

## Eastern PA Continuum of Care Governing Board Meeting

July 3, 2019 (10:00AM – 2:00PM)

Giant Food Store, Camp Hill, PA

To call-in: +1 (267) 332-8737; Access code: 82542378#

### AGENDA

<u>10:00:</u>	Introductions
<u>10:05:</u>	Approve minutes from April Board & CoC Meeting – ATTACHED
<u>10:10:</u>	DCED Updates: <ul style="list-style-type: none"><li>• Planning grant update</li><li>• Match policy – ATTACHED</li><li>• Coordination for data sharing with the Department of Education</li><li>• HMIS grant update</li><li>• ESG update</li></ul>
<u>10:45:</u>	CoC name
<u>10:55:</u>	2019 Home4Good <ul style="list-style-type: none"><li>• Deadline is July 19</li><li>• Priorities have been circulated – ATTACHED</li><li>• FHLB Member institutions</li><li>• Success stories?</li></ul>
<u>11:05:</u>	Coordinated Entry Update <ul style="list-style-type: none"><li>• CES Flyers and Business Cards – ATTACHED</li><li>• Marketing and Outreach Plan – ATTACHED</li><li>• Challenges concerning 211: response times, staffing capacity</li><li>• Plan to apply for H4G and CoC-funding</li></ul>
<u>11:45:</u>	2019 NOFA Prep <ul style="list-style-type: none"><li>• FY2019 CoC-funding Process and Policies – ATTACHED</li></ul>
<b>Lunch Break: 12:15 – 12:45</b>	
<u>12:45:</u>	2019 NOFA Prep (continued) <ul style="list-style-type: none"><li>• 2018 Renewal Scoring Criteria – out for comment</li></ul>

	<ul style="list-style-type: none"> <li>• Analysis of 2018 scoring</li> <li>• Follow-up from 2018 CoC application, including racial inequality related commitments</li> </ul>
<u>1:05:</u>	Status of HUD Appeal
<u>1:20:</u>	Governance Committee update <span style="border: 1px solid black; padding: 2px;">- ATTACHED</span> <ul style="list-style-type: none"> <li>• Action needed</li> <li>• DHS replacement?</li> <li>• Add Department of Corrections to Governing Board?</li> <li>• Follow-up/ next steps from CSH Leadership Training</li> </ul>
<u>1:40:</u>	Data Committee update <ul style="list-style-type: none"> <li>• Process for Non-Compliance/ QIP <span style="border: 1px solid black; padding: 2px;">- ATTACHED</span></li> </ul>
<u>1:50:</u>	Upcoming Training <ul style="list-style-type: none"> <li>• CoC eligibility – pre-recorded webinar</li> <li>• VAWA Emergency Transfer Plan webinar</li> <li>• SPDAT training?</li> <li>• NAEH RRH workshop update</li> </ul>
<u>1:55:</u>	2019 Strategic Plan update
<u>2:00:</u>	Adjourn meeting

## Eastern PA CoC Board Meeting

FY2018 NOFA Planning Call, July 15, 2019 1:00pm-3:00pm

Call in Number: 1-717-612-4733 OR 1-855-750-1027; PIN: 430163

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### Welcome and Introductions

#### BOARD ATTENDEES

Jeff Rich, President  
Mae-Ling Kranz, Treasurer  
Leslie Perryman, Vice President  
Craig Newcomer, Secretary  
Sergio Carmona  
Rob Nicolella  
Anne Forgoros  
Jeannette Triano Sinn  
Randi Bannon  
Madra Clay, DCED  
Brendan Auman, DCED  
Beth Ellis, DHS  
Leigh Howard, DMA  
Lea Dougherty, DMA

#### NOT IN ATTENDANCE

Alisa Baratta

### Approval of Minutes

Jeff called the meeting to order. Jeff led the introductions as there were new members at the meeting. Randi Bannon joined the meeting as the new Pocono RHAB co-chair. Beth Ellis joined the meeting as the Department of Human Services designee from Teresa Miller.

Leslie made a motion to approve the April Minutes, Jeanette 2<sup>nd</sup>. All approved the meeting minutes from April.

