

Eastern PA Continuum of Care Board Meeting Agenda

March 4, 2019 (10:00AM – 2:00PM)

PSATS, 4855 Woodland Drive, Enola, PA 17025

Conference Call Number: 1-650-479-3208; Access code: 648 034 158

[Join Webex meeting](#), Meeting password: 5K2mCvG*

- 10:00 am** **Welcome and Introductions** (Jeff Rich)
- 10:02 am** **Approval of 12/17/18 Meeting Minutes** (Jeff Rich)
- 10:05 – 10:30** **Update from DCED**
- ESG (Madra Clay)
 - ESG Workgroup
 - HMIS (David Weathington)
 - Planning grant (Brendan Auman)
 - Update on unallocated planning grant funding
 - Update on match commitment and fulfillment
- 10:30 – 11:35** **Committee Reports**
- Data Management & Outcomes = 30 minutes (Madra Clay)
 - Review/discuss revised Monitoring Plan
 - Next steps with poor performing projects
 - Governance, Policy and Membership = 15 minutes (Alisa Baratta)
 - Conflict of Interest Clause within Governance Charter
 - Coordinated Entry = 5 minutes (Helen Kelly)
 - Funding Committee = 5 minutes (Leigh Howard)
 - New members needed
 - Veterans Leadership Engagement Committee = 5 minutes (David Weathington)
 - Written Standards Ad Hoc Workgroup = 5 minutes (Helen Kelly)
- OLD BUSINESS**
- 11:35 – 11:45** **HUD TA** (Alisa Baratta)
- Lehigh Valley
- 11:45 – 11:55** **Update on 100-Day Challenges**
- Allentown (Alisa Baratta)
 - Pocono RHAB Youth Challenge (Leslie Perryman)

11:55 – 12:25 **WORKING LUNCH**

12:25 – 12:40 **Training** (Leigh Howard)

- SPDAT Training – Recommendation of CE Committee
- Rapid Re-Housing Learning Series
- CoC Eligibility
- Webinar – Equal Access Rule (required annually)
- Racial disparities

12:40 – 12:50 **VAWA Emergency Transfer Plan** (Leigh Howard)

- Any feedback from Board/RHABs?
- Is the Board ready to approve?

NEW BUSINESS

12:50 – 1:20 **HUD CoC Awards** (Leigh Howard)

- Appeal
- Update on renewal projects not funded

1:20 – 2pm **Discussion of agenda for April CoC meeting**

2:00 pm **Adjourn**

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March (10:00AM – 2:00PM)

Giant Community Center, Camp Hill, PA

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

Welcome and Introductions

BOARD ATTENDEES

Jeff Rich, President

Mae-Ling Kranz, Treasurer

Madra Clay, DCED

Ben Laudermilch, DHS

Sergio Carmona

Helen Kelly

Heather Harris

Brendan Auman, DCED

Leigh Howard, DMA Staff

Lea Dougherty, DMA Staff

BY PHONE

NOT IN ATTENDANCE

Leslie Perryman, Vice President

Craig Newcomer, Secretary

Alisa Baratta

Rob Nicolella

David Weathington, DCED

Jeannette Triano Sinn

Anne Forgoros

Welcome:

Jeff welcomed everyone and called the meeting to order. Since there is not a Quorum a vote on the minutes will occur by email.

