

# **Eastern PA Continuum of Care Governing Board Meeting**

January 15, 2020 (10:00AM – 3:00PM)

Giant Food Store, 2300 Linglestown Rd, Harrisburg, PA 17110, USA

[Join Skype Meeting](#) or Call-in: +1 (267) 332-8737, 937576941#

## **AGENDA**

**10:00:** Introductions

**10:05:** Approve minutes from October 21<sup>st</sup> CoC meeting

**10:10:** DCED Updates

- FY18 Planning grant update
- Planning for FY19 Planning grant
- HMIS grant update
- ESG update

**10:25:** Proposed revisions to 2020 NOFA Funding policies

- Draft 2020 NOFA calendar
- Reallocation – now is the time to have conversations around case management ratios, supportive services budgets, housing funding that exceeds FMR, etc. Do we want to move forward with this? If yes, how should this occur?

**11:05:** DMA Priorities – Discussion of process/product for Affordable Housing Strategy

- Questions to consider in advance of meeting regarding how should DMA approach this work:
  - Hands on TA with a couple of specific PHAs?
  - Development of materials that would walk counties through engaging PHAs and other multi-family housing providers?
  - Pursue opportunities for additional resources at state level (e.g. engaging DCED around the use of HOME funding for rental assistance, PHFA around LIHTC set-asides and engaging developers, etc.)
  - Should there be an ad-hoc committee established to help identify needs and opportunities in each community/RHAB?
  - Low impact, high reward opportunities such as providing webinars and “office hours” to educate housing providers about upcoming/ current funding opportunities and providing set times to answer questions/ support related applications?
  - What could be done in your RHAB to expand affordable housing?

**11:45:** PHFA Emergency Funding Allocation – Discuss proposed project

## **Lunch Break: 12:00 – 12:30**

### 12:30: Update on Written Standards

- Update on discussions between Jason Alexander and Leigh Howard

### 12:45: Training schedule/ proposal

- Racial and LGBT equity
- Rapid Re-Housing Learning Collaboratives
- System Performance Measures
- Webinar: Domestic Violence Best Practices – Dec 13
- Webinar: Fair Housing and Equal Access Rule – Jan 29, 2020

### 1:05: Funding updates

- 2019 Home4Good awards
  - Thank you letter to FHLB/PHFA
  - Admin fee for grant supporting CoC Staff position
- Update on potential new PHFA PHARE funds available to the CoC
- 2019 CoC awards

### 1:20: Update on CoC Staff position

### 1:25: 2020 Meeting Dates:

- Feb 17 (President's Day)
- April 20
- June 15
- Aug 17
- Oct 19
- Dec 21 (Christmas is on that Friday)

### 1:30: Committee updates

- Coordinated Entry
- Data Management & Outcomes Committee
  - Upcoming HUD CoC Required Data Submissions:
    - System Performance Measures – Feb 28 (changed from May 31)
    - PIT/HIC data – April 30
  - Need new Committee Chair
- Funding Committee
- Governance, Policy & Membership Committee
  - 2020 PIT Count Methodology
- Veterans Leadership Engagement Committee

### 2:00: Board Governance work with Get Strategy (Deb Thompson)

### 3:00: Adjourn Meeting

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## **Attendees**

### In-Person:

Jeff Rich

Melissa Magargle

Mae-Ling Kranz

Leigh Howard

Brendan Auman

Alisa Baratta

Rob Nicolella

Jeff Poch

Craig Newcomer

Debbie Reihart

### Dialed in:

Jeanette Triano-Sinn

Randi Bannon

Beth Ellis

## **AGENDA**

### **Introductions**

A quorum was established.

### **Approve minutes from October 21<sup>st</sup> CoC meeting**

Craig Newcomer motioned to approve the meeting minutes. Rob Nicolella second. No corrections or objections. Minutes approved.

### **DCED Updates**

Brendan Auman shared an updated version of the Planning Grant which was sent out to the board on January 7, 2020. Highlights included; The board is just barely meeting their match requirement in relation to the grant expenditures. Need for board members to send in their In-kind match documentation. \$33,231.25 of unallocated funds are available for planning. These funds have typically been used to start the NOFA application. Brendan noted that additional funds may free up due to a lack of expenditures in the board travel line and due to Capacity for Change's contract extending beyond the term of the Planning Grant. Exact amount that could be unexpended is unknown but could be an additional \$10,000.

Alisa motioned that DCED research the cost and process of integrating the full SPDAT into the HMIS system for prevention and diversion and have the information available by the next board meeting. Motion received a second. No opposition. Motion passed.

Brendan stated the Tier 1 CoC awards have been announced which includes the Planning Grant (\$363,642) and HMIS (\$174,009) awards. Brendan has received MOU/Commitment letters from Rob, Jeff R., Leslie, Jeanette, Alisa, Randi, and Melissa for the FY19 Planning Grant and needs the remaining board members to submit their documentation.

The FY18 ESG award ends at the end of May 2020. DCED has been notified by one agency who will be returning a large sum of funds. Agencies on the waitlist will be notified of the available funds. The FY19 contracts are being released any day. To avoid this delay in the future, DCED is moving the ESG application period up to begin in beginning to mid-February so that awards can be announced sooner so there should not be a delay in contracting.