### DCED update

Planning Grant – Brendan reported on the 2017 budget. There are several things happening to move funds around. Funds are being designated to DMA for the 2019 CoC NOFA. Additional funding is being reallocated to cover the expenses for Jason Alexander Capacity for Change for the work being done for the national CE collaborative. Brendan then reviewed the 2018 budget. Capacity for Change for have the written standards to the Board by the end of September 2019. Brendan discussed the current balance for FY 2018 and the gap for Match. Madra talked more about the Planning Grant budget. Some of the DMA budget is being covered by the 2017 Planning Grant. There is likely to be funding left in the budget. Leslie asked about making the

Eastern CoC Staff position full-time. The DMA contract is set for a certain amount of funding and to add funds is not possible at this time because of the way the DMA contract is set out to bid. Sergio asked about HMIS and if funds could be used there. DCED used Planning Grants funds for PANO and other consultants may be possible. Board travel is a line item that has not been used. There was discussion about the Board members getting a State Employee ID number and the challenges with doing this process. DCED can facilitate the process to help the Board, including making the hotel arrangements through the Commonwealth System. Rob suggested moving the funding to another line item and Jeff stressed the importance that funding be available for Board members to attend trainings. Leigh mentioned the National Data Conference in Austin TX (starts October 15, 2019). Stacey Tice is going and Leigh is also going. The NAEH conference for 2020 is in February in Oakland, CA. Madra also mentioned the DCED CDNH conference October 7-8.

Brendan discussed how the Match is valued. The question is whether it is based on an average of everyone's salary to determine the value of the hour. There has been so much Board turnover so the value needs to be recalculated. The Western CoC Board uses individual salaries rather than an average. There was a discussion and the pros and cons. The Board agreed to continue to use the average. Each Board member needs to provide documentation of their salary and fringe benefit rate by the end of next week.

There was discussion about the coordination with the Department of Education for data sharing so that funds can be applied for from the Federal McKinney Vento Education funding and how money is spread across the state. The Department of Education is currently not receiving data from the 53 counties in the Balance of State. There is an overarching data sharing agreement with the Office of Administration that Madra is trying to make use of the share data.

HMIS – no budget to share today, will be available at the next board meeting. A small portion of funds were not expended. Invoice submitted to HUD to be reimbursed for funds spent during the grant period. HMIS Admin position has been posted. Interviews for the HOME position currently taking place.

2019 ESG – 10.8 million in requests with 5.6 available in funding. There are 6 entitlement applications, 4 from the Western CoC and 16 from the Eastern CoC. There are 6 regional applications. The funding announcement needs to go through all the steps at the State. The 2018 is an 18-month contract with expenditures starting slow. The 2017 year closed on June 30, 2019. Balance of about \$864,000. There are 2 projects in the East that have large balances. There are questions about whether the county can submit for 2018 if there is still a sub-recipient who has not submitted.

DCED is coordinating with the Department of Health for street outreach and working with Monroe and Lawrence Counties to provide education and vaccinations (Hep A and Tetanus) as a pilot that can be done in other counties.

## **CoC Name**

The Western PA CoC did a process to develop a name, logo and tag line for marketing, outreach and branding as they pursue the Strategic Plan goals. They have voted on this and it will be copyrighted. They do not have a name for CES whereas the Eastern PA CoC has Connect to Home name for CES. Leigh discussed the value of doing this and there was discussion about the use of the Connect to Home branding for CES. The suggestion is incorporate the Connect to Home image and logo if possible, with engagement of Jason and Kathy. The CES just printed a years' worth of marketing materials. Craig made a motion, Leslie 2<sup>nd</sup> for Jeff to reach out to CES Committee chairs, Jason and Kathy for discussion about coordination between the Eastern CoC Board and CES using the Connect to Home branding. All approved.

## **2019 Home4Good**

Deadline is July 19, 2019 for submission to the Eastern PA CoC. There is confusion about whether it should be mailed or emailed and Leigh asked that it be sent electronically. Leigh distributed the CoC priorities. The deadline will stay at July 19<sup>th</sup>. Leigh has two FHLB institutions who will sponsor full-CoC application. Leigh asked for success stories to share with the FHLB and PHA in hopes of extending the funding beyond 3 years. This is important funding as it so flexible and over 3 years the CoC could receive over 1.6 million in new funding. Madra asked about how marketing was happening, and Leigh discussed ways this was done for the RFP/application process in several ways.

## **Coordinated Entry Update**

Jason provided information to the Board about marketing materials. CES Flyers and Business Cards as well as the Marketing and Outreach Plan were included in the Board packet. There continue to be challenges concerning 211 with response times and staffing capacity not where they need to be. Virtual hold is now available with a call back option. There was discussion about increasing the number of Access Sites. Craig is applying to be a mobile Access Sites. Rob raised some questions about CES and what happens when someone is closed because they are no longer literally homeless. There was a discussion about the need to make the CES more comprehensive to include more systems of care and funding like HAP, PATH, and United Way. One of the challenges is that these funds are more flexible and they do not need to take only literally homeless funds.

