

Eastern PA Continuum of Care
General Membership and Governing Board Meeting

April 20, 2020 (10:00AM – 2:00PM)

[JoinSkypeMeeting](#) or Call-in: +1 (267) 332-8737, 271157480#

AGENDA

- 10:00:** Introductions
- 10:05:** Approve minutes from February Board meeting
- 10:10:** Board Vote to Approve Updated Governance Charter
- 10:30:** HMIS Transition Update - ATTACHMENTS
- 11:00:** DCED Updates
- Consolidated Plan Changes
 - New ESG resources
 - Introduction to new Homelessness Program Manager
- 11:30:** CoC Updates
- [GapsAnalysisRecording](#) and [OnlineSurvey](#)
 - County-level PIT data available – [linkedhere](#)
 - Updated training plan
 - Resource allocation plan ATTACHMENTS
 - Introduction to new CoC Staff Person, Lauren Whitleigh
- 12:00:** Board Officer Nominations
- 12:10:** Planning Grant Update ATTACHMENT
- 12:20:** LUNCH BREAK (40 minutes)
- 1:00:** COVID-19 Discussion
- Open Discussion
- 2:00:** Adjourn Meeting

Eastern PA CoC Virtual General Membership and Board Meeting

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Attendance survey: <https://www.surveymonkey.com/r/WFWZYHD>

Welcome and Introductions

BOARD ATTENDEES

Jeff Rich, President
Mae-Ling Kranz, Treasurer
Leslie Perryman, Vice President
Craig Newcomer, Secretary
Sergio Carmona
Rob Nicolella
Alisa Baratta
Melissa Margargle
Randi Bannon
Jeff Poch
Debbie Reihart, PA 211
Beth Ellis
Angela Susten, DCED
Brendan Auman, DCED
Leigh Howard, DMA
Lauren Whitleigh, DMA

BOARD MEMBERS NOT IN ATTENDANCE

Jeanette Triano Sinn

AGENDA

Minutes from the February 2020 Meeting are not available for approval, given the Stay at Home Order. DMA will make them available when its team can return to the office.

APPROVAL OF REVISED GOVERNANCE CHARTER

Alisa presented the Governance Committee's proposed revisions to the Governance Charter of the Eastern PA CoC for consideration and approval. Alisa described that the revisions were intended to add clarity to the Governance Charter, that the charter changes had been circulated to the full membership 21 days prior to the full CoC meeting, that comments and feedback were accepted through April 6th, and that the Governance Committee reviewed the comments received. Alisa's PowerPoint slides are found below:



Process for Revisions to Charter

- Governance Committee reviewed charter and proposed revisions, with assistance from Debra Thompson of PAND
- Charter requires that changes be circulated to the full membership 21 days in advance of Board action.
- CoC staff members are asked to respectfully ask to back the staff members assigned through April 21. Your comments consider additional appropriate action.
- Governance Committee reviewed final document at its meeting on April 7 and scheduled to call board members to approve changes at Board meeting.

Changes

- Section 2: Membership
- Section 3: Meetings and Actions
- Section 4: Committees
- Section 10: Funding Allocation
- Section 12: Emergence or Dissolution

Changes to Section 7

- Revisions to membership language
 - Language added: "in consultation with the Board"
 - Language: "in consultation with the Board"
- Adding language: "subject to approval of the Board"
- Revisions: "subject to the approval of the Board"
- New language: "The Board shall ensure compliance with the rules of the organization and shall ensure that the organization is in compliance with the rules of the organization."

Section 8: Directors and Officers

- Director shall not be liable for any act or omission of the Board or any officer or employee of the organization.
- Joint responsibility or liability shall not be imposed on any officer or employee of the Board or any officer or employee of the organization.

Section 10: Committees

- Committees shall be established and shall have the following:
 - Purpose
 - Composition of members
 - Funding
 - Reporting
 - Evaluation

Section 11: Funding Allocation

- Effective 2025, the organization shall be in the 2025 fiscal year.
- All members and all activities shall be subject to the same rules and regulations for the purpose of the 2025 fiscal year.
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Section 12: Emergence or Dissolution

- Any emergence or dissolution shall be subject to the following:
 - 2/25 of the members of the Board
- Changes to membership shall be processed to the Board and shall be subject to the following:
 - All members shall be subject to the same rules and regulations for the purpose of the 2025 fiscal year.

The motion to approve the proposed revisions to the Governance Charter was approved with all board members present voting in the affirmative. Brendan will send out the CoC Membership registration link CoC-wide.