No update on the HMIS budget due to staff being new.

DCED's Homeless Program Manager position is being interviewed for now and should be filled shortly.

## **Proposed revisions to 2020 NOFA Funding policies**

This document is being updated to more accurately reflect how the funding committee should be operating for the 2020 NOFA. One of corrections that was identified would be if the board wanted to review and vote on the recommendations of the committee. Jeff stated that the board tasked the funding committee to make the decisions regarding funding for the NOFA and that the board would accept their recommendations without review in order to avoid any conflict of interest.

It was decided that non-conflicted board members would review any appeals on funding decisions in order to avoid any potential conflicts.

There was a question raised as to whether or not the policy should indicate the number of days needed to fulfil an open spot on the Funding Committee. It was decided to not place a specific number of days to satisfy the open position.

The next item for discussion was how recommendations were developed to present to the funding committee for funding. The groups decided that both data and discussion at the RHAB level would be needed to identify the specific needs of their community as what the data is saying and what is actually occurring on the ground may be different.

It was decided that an intent to apply for new project RFPs would be implemented so that if the committee realizes that a certain RHAB did not apply for that project, the committee could reach out to them for solicitation. There would be no penalty for projects who apply that did not submit an RFP.

It was decided that there would be two separate timelines for the appeals window. There would be one window for grantees to ask questions about their scoring and a second deadline for appeals to be submitted. These deadlines are firm.

It was decided that there would be no change to appeals needing to be submitted by the next business day after the funding ranking was released.

### **Input needed on reallocation section**

## **DMA Priorities – Discussion of process/product for Affordable Housing Strategy**

This topic was not discussed at the meeting and a phone call will be scheduled at a later date to cover this topic.

## **PHFA Emergency Funding Allocation – Discuss proposed project**

The Pennsylvania Housing and Finance Agency reached out to the CoC about a potential pot of money to be made available to the CoC to serve chronic homeless, street outreach, or those experiencing substance abuse addictions. The CoC needed to respond to the information request to PHFA by Friday, January 17<sup>th</sup>. After a long discussion about how to best move forward, it was decided that the CoC will go in for the roughly \$200,000 available to serve those who are affected by SUD and/or are Chronically Homeless by offering Rapid Rehousing assistance. An RFP will be issued to identify an agency to administer the program.

## **Lunch Break: 12:00 – 12:30**

### **Update on Written Standards**

Leigh and Jason have met and discussed some initial improvements to the standards but have not completed their full assessment yet. More information to come.

### **Training schedule/ proposal**

The Domestic Violence Best Practices was held on Dec. 13. The next training on Fair Housing and Equal Access Rule is taking place on Jan 29, 2020.

Leigh proposed some other training ideas and wanted the board to particularly focus on Race and LGBTQ training as that is a big push from HUD. Rob suggested that we move forward to this type of training from a case managers perspective of working with one of these populations.

Alisa recommended that the CoC check into continuing the Rapid Rehousing Institute training from NAEH. Leigh stated that this training may not come available for a while as the NAEH has a big training that will require a few months.

Leigh also recommended that there be a System Performance training for the Data committee which can help advance the work of that group.

### **Funding updates**

Leigh briefly covered the awards for the 2019 Home4Good awards and that our top 5 projects were funded. Awards were not released yet but will be moving shortly. This brings an additional \$20,000+ of admin funds to the board. Leigh suggested that the board send a thank you letter to FHLB/PHFA with some success stories from agencies who were awarded to demonstrate the impact the grants are having in our communities.

The FY2019 CoC Tier 1 awards were released the day before. Tier 2 and any other bonuses will be announced at a later date.

### **Update on CoC Staff position**

Leigh stated that their agency received 17 applications for the staff position and have identified 4 candidates for interviews. More information to come soon.

## **2020 Meeting Dates:**

Changed the meeting date in February to the 24<sup>th</sup> due to Presidents Day. Moved the December meeting to the 14<sup>th</sup> due to the holidays.

## **Committee updates**

Coordinated Entry Committee – Working with DCED’s HMIS team to correct the error that will not close-out records within HMIS, New data standards from HUD came out and need to be implemented by April 2020.

Data Management and Outcomes Committee – Nominated a new co-chair, Andrea Kehler with Central Susquehanna Opportunities. The Board accepted the nomination. The board needed a representative to sit on this committee and report back. Craig volunteered.

Veterans Leadership Engagement Committee (VLEC) – Co-chairs Laura Gleason and Hayley Miller are starting to meet with the group on a weekly basis for the By-name-list calls to clean up the veterans master list queue. General Membership meetings are the 4<sup>th</sup> Wednesday of every month. Needs to get as many veterans providers on the calls as possible.

Governance Committee – Made some updates to the Governance Charter about what describes a CoC member. More information to come. Approved the PIT count Methodology.

## **Board Governance work with Get Strategy (Deb Thompson)**

Deb presented the updated Collaborative Applicant MOU evaluation surveys based off of the information she has found from the Detroit CoC.

It was determined that the CoC membership evaluation would go out in the next week or so but it was requested that only one survey be submitted for each organization.

## **Adjourn Meeting**