The United Way of PA will apply for funding to H4G for Diversion and to expand 211 capacity and CoC Funding to increase CE Specialist positions. There is currently approximately \$617,000 allocated to CES.

## **2019 NOFA Prep**

CoC Funding Process and Policies – Leigh spoke with Alisa last week about the draft and shared this with Board for review and discussion. There have been challenges in the section Funding Allocations, per Eastern PA CoC Governance Charter and Leigh asked for discussion of this section. There is also a need to discuss the roles of each part of the process (page 3) and for more discussion of reallocation as it is a requirement for new funding. Craig asked about the

role of the Governance Committee and that he has not been involved at all in this process to create this document. Madra discussed the input of PANO and the process at this point going forward because this document is needed imminently because of the NOFA coming out. Rob asked about the evaluation process for ranking, how that relates to the scoring and how it is communicated to agencies. Leigh discussed the merging of the Data Community process and the ranking process. Leigh also discussed the need to set priorities for new funding and who sets those priorities. There is also a need to set the benchmarks/criteria so that there is a distribution of points in the scoring. Some questions that the Board need to discuss: Who approves the RFP? Who decides new project selection? Who decides the final ranking?

Craig stated that the Executive Committee of the Board discussed this and if the full Board is not voting but only accepting then there is not a conflict. Craig asked if the process was effective and Leigh explained how the process is in conflict as per the information provided by HUD. One suggestion is to engage Foundations and local United Way as members of the Committee who are familiar with funding process and non-conflicted. Leigh asked about the renewal scoring process and the need to do this quickly. Sergio asked about the timeline and Leigh explained that there are so many steps in this process. Leigh asked for a scheduled a Board call, the plan for finding non-conflicted committee members. Madra suggested tabling this conversation until the next two weeks when a Board call can be scheduled. DMA has already prepared information for renewal scoring. Leigh suggested that non-conflicted Board members can work to develop the ranking criteria. Craig made a motion that the non-conflicted members of the CoC Board form an Ad-Hoc Committee to advance project evaluation process for the HUD CoC NOFA. Madra 2<sup>nd</sup>. All in favor.

### **Status of HUD appeal**

Jeff reported that the appeal was submitted to HUD that they did not follow their own rules. This appeal was rejected. Jeff recently spoke with Joseph DeFelice at the Philadelphia Field Office and Madra spoke with Norm Suchar at HUD. The CoC has asked HUD for reconsideration of the appeal.

### **Governance Committee Update**

There was not an official vote in July 2018 to continue Board Officers. Jeanette made a motion to continue with the current slate of officers with terms to start July 1, 2018 and to end June 30, 2020. Randi 2<sup>nd</sup>. All in favor.

Alisa submitted a Governance Committee Report on June 26, 2019. The discussion was that there should be one representative from each RHAB to the Governance Committee and all agreed that this should happen. As part of this report this is a request to extend the Board meeting in either August or October. Leslie suggested that this be in October and the Board was in agreement. There was discussion that there needs to be a scheduled meeting time for the Governance Committee.

### **Data Committee**

Madra reported that the Monitoring Plan has been updated and includes the Quality Improvement Plan (QIP). Brian created new reports that were shared with the committee. Madra reviewed the two steps to be taken when there is non-compliance of an agency and the QIP. The recommendation by the Data Committee is accepted by the Board.

### **Upcoming Training**

Leigh reviewed the training topics upcoming. There is a request for the CoC Eligibility to be a Webinar. There will be a Webinar on the VAWA Emergency Transfer Plan but there needs to be a webinar of the HMIS workflow first. Leigh has spoken to Brian about this. There needs to be further conversation about doing SPDAT Training and Jason plans to do a survey to the CoC membership and will include questions about the SPDAT. NAEH RRH Workshop update – there is a 2 day training – September 4 & 5 and will likely be in Centre County or a central location since both the Eastern and Western CoCs will attend. Leslie asked for training on service animals and training on medical marijuana. Leigh asked the Board to consider the year-long collaborative with a group of agencies.

### **Strategic Plan**

Leigh circulated an update to the Five-Year Strategic Plan for the Eastern PA CoC.