the council did not have a meeting in December. The next meeting will be held on January 17<sup>th</sup> and the council will discuss the final plan for the point in time count for the Continuum of Care. Troy Vanderhule reported the Homeless pilot project is going very well. They have added one more person, for a total of four individuals in the program. In the six months of the program, no one has been in the hospital or the jail.
5. Eileen Dwyer reported that the Point-In-Time Homeless Count will take place on January 24<sup>th</sup>. The surveys are on the website. The survey monkey is to be filled out by agencies that provide emergency shelter and/or transitional housing. The street count survey is to be filled out by agencies that provide services to people who are homeless. The street count survey will be from January 24<sup>th</sup> through January 31<sup>st</sup>. Total sheet will be provided to the agencies. Training conference calls will be set up with the first one on January 12<sup>th</sup> at 12:00 noon. Everyone is invited to participate.
  6. Troy Vanderhule reported the Goals Committee did not meet in December but will be getting together this month. Troy has recruited Ken Adamson, Bill Graham, Tracy Socwell and Jeff Kane to assist in the development of goals.
  7. Sharon Downing reported she will be finishing up her term as chair in July. She would like to have a new chair or co-chair on board before the Continuum of Care Grant is announced so the new person will have the opportunity to go through the grant process. Heidi Miller is the co-chair of the committee and represents the southern part of the state. Sharon requested the group to think about a new chair and nominations will take place at the meeting in February
  8. Sharon Downing reported on the need for a Secretary/Treasurer for the Executive Committee. With the collection of membership fees, the committee needs to have someone oversee the finances. Because the committee has not a financial institute established to deposit the money into, a motion was made by Jonathan Hardy that a Memorandum of Understanding (MOU) be put into place between the Steering Committee and the Salt Lake County Homeless Coordinating Council (SLCHCC) for the deposit of membership fees into a separate line item and quarterly reports will be given to the Steering Committee. Norma Jurado seconded the motion and it was approved by the committee. Eileen Dwyer will draft up a MOU for signatures. It was also recommended that the committee work towards becoming a 501(c)(3). Eileen will obtain EIN number as well as work on Articles of Incorporation and By-laws.

9. Announcements

- a. Jonathan Hardy announced that the RFPs for the Critical Needs will be on-line this year and they are currently working to make sure the process is efficient. Tentative dates are:

March 1, 2007	RFP Released
March 6, 2006	Workshop
March 30, 2007	Applications Due
April 2007	Hearings
May 9, 2007	Funding Announcement
July 1, 2007	Contracts in Place

- b. Jeff Kane announced the Homeless Veterans Fellowship program is going well.

10. Other Business – Eileen Dwyer reported on a new website that HUD has created for the Special Needs Assistance Programs (SNAPS). This is a great website to keep informed on the Homeless Assistance Programs under HUD. She will email the link out to the group for those interested can sign up. HUD has made a commitment to keep the community better informed on programs as well as more training.

11. Adjournment: Norma Jurado made the motion to adjourn and Jonathan Hardy seconded the motion. Members approved.