Update from DCED

Still has over \$2 million in unspent Emergency Solutions Grant (ESG) funds for FY 2017. A couple agencies have already told DCED that they will be turning money back. Also has over \$200,000 of ESG funds from previous years that were turned back that is likely to be used for a specific targeted activity. The 2019 ESG application is being revised in modification based on recommendations from the ESG workgroup. Ben asked what DCED is hearing about the inability to draw down funds. Madra Stated that Some agencies are indicating that they did not get contracts soon enough but Madra thinks it has more to do with funding agencies every year. There are a few counties requesting Outreach funds and agencies may also be having difficulty shifting to using the RRH funds. Helen said there may be challenges with getting the mMatch in order to supplement the grant invoice. The 18-month contract contract often leads to grant awards overlapping making it difficult to expend both ps contracts. One suggestion is multiple year contracts pending the availability of funding. Madra also discussed the number of calls from homeless persons in the Lehigh Valley but the lack of capacity. Ben asked about are there bBest pPractices within the state and Madra discussed Lawrence County who administers does a region projects which gives them greater flexibility to spend the funds where the need is within the region. Mae-Ling discussed some of the challenges faced by the Union Ccounty regional projects with the Environmental Review and the mismatch in budget categories and the impact of staff turnover. Jeff discussed the regional project that his agency had and the challenges to build capacity but that they spent all funds for the 2017 contract. Helen mentioned the problems and delays with hiring especially in a county with civil service. Madra also discussed how competitive the process is and that a grantee should not count on the grant each year in terms of staffing and the importance of having other funding involved. Ben asked about whether entitlements were funded. and iMadra stated that in 2017 there was only one funded, Bucks County, one whereas in 2018 all entitlements who applied were funded to follow DCED's preferred split of 40/40/20 between BoS CoCs and Entitlements. there was a split. Ben asked if the larger counties within the BoS were the ones to be able to spend all the funds and Madra reported it wasn't. The smaller counties spend down and it's the mid-size counties are where the funds are returned. The 2019 application should be released soon. Madra asked the Board if there were any other recommendations related to ESG and there were none.

The RFP for the company for an the HMIS data company provider has been released. DCED requested to do a sole source, but and another company showed interest which made sole source not possible. The other vendor is a state agency and DCED will meet with them to review their system. The RFP has a two-week window for submission. The HMIS budget is 65% expended. Once invoices come in the grant will be fully expended. The new HUD grant is contracted and begins April 2019. Jeff asked about license availability and Madra reported things are fine with the amount of licenses available that. The CES Committee is soliciting for more Access Sites which might require necessitate more licenses. Leigh discussed how the CoC lost points for bed coverage, especially in Emergency Shelters. Helen asked about quick entry and Leigh responded that HUD requires enrollment. Madra mentioned the need for training

and follow-up and Brendan asked if CE Managers could do this follow-up. Helen reported that there have been many questions about how to use HMIS and Helen suggested there needs to be a delineation of what is system level and what is program level. The suggestion has been made to reorganize the website so that there is a New User section for HMIS. Madra mentioned peer support is ~~really helpful~~helpful.

Planning grant = 36K pending expenses. Still have 31K unallocated funds – other projects and board travel line. Board travel line has not been utilized at all this year. CSH training that is pending at this time. The cost of the training figure may change a little bit but is unsure because it was not in the expense report yet – what we see there is the estimate. The pending balances for DMA are from their Dec and Jan invoices. They should have been paid by now and Brendan has followed up with the billing offices to check on their status. UPDATE: The payments have been processed.

In-kind ~~match is~~ doing alright. Just At about 50% of the total in-kind now. Some agencies have not submitted in a little bit but overall expect to be fine.

Jason – deliverables for the year, expected to have everything most deliverables done by the end of June with the exception of the Written Standards (early Fall). He will be submitting his quarterly invoice in the next week by the end of March or so which will also provide an updated timeline on his deliverables for the remainder of the year. This will give us more insight as to what will be covered under this Planning Grant period as this grant ends in July and his contract runs through October. CE policy manual update anticipated being after July date. FY 18 funds may need to be allocated to Jason's contract for that activity. ~~Brendan has asked for an update regarding written standards – currently plans are for completion for written standards in the fall.~~ Helen had asked in prep for meeting last week, as of last Monday the thought was written standards would go into the fall. Jason's Contract ends of end of September.

