

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

June 25, 2018 (9:00AM – 12:00PM)

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

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- 9:00**      **Welcome and Introductions** (Leslie Perryman)
- 9:05**      **PANO Board Training**
- Call with trainers
  - Date/location of training
- 9:25**      **Approval of Minutes** (Leslie Perryman)
- 9:30**      **Update from DCED** (Madra Clay)
- Budget Update and review of Budget Spreadsheet
  - ITQ for Coordinated Entry – **KEEP?**
  - ESG updates
  - HMIS update (David Weathington)
- 10:00**     **Home4Good** (Leslie Perryman/ Leigh Howard)
- Applicant RFQ
  - Priorities activities for funding
- 10:45**     **Monitoring Plan** (Madra Clay and Leigh Howard)
- Discuss/vote on proposed revisions
  - Discuss/vote on establishing a System Performance Committee
- 11:30**     **Update on Written Standards** (Leigh Howard)
- 11:35**     **FY2018 CoC NOFA** (Leigh Howard)
- Discussion of FY2017 CoC scoring
  - Update from Funding Committee
  - Priorities for new projects
- 12:00**     **Adjourn**

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## **AGENDA**

### **Welcome and Introductions (Leslie Perryman)**

#### **BOARD ATTENDEES**

Leslie Perryman, Vice President

Craig Newcomer, Secretary

Mae-Ling Kranz, Treasurer

Sergio Carmona

Helen Kelly

Alisa Baratta

Rob Nicolella

Anne Forgoros

Jeannette Triano Sinn

Betty Norman

Madra Clay, DCED

Leigh Howard, DMA

Lea Dougherty, DMA

David Weathington, DCED

Brendan Auman, DCED

Gracieux Imboneza, DCED Intern

#### **NOT IN ATTENDANCE**

Jeff Rich, President

Tara Day Ulrich

Chris Cassidy

Ben Laudermilch, DHS

### **Approval of Minutes (Leslie Perryman)**

Leslie asked for a review and approval of the April 16, 2018 Meeting Minutes. Madra made the motion and Jeanette second. Minutes were approved.

### **Update from DCED (Madra Clay)**

- Budget Update and review of Budget Spreadsheet

More Budget documents forthcoming as DCED is working with the State budget office. Talked about the Match and that there does not seem to be an issue with meeting the Match this year.

Mae-Ling asked the Match for the YMCA and that they are below what is needed. Dawn Linn is the Executive Director at the YWCA now and she can be contacted about this. No Board have requested reimbursements for Board travel and this has been moved into funding for Other

Projects and was used for the Diversion Training. There may be a need for Board Travel money for the PANO training next month. Alisa asked if a Board vote was needed for a movement of funding within the budget across line items. Madra explained that this was discussed at the April meeting but not voted on. Madra also explained that DCED is looking at software that will allow for immediate access to the Budget. She suggested possibly using One Note in the Office Package and setting it up for Board to view. Craig asked about training and Mae-Ling asked about how it will track changes.

In regards to the HMIS David indicated that DCED is waiting for the Budget office and things to be posted to the Budget. He also indicated that licenses were purchased to a total of 500. The FY 2017 grant is in and he will set up a budget.

- ITQ for Coordinated Entry

The Review Committee has met and reviewed the one submission for CES. The Review Committee is meeting tomorrow because the bid is over budget and they are meeting to review some of the line items to determine if they are allowed.

- ESG updates

Stacy provided an update on the 2017 grants and only just over 50% of agencies have submitted invoices thus far.

DCED received 32 Intent to Apply forms for over 10 million dollars. There were 7 regional requests out of the 32 Intent to Apply

Last year DCED only awarded to Entitlements a small amount of the total available; this year that is going to change. Madra reviewed what was posted to WorkPlace: In accordance with the percentage of awards estimated for each region in our annual plan, the ESG funds will be allocated as follows; although DCED reserves the right to modify the amounts based on the scoring of applications:

Eastern CoC: \$2,026,946

Western CoC: \$2,026,946

Entitlements: \$1,013,473

The Electronic Single Application system will open on July 2nd to begin accepting applications for FY2018. The system will close at 5 p.m. on July 17th.

