

## Community House Advisory Committee Meeting Notes

Monday, April 18, 2016, 4:30 – 5:30 pm

### AGENDA

**Committee members present:** Linda Convissor, Ann Henley, Eleanor Howe, Rod Matthews, Josh Ravitch, Nancy Trueblood, Janice Tyler

**IFC:** Keith Taylor, Anne Henley, IFC Board; Stephani Kilpatrick, Allan Rosen, IFC Staff.

1. **Additions or changes to Agenda**    NONE
2. **Review of monthly reports, February and March 2016**

Two monthly reports – March and February 2016 – were issued since the last CHAC meeting on January 25. IFC Residential Services Director Stephani Kilpatrick reviewed the March report in detail. The discussion included the following:

- IFC @ SECU Community House staff are aiming to have bed occupancy rate to be at or above 75%, which is 39 beds. The counts for “Graduation from Programs” were revised for all reports, October 2015 – March 2016. In general, graduations include any program resident who leaves SECU Community House for what they consider adequate housing rather than only those who leave for adequate housing from Stage III. As a result, reports have been revised to reflect accurate data.
- On page 2 of the report template Eleanor Howe recommended the terms “duplicated” and “un-duplicated” guests be replaced with clearer terms. The following changes will be made on future reports:
  - “total # of guests, duplicated” now reads “total number of cots filled”
  - “total # of guests, un-duplicated” now reads “total number of guests, new this fiscal year.”
  - Note in both instances these counts are for the current fiscal year and are both reset to zero on July 1<sup>st</sup> of each year;
- Re: # of walk-up visitors seeking shelter – There were seven instances in March. The total for the year is 26. Stephani counted this as still common. Linda Convissor asked if this happens at daytime or at night. Stephani remarked it happens during the day and sometimes at night.
- Re: # of guests leaving without authorization ... -- This happened twice in March and once in January. In one instance this was due to work. Josh Ravitch asked if this could be verified. Stephani said it is verifiable if a uniform is being worn, or some other indication, but not every time.
- Eleanor Howe asked if IFC will track program graduates to assess their housing situation one-year after graduating. Stephani reported that there is not currently adequate staff to provide this service. She did mention IFC can track some instances when if the former resident takes meals at the Community Kitchen. Eleanor suggested that this may be a task that a UNC student might take on.

**NOTE: The February report was also included in the meeting packet but was not discussed at the meeting.**

**3. Discussion re: Shelter operations-to-date, specifically admissions resulting from police or emergency services request**

Stephani reported that on March 24, a Carrboro police officer arrived at SECU Community House at 4 am with an intoxicated male and asked if he could be admitted. The shift manager didn't accept the individual since the all shelter guests are awakened at 5 am, and offering shelter with no more than one-hour sleep would be counter-productive. Chapel Hill Police Department Sgt. Rod Matthews stated that an individual who is intoxicated must meet criteria such as causing a problem in public, or a harm to self or others, in order to be taken to the Orange County jail. IFC staff recommend a cut off period of 2:00am for bringing individuals for emergency shelter due to public intoxication below the threshold required by Orange County.

Stephani also reported that in January there was one night when 18 people showed up for emergency shelter. Our capacity is 17. We referred the 18<sup>th</sup> person to a different area shelter. We then met with local congregational leaders to come up with an alternate plan on nights when more than 17 people request emergency shelter. Fortunately, this did not happen again during the cold months and the plan wasn't activated.

**4. Quarterly report to Town of Chapel Hill** – The report and meeting notes will be emailed to the Town Clerk and also posted online at [www.ifcweb.org/chac](http://www.ifcweb.org/chac).

**5. Planning for Fall 2016 Open House**

As per Section III (page 8) of the Good Neighbor Plan the Community House and its representatives are required to "(h)old an open house and community meeting at least once a year to share program successes and challenges, maintain open communications, advise neighbors and attendees about specific events or changes at Community House and to respond to the concerns of neighbors and others."

The committee decided to hold the Open House on a Saturday afternoon this fall from 3-5 pm. It will be scheduled when there is no home football game at UNC-Chapel Hill.

**6. Adjourn** The meeting was adjourned at 5:20 pm

**NEXT MEETING: August 15, 2016**