

Eastern PA Continuum of Care Board Meeting Agenda

December 17, 2018 (10:00AM – 2:00PM)

Giant Community Center, Camp Hill, PA

Conference Call Number: 1-717-612-4733 or 1-855-750-1027, PIN: 430163

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|----------------------|---|
| 10:00 am | Welcome and Introductions |
| 10:05 – 10:50 | Update from DCED (Madra Clay) <ul style="list-style-type: none">• Planning grant and match<ul style="list-style-type: none">○ Unallocated planning grant funding<ul style="list-style-type: none">▪ SPDAT training▪ Youth PIT count▪ Funding to support Jason Alexander’s participation in HUD CES TA process▪ 100-day campaign for Youth in Pocono RHAB• ESG• HMIS (David Weathington) |
| 10:50 – 11:20 | ESG Workgroup (Madra Clay) <ul style="list-style-type: none">• ESG allocation process• ESG TA |
| 11:20 – 11:45 | HUD TA <ul style="list-style-type: none">• Lehigh Valley• Coordinated Entry• HMIS |
| 11:45 – 12:10 | Follow-up from Board Retreat <ul style="list-style-type: none">• Ongoing review of CoC operation – discuss Data Committee role and purpose |
| 12:10 – 12:30 | WORKING LUNCH |
| 12:30 – 12:45 | 100 Day Challenge <ul style="list-style-type: none">• Allentown• Pocono RHAB Youth Challenge |
| 12:45 – 1pm | Training <ul style="list-style-type: none">• Valley Youth House webinars• Collaborative peer learning model |
| 1:00 – 1:10 | 2019 PIT methodology for approval |

1:10 – 1:20

Proposed revisions to DV Emergency Transfer Policy

1:20 – 2pm

Committee Reports

- Data Management & Outcomes
- Governance, Policy and Membership
- Coordinated Entry
- Funding Committee
 - New members needed
- Veterans Leadership Engagement Committee
 - Update on Veterans Declaration to USICH
- Written Standards Ad Hoc Workgroup

2:00 pm

Adjourn

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Welcome and Introductions

BOARD ATTENDEES

Jeff Rich, President

Leslie Perryman, Vice President

Mae-Ling Kranz, Treasurer

Alisa Baratta

Ben Laudermilch, DHS

Madra Clay, DCED

David Weathington, DCED

Brendan Auman, DCED

Leigh Howard, DMA Staff

Lea Dougherty, DMA Staff

BY PHONE

Jeannette Triano Sinn

Betty Norman

Anne Forgoros

Sergio Carmona

Heather Harris

NOT IN ATTENDANCE

Craig Newcomer, Secretary

Helen Kelly

Rob Nicolella

Welcome:

Jeff welcomed everyone and called the meeting to order. Jeff asked for the approval of the Minutes. Mae Ling made a motion, Madra 2nd. All approved.

Update from DCED

Brendan started with an update from the FY17 Planning Grant as of today. We have reduced DMA's line by \$20,943.08 as that work has been paid from the FY16 Planning Grant. The funds are now unallocated and moved into 'Other Projects' line on the budget sheet. Similarly, half of Capacity of Change's funds in their 'Old Contract' line was paid by FY16 CDBG match and could not be moved back into the Planning Grant. The \$4,100.00 that is now unallocated was also moved into 'Other Projects'. Brendan reminded everyone that match contributions should be sent in from board members if they have not been submitted already.

During our next board meeting, we will have an agenda topic to discuss what projects we wish to pursue with the \$26,182.92 of unallocated funds. Potential projects include SPDAT Training, Youth PIT Count, Funding to support Jason Alexander's participation in HUD CES TA process, and the 100-day campaign for Youth in the Pocono RHAB. Brendan asked if there were any other suggestions.

Additionally, we have \$5,000.00 of board travel costs in the budget that were not used last year which could be used for other projects. Brendan asked if anyone has registered for the NAEH conference in February, 2019 in San Diego, CA.

Madra reported that Jason was asked to submit a budget and scope of work for CfC to participate in the HUD TA. His cost is less than \$5,000. This has been approved by the Executive Committee. Alisa asked what this involves. Jason will participate in a HUD TA program that is about best practices for CES. Helen suggested more training on the SPDAT. Leigh provided the cost options that were submitted by OrgCode. The options are web-based training or a full-day in person. Brendan asked about the update that is being developed on the VI-SPDAT for 2019 and the timing of this training. Jeff asked who the audience is for this training. Leigh explained that there could be a pilot of using this tool by a group of agencies that would use this process to develop a more formalized structure to do a more formal evidence-based assessment of clients at the time of enrollment into homeless projects in order to develop a housing stability plan. There was discussion about who would be invited to this training including Access Sites, Call Centers and those who program funding. Madra discussed the need to spread the trainings out and not have them all together in a short time period. Leigh suggested a 1-hour webinar as an intro in the SPDAT. Jeff suggested doing this as part of the April CoC meeting.