- HMIS update (David Weathington)

DCED is in conversation with Eccovia about the fee for licenses for HMIS. The CoC is currently being charged \$50 per license. DCED wants to see if that can be reduced so the CoC can get more licenses.

The DCED Intern is currently working on reports with data available from HMIS. David explained that they are creating Dashboard Reporting that can be posted to the CoC Website so that a user can access the data.

### **Home4Good (Leslie Perryman/ Leigh Howard)**

- Applicant RFQ – document forthcoming

The RFP from the Federal Home Loan Bank/PHFA indicates the Balance of State can apply for funding based on population with the BoS being awarded \$350,000 to \$500,000. Leigh reviewed the state population data and 24% of the state population is within the Eastern PA CoC. If PIT data is being used then it is just over 15% which is still a larger amount of the funding allotment. Leigh has submitted a question to PHFA about how they are calculating the population and she hopes that the Eastern PA CoC will receive a larger share of the funding than indicated in the RFP.

Leigh reviewed the RFQ for the Collaborative Applicant. Alisa asked about whether there are certain organizations that should be approached as there may not be many who may be interested. She suggested following up with certain candidates to encourage them to apply. Two organizations who were suggested were the Housing Alliance of PA and the United Way of PA. The United Way of PA is currently receiving PHARE funding for the CoC for the CES and the Housing Alliance receives 3 grants for CES. Leigh asked the Board if they would like her to reach out to the Executive Director of each Agency.

Leigh asked about whether the Collaborative Applicant should be asked to collect data on the Impact of the Home4Good Projects across the CoC and write a report to the CoC Board. Sergio supported that this should be a role that the Collaborative Applicant is responsible for. Anne also commented that this is important information but asked if there are challenges getting the information what will this mean. Leigh explained what the PHFA reporting process will be quarterly and how this can facilitate the Collaborative Applicant getting the data.

Leigh explained that it has been clarified that the Collaborative Applicant does not need to be identified by July 13, 2018 since the Funding Committee will be reviewing the applications.

Alisa asked about the amount that the Collaborative Applicant can apply for to cover the cost of their role. Leigh explained the options. Alisa suggested being more specific and give a dollar amount and the activities this will cover.

The United Way of PA is receiving 4% of the total PHARE award to act as fiscal conduit. Alisa suggested using this as the benchmark going forward in order to be equitable and transparent. Anne discussed whether there is any need for customer service for this grant and that could be related to the reporting request and Leigh added there is also the quarterly report to the Board of how the funds are being used.

Alisa made a motion that Leigh Howard reach out to the Housing Alliance and United Way of PA to discuss whether they are interested in acting as the Collaborative Applicant with the amount available for their services being 4% of the total grant awarded. Leslie 2<sup>nd</sup>. The motion was called to a vote: Madra opposed; all others approved; none abstained.

- Priorities activities for funding

Time constraints did not allow for discussion among the Board about priorities for this funding. This will be done at a future time.

### **Monitoring Plan (Madra Clay and Leigh Howard)**

- Discuss/vote on proposed revisions – document forthcoming

A revised Monitoring Plan Document is forthcoming and Leigh is working on changes following a call with Madra on 6/15/18. There are some changes based on data submitted on this years SPM submitted on May 30, 2018 to HUD. Also, some changes have been suggested related to project monitoring and who should do the monitoring. Leigh will have a revised Monitoring Plan by June 30, 2018 to the Board for Review/Approval.

Data and Outcomes Committee will be responsible for Project Level Monitoring. Madra indicated that this Committee will be able to meet more frequently (monthly). The RHAB will have the opportunity to make changes in membership going forward. Helen asked for more details about the role of the committee and the time/expectations. This Committee will be responsible to follow up on the CoC Monitoring Plan. Helen asked if it is OK to put out information about the upcoming changes in the Committee and solicit feedback from the RHAB members about who can serve on this Committee. It was agreed that it was OK to do that.

The Systems Performance Committee will be responsible for larger needs/issues at the systems level e.g. – the CoC not meeting the Employment Goal. Alisa asked about the role of the RHAB and how they can feed information back to both the Systems Performance Committee and the Data and Outcomes Committee. After discussion Alisa was pleased with the planned structure.