Leigh mentioned that HUD is projecting that the NOFA will be released in May. Leigh estimated that the first two payments for the NOFA should be \$21,000. Brendan also asked about the Youth PIT Count. Leigh has a call scheduled this week with the NAEH for peer based RRH training. This is a year-long process with six meetings. Madra discussed about using Planning Grant funding for Board members to attend the Homes within Reach conference and the CDPH conference and this has been approved by HUD. There was discussion about how to using Board travel funds for training. Brendan reported that PANO has started working with the Governance Committee and this is included in the Planning Grant. Madra asked that TA be included in the PANO contract and there is \$1,000 included in the contract. Jeff asked for a summary of what PANO will be doing and Brendan read from the outline from the PANO contract.

Committee Reports

Data Management & Outcomes – Madra shared that process for the Data Committee to update the Monitoring Plan. Madra reported that Lea will provide a summary document of the changes made with the final version of the Monitoring Plan. Madra reviewed some of the responsible entities for sections of the Monitoring Plan.

Leigh: Leslie contacted regarding CE Queue about program enrollment – program in the Pocono RHAB was skipping over participants on the queue. Conversation with Leslie – wanted to know her role in talking with program, vs. Leigh’s role, vs. DCED’s role in reporting – Housing First issues – who should RHAB co-chair’s send concerns regarding Housing First violations. Madra said DCED doesn’t have jurisdiction over CoC projects – those should go to HUD. DCED would address CoC programs who are not complying with Housing First steps. Madra backstepped and said that DCED may be able to address because they over see Fair Housing for the state. This would go to MJ Smith.

This is the same provider that received a letter of warning in the Pocono RHAB during NOFA. Ben discussed the limited policies in place to monitor homeless programs. Leigh responded that the CoC has the responsibility to monitor and the need for delineated responsibility to provide this oversight. This provider has already received a warning letter signed by the Board President. Leigh asked about whether there should be a conference call with the Program Director of the agency. The Monitoring Plan does not provide a specific process beyond the original letter. Sergio agreed that having DCED involved would be more effective. Mae-Ling suggested using the Quality Improvement Plan in Monitoring Plan. Lea will forward the QIP Plan to the Board for review. Madra will contact the agency as a first step to talk with Mike Kendra. Jeff will forward the letter to Madra. The Monitoring Plan will be reviewed by the Full CoC at the April 15, 2019 meeting. The Board can make recommendations prior to the final document being submitted for approval by the CoC. The Data Management & Outcomes Committee will develop a more detailed plan for the steps to monitor compliance.

Governance, Policy and Membership – Alisa was not able to make the meeting. There have been several emails among the committee to develop a Conflict of Interest Cause. There is a report from the Committee included in the Board packet. The previous understanding of the Board member participating in the discussion but not vote is not what the CoC Interim Rule 578.95. Because the Board votes at various stages in the NOFA process this is in effect an approval process that presents a conflict. There was a request for guidance from PANO who spoke with the PANO attorney who discussed personal conflict of interest versus agency conflict. A recommendation was made to contact CSH about this issue and several Board members are participating in a Leadership series with them currently and will ask during coaching. A follow-up will also be made to PANO for more in-depth analysis.

Coordinated Entry – Helen reported that there are a number of pilots happening. Mae-Ling reported that Transitions has been implemented CE and Turning Point agreed to do a pilot for her agency as well. The DV provider will administer the VI-SPDAT and work with either an Access Site or CE Manager to create the anonymous record. VIP in Wayne and Pike is also

looking to do this. Pocono RHAB through the Home4Good Prevention funding is going to use an additional SPDAT through Pocono Alliance to see how this tool can assist. There have been several improvements within HMIS to make the system work better in a more user friendly. There will also now be a time tracker with homeless start date. This will help to determine chronic homeless status. The CQ is now color coded. A more formal process has been developed to approve Access Sites. Jason is working with the HUD Community of Practice that is being done with NT RHAB. The Committee is recommending that the SPDAT which is the expanded version and requests that OrgCode be ADD HERE

Funding Committee – Leigh reviewed the Funding Committee has a new member for the NT RHAB for non-conflicted – Melissa Margargle.