Leigh provided information about doing a Youth specific PIT count and it would cost between \$8,000 and \$10,000 to do a thorough count based on previous costs when a Youth PIT count was done in the region. David suggested including the other RYH funded projects in the CoC. Jeff asked about any additional cost for using the new app (Survey 123) for this year's PIT count and there is not because DCED already had the software license. There has been some hesitation about using phones for the app but Madra discussed the value.

The 100-day campaign for Youth homelessness in the Pocono RHAB. Right now there is not a good estimate of costs with a range of team size in previous efforts across the country. Leslie and Helen thought that the number of people would be approximately 8 from the RHAB. At this time, the location for the training has not been determined. The current estimate is \$16,000 for 8 staff for 2 trips.

Leigh discussed the Home4Good awards and that there is \$24,485 in flexible funding with a small admin fee going to United Way for administration so there will be additional flexible funding available to the Board. The deadline for the Board Planning grant is July 31, 2019.

Leigh will take the information about the OrgCode training to the CES Committee and have a recommendation for the Board at the next meeting.

Madra reported that DCED has a new representative from HUD. Madra reported that there were funds from 2015 put into a special fund for work with persons affected by Hurricane Maria. This was over \$300,000 including the Match waiver. DCED worked with agencies identified by FEMA receiving TSA assistance but many of the families went back to Puerto Rico, were lost to contact or received Housing Assistance through Housing Authorities. There were also several extensions by FEMA which allowed families to find solutions without much further assistance. At this time, there is still a large pool of funding available and DCED has expanded the eligibility to a larger group of persons affected by hurricanes. At the end of December all outstanding dollars unexpended will be returned to DCED. This whole process has highlighted the need to consider applications for disaster assistance. The funds recaptured are likely to be reallocated through a special application process. The 2017 ESG grant has 6 months remaining and there is still not 50% expended. This funding expense rate was a factor in the 2018 funding decisions. Madra reviewed the 2018 award allocation. This year there is \$80,000 allocated for data collection to cover HMIS costs for ESG agencies and also for gap funding between HUD contracts. This year 40% was allocated to the Eastern PA CoC, 40% to the Western PA CoC and 20% to the Entitlement entities. The Entitlement communities could only apply for RRH funding. There are 13 awardees in the Eastern PA CoC.

David provided an overview of the HMIS budget. There will be an adjustment to the budget for the funds that were drawn from ESG during the gap time period. Jeff asked if there are still HMIS licenses available and David responded yes. Leigh asked about the HOME4Good awardees and they should contact the HMIS Help Desk. DCED has renegotiated with EccoVia to not change the total contract but to have more licenses for the contracted amount. DCED is also looking establish a sole source contact with EccoVia and has made the request through legal at the state. David also updated on the new HUD process called LSA that replaced the AHAR. The data is being pulled directly from HMIS now and HUD is aware of the challenges in this first year. The Exit Destination is still an issue, especially with the Emergency Shelters.

ESG Workgroup

Madra reported that a new Workgroup has been formed with 24 members. This type of workgroup was done before when major changes were made in the application process. The plan is to release the application earlier and because of the changes coming DCED wants feedback about the application process. The first call was held on December 10, 2018 and the next call is January 10, 2019. The first call was a review of the ESG process and application. Jeff and Leslie commented about how the call went and suggested information about the HUD requirements be shared with the group. The workgroup will continue beyond the application. Mae-Ling asked with ESG TA for things such as the environmental review and other things that cause a delay in contracting and expenditures. Leslie suggested on providing more information on Match and what counts beyond the handout that is available. There are also challenges with who is submitting the application and who is doing the work and problems with communication and the need to have all the processes in place before the grant begins. There could also be training on budget modification processes. David also suggested having the training include CoC funded agencies to talk about the similarities and differences between the two.

HUD TA – Alisa reported that she and Rob have had discussions with HUD and have received an application for HUD TA and they will work on it after the holidays. Madra asked if the LV-RHAB was still considering forming a separate CoC and Alisa indicated that HUD told them that was not possible. The Lehigh Valley Community Foundation has provided some funding to help engage agencies in strategic planning and engagement of agencies in applying for funding. The RHAB has reached out to Suzanne Wagner to work with them. Madra also offered TA assistance to the LV RHAB.