Sergio asked if the co-chairs of the Data and Outcomes Committee would be going out to the individual agencies or would it be the RHAB co-chairs? He discussed how this worked last year when the Committee gave information to the RHAB co-chairs and they met with the agency. Madra expressed how this may be an opportunity for some of the workload to be shared with others in the RHAB.

- Discuss/vote on establishing a System Performance Committee

A System Performance Committee is not being established at this time.

### **Update on Written Standards (Leigh Howard)**

Jason Alexander has submitted a proposal to complete the Written Standards. There was funding allocated to DMA that will cover 40% of cost through this year's contract. The majority of this has been spent on Jason setting up the committee and gathering information. Each RHAB has representation, including Emergency Shelter providers and the City of Allentown as ESG recipient. Barbara Hodas is working with the Eastern CoC Committee as well as the committee on the West. The goal is to have the Written Standards released prior to the October full CoC Board Meeting. Madra asked a question about whether the funding allocated is all that is needed for this project. Leigh will follow-up to confirm with Jason if all of his hours were included in the proposal.

### **FY2018 CoC NOFA (Leigh Howard)**

- Discussion of FY2017 CoC scoring – Attached
- Update from Funding Committee
- Priorities for new projects

Leigh reported that the NOFA was released last week and the DMA office is reviewing all documents. Neither the CoC or Applicant Application are not yet available in eSnaps. Currently the DMA overview webinar is being planned for the week of July 9<sup>th</sup>. A new timeline will be coming out from DMA.

94% is allocated in Tier 1

6% is designated to Tier 2 including new projects

There are new things this year:

- Agencies who have multiple grants of the same project type will be given the opportunity to merge grants. Where a project is ranked can be a factor. The instructions thus far are not clear and Leigh is waiting to see the process in eSnaps.
- Transition Grants are a new model by HUD for TH projects converting to another project type. This will not apply in the Eastern CoC since there are no more TH projects.
- DV Bonus – \$50 Million Available – HUD is going to set a maximum based on a % of the annual renewal demand of the CoC. Can apply for up to 3 project types (RRH, TH/RRH, Supplemental CES funding for DV providers to ensure equal access and process). Can only be one provider as the applicant. Prioritization will be important for this application.
- HUD is continuing the prioritization of performance measures in the scoring.
- This year the Application is broken up for point structure which will be very helpful.

The 2017 CoC Score was sent to the Board. Leigh asked the Board to review. The CoC received 182.5 which is a very strong score. DMA is doing an analysis of the score to look for areas that can be strengthened.

### **PANO Board Retreat**

- Call with facilitators

Debbie indicated that they had talked with Board members from the Western CoC on 6/15/18 and she has received materials explaining the structure and function of the CoC Board. Brendan will send her the Governance Charter for the Eastern CoC. Debbie started by asking the Board what would make a successful retreat. Alisa asked her if she is familiar with the Hearth Act and the requirements for the CoC governing board (roles and responsibilities). Helen also asked what Madra wanted through this training. Madra indicated that the Board members need training as they become board members. Helen mentioned that CSH has done similar training for other CoC Boards. Madra thinks the Board would benefit from training in roles and responsibilities as a Board member. Debbie was able to reframe what Alisa asked for and put it in the context of what was requested. Debbie discussed that there could be a Board Orientation Packet as well as the possibility of having a conversation about roles (DCED, DMA and Board). Debbie explained that they drafted a survey in collaboration with a few Board members of the Western CoC and they can do the same on the East. Sergio responded that he liked that and asked to see what was done on the West. Leigh explained the similarities and differences in the East and West CoC Board and Committee Structure. For example, the West filled the Board with representatives from the different categories required by the Hearth Act. Alisa suggested that there be a list of the decisions that the Board is required to make. Debbie suggested a framework for the Retreat to include:

- Where are we now, requirements of the Board
- Where do we want to be – based on feedback from surveys and priorities needed

- Date/location of retreat

Brendan has identified the following dates:

July 23, 2018 in Monroe County at the Emergency Management Center

July 25, 2018 at DCED in Harrisburg

Brendan will send out a WorkPlace poll today

12:00 Adjourn