DCED Updates

- Introduction to new Homelessness Program Manager, Angela Susten
 - Angela introduced herself as DCED's new Homelessness Program Manager. Angela is in her 4th week at DCED. Prior to this position, Angela worked for Dauphin County, overseeing emergency food assistance, HAP, and ESG. Angela has worked in housing and homelessness for over 20 years.
- HMIS Updates
 - Angela advised that DCED held their first of many HMIS trainings this morning. Angela advised that DCED will resend the training registration links and encouraged users to register for at least one of the trainings.
 - For the upgrade from ClientTrack 15 to ClientTrack 19, the system will go into read-only mode on Monday, April 27th and relaunch live on April 29th. The system will treat this 3 day period as a holiday.
 - NOTE: Since the April 20th CoC meeting, DCED has announced that the HMIS upgrade, originally scheduled for April 27th, is being delayed by a few weeks.
- Coordinate Entry Updates
 - Jason Alexander of Capacity for Change provided an update on how the HMIS upgrade will impact the CES process/ system.
 - CES Committee has created a DV Task Force to ensure the needs of survivors are being met by the CES.
- Consolidated Plan Changes
 - DCED is updating the annual action plans for 2018, 2019, and 2020 to allow for more flexibility in the use of ESG funding to prepare for and respond to the COVID 19 pandemic. Such changes include:
 - 2018 ESG funding expiration date of May 31st extended through December 31st
 - 20% max cap on ESG shelter costs lifted
 - 40% minimum on ESG RRH costs lifted
 - ESG sub-recipients wishing to amend their contracts or modify their budgets should submit such requests in writing to Stacy Hawthorne at shawthorne@pa.gov.
 - Questions: Lauren asked DCED if ESG sub-recipients who have submitted budget amendment requests to Stacy to respond to emerging needs related to COVID-19 should wait for DCED's approval of the amendment, which cannot happen prior to the approval of the Annual Action Plan? Brendan advised that providers should wait for DCED to approve everything before proceeding with any changes.
- New ESG Resources
 - CARES Act ESG (ESG-CV): All eligible ESG activities are eligible uses of ESG-CV funding. While DCED has no stated priorities for this funding, anticipates a lot of this funding will be targeted toward homelessness prevention and emergency sheltering, including in hotels

- ESG-CV has no match requirement
- For homelessness prevention eligibility, household income limits have been increased from 30% AMI to 50% AMI
- Brendan clarified that while DCED submitted the waiver request notification to HUD on behalf of all sub-recipients, CoC Program recipients should email their waiver notification to HUD no less than 2 days before using the waiver
- Questions:
 - Alisa asked if ESG allocation will be based on need, such as the number of cases of COVID 19 in a region. DCED advised that they are not scoring based on that, but need will be considered in allocation decisions.

CoC Updates

- Gaps Analysis Recording and Online Survey
 - Leigh summarized that DMA presented the Eastern PA CoC Gaps Analysis during a March 26th CV-RHAB meeting as well as via an April 9th webinar that was recorded and posted on workplace. Leigh advised that the data and RHAB feedback/ input is the information that will be used to drive CoC Program funding decisions. Leigh advised that the deadline for submitting feedback has been extended to COB Friday, April 24th.
 - The link to the Gaps Analysis was shared via the Skype Chat function: https://pennsylvaniacoc.org/wp-content/uploads/2020/03/Eastern-CoC-Gaps-Analysis_3_25_20.pdf
 - The link to the Gaps Analysis Feedback Survey was shared via the Skype Chat function: <http://sgiz.mobi/s3/Eastern-CoC-2020-Gaps-Analysis>
 - The Gaps Analysis recording can be found here: <https://www.youtube.com/watch?v=0FHgiOuEwdw&t=6s>
- Data Submissions
 - Leigh announced that the 2020 System Performance Measures (SPM) was submitted since our last CoC meeting and the 2020 PIT and HIC data was submitted earlier this month.
 - Leigh advised that the Summary, RHAB-level, and County-level data are posted on the CoC's website <https://pennsylvaniacoc.org/2020-pit-count/>
 - County-level PIT data available [here](#)
- Updated Training Plan
 - Leigh shared that the CoC had a training plan set for late spring/ early summer, but with COVID-19 pandemic preventing us from gathering for training, the training plan has shifted:
 - Racial Equity: Leigh shared that this training is part of the CoC's follow up on our racial equity assessment and that perhaps the CoC will form a workgroup to push this work forward.
 - LGBTQ Equity: Leigh shared that DMA has reached out to several organizations to provide this training and should have this training confirmed this week

- Homelessness Prevention