Veterans Committee – Brendan reviewed the report from Tom. The question was asked about the Declaration and there are still issues with the number of Veterans entering the system versus the number exiting. This is the only benchmark not yet achieved. Work has been started by DMA on the Declaration document. Jeff wrote letters of support for the SSVF grant.

Written Standards – the group is working on developing the standard with a goal of the Fall. The most recent discussion was about what to do when there is a “tie” on the CQ. There was also a discussion about whether to prioritize unsheltered over sheltered.

Helen has submitted her letter of resignation effective March 15, 2019. The Pocono-RHAB is currently looking for a replacement.

OLD BUSINESS

Update on 100-Day Challenges – Leigh shared the Rapid Results Institute report from Allentown. They had a goal that 50 household would exit homelessness and had 63 entered safe and stable housing. They had a goal of 25 HH receiving diversion and prevention services and 46 HH received prevention.

Pocono RHAB Youth Challenge has not started yet because the RHAB was waiting to hear from the TA providers. Three providers involved but there are significant staffing changes happening at all 3 agencies.

Training

- **SPDAT Training** – There are recommendations from the CE Committee for this training. Jeff asked if this would be a mandatory training? Leigh responded that there are reasons for either way. Jeff asked if this just informational at this time to see who is interested in adopting this tool. The SPDAT is already being used by a few communities. So the plan would be to have a training to gather more knowledge about the tool before moving forward. Madra asked about the difference between the VI-SPDAT and this tool. The VI-SPDAT is more of a triage tool. The SPDAT tool is more in-depth as an assessment tool for case management planning assessing strengths and risks. Madra

asked about the need to develop a plan for how to do implementation after the training. The example was the Diversion Training held last summer and what is happening with implementation. Leigh highlighted the difference between a Webinar and in-person training offered by OrgCode. Jeff asked if Jason could do a presentation at the April CoC Meeting. Leigh will ask him.

- RRH Learning Series – Leigh will know more after she talks to the NAEH this week
- CoC Eligibility – This training was held in the Western CoC and the CE Committee has discussed this as well. This training will be good for the agencies who are not funded currently but for newer partners and for CE partners. This will be required for ESG and CoC funded agencies. Brendan shared that there has been interest at the RHAB level. Leigh identified some dates in May.
- Webinar – Equal Access Rule – required. DMA is working to identify a speaker.
- HUD has identified racial disparities as an area that more attention is needed. DMA is looking at training options. This will happen before the end of July.

VAWA Emergency Transfer Plan – Leigh reviewed how at the December Board meeting a draft of the Transfer Plan was shared and then following that meeting changes were made with input from the CE Committee. There is now a template for when a person does make a request for transfer. The final document will be sent out for Board vote.

HUD CoC Awards

- Appeal – Leigh reported that the appeal has been submitted to HUD. The appeal is regarding that HUD did not follow the process as outlined in the NOFA for awarding funding. There has not been any response yet from HUD. It is also unclear what happens if the appeal is successful.
- Leigh also handed out the CoC Debriefing info and went over the points.
- Barbara has followed-up with each of the agencies who did not receive renewal funding. The agency can request TA, can request a contract amendment to extend the end date. Several agencies are going to try and extend by pulling service dollars from another source. Agencies are looking for housing opportunities for when the grant ends. There was a question about transfer from PSH to RRH and how this will be coordinated through CES. Mae-Ling asked if funding from FY2017 ESG be used. There was also discussion about how these organizations should be assessed if they apply for new funding. This can be addressed as part of the New Project Application. Leigh provided a summary of the plan discussed with each agency losing funding.

April CoC Meeting – Discussion of Agenda – Leigh took notes to prepare the agenda for the Full CoC Meeting.

Brendan raised that there needs to be discussion among the Board of how to use the Home4Good administration funding.

Adjourn at 2:00pm

Adjourn