HMIS TA – David reported that the recent NOFA applies to CoCs that are struggling to implement HMIS. David discussed the possibility of applying for TA for the development of the comparable database with DV. Leigh asked about the low participation of ES providers. Madra reported that HUD indicated that PA CoCs are not likely recipients as they are seen as functioning well. Ben raised the issue of capacity and how agencies are struggling with this including the increasing requirements from funders. The conversation shifted to the need for more education to consumers about advocacy. Madra highlighted the importance of messaging about the good things happening in PA. Leigh mentioned the tag line in the Western PA CoC: One by One-Ending homelessness in Western PA one person at a time. Success stories are shared as part of the ESG application. There is funding available for messaging but it has to be used to support the work of the Board and the Strategic Plan.

Follow-up from Board Retreat

Madra had contact with Debra Thompson, at PANO and Madra provided a summary. Madra asked for support to continue to work with PANO so that she can request a full proposal. Alisa mentioned about costs and the timeline for doing the work and there was discussion about this. Alisa also reflected back on the things suggested and the role of PANO in this process.

Leigh discussed how a letter was sent to Catholic Social Services about concerns in their grant performance and management and the placement on probation. Leigh highlighted that HUD looks closely at underperforming programs and the process in place. The CoC has to outline the process should there be a need to reallocate. The Data Management and Outcomes Committee has a draft of the Monitoring Plan for review. Leigh raised the concern that the NOFA will be here in about 6-months. Alisa suggested asking agencies to develop a one-page corrective action plan. There is a template for doing this within the Monitoring Plan. There was conversation about the process to be used to communicate with under-performing projects and this will continue with consideration of who will provide the TA – DCED, DMA, or DHS.

100 Day Challenge

Alisa reported that Allentown has been working with the Rapid Results Institute on this 100-day challenge which was driven by the funder. Using HMIS data to track how people are being served with homeless resources. Those being diverted or prevented is more difficult to track. Brought the Health Care systems to the process which has been helpful. There were no new resources involved in this process but rather tracking those being served and this has been frustrating to the providers. The challenge ends February 19, 2019.

100 Day Challenge – Pocono RHAB Youth Homelessness. The start date is likely to be in February. Leigh asked if she and DMA should be involved in this project given the identified priorities for the year. Madra spoke to the need to discuss the role of DMA rather than assuming there would be involvement of DMA. The next step in general is for a call with the Rapid Results Institute and others about planning for the start date and bring to the Executive Committee of the Board any request for assistance.

Training –

Leigh provided a 1-page draft regarding Youth Trainings through Valley Youth House. Basis of the webinars is what do non-youth providers need to know when serving youth, best practices, strategies, etc. Board agreed to move forward with the trainings. There was conversation about the Best Practices for RRH and the development of written standards. Collaborative Peer-based Learning Models were suggested as an interactive method. The board agrees DMA should reach out to the NAEH for a proposal of what they can offer.

2019 PIT Methodology for approval

The main difference this year is the inclusion of the Survey123 App. Mae-Ling suggested peer learning for Volunteer training. Leslie suggested training about how to approach people and safety. Leigh is going to update the PIT Volunteer PowerPoint. Leslie made a motion to approve the PIT methodology, Mae-Ling 2nd. All approved.

Proposed revisions to DV Emergency Transfer Policy

Leigh reported that there have been multiple changes made including timelines since Housing Authorities also need to have a DV Emergency Transfer Policy. There is also going to be a chart developed that clearly spells out the requirements. The policy is going back to the CES Committee for review. Madra asked about the responsibility for paying rent when a family needs relocate. Leigh asked the Board to review the draft of the new Policy before the next CES Committee Meeting.

Committee Reports

Coordinated Entry Committee provided an updated report. Leigh suggested that the Board review slide 6 which highlights challenges. Leslie asked about marketing for specific sub-populations with the numbers for persons who need Spanish speaking and TTY options. Alisa brought up the challenge of reaching people by phone and can people be reached by text? She asked if a group text format could be created to send out to people on the Queue to get updates and ask them to check-in. An update was provided for the CES Project Grant.

Funding Committee

Leigh mentioned that the Committee needs new members in NT RHAB, LV RHAB, and SC RHAB and that this should be brought back to the RHAB.

Veterans Committee

An Update was provided about Veterans Committee declaration process. The CES CQ list has now been merged with the MasterList which means that the Eastern PA CoC is not yet ready to declare. Leigh discussed that Tom has been working many hours per week and does not have a co-chair. DMA is planning a call with the VLEC members in early January and will discuss sustainability over the next year with possible additional support needed. Crystal at the VAMC has been identified as a possible co-chair. One suggestion is to explore the use of SSVF funds to support staffing this committee.

Written Standards

Request from Jason to extend the deadline for each product with RRH being submitted in February and the rest over time before Fall 2019. Brendan mentioned that the contract ends on September 30, 2019. Alisa recommends extending the due date to May so that there are standards in place before the NOFA. Madra makes a motion to accept Jason's proposed timeline, Alisa 2nd. All in favor.

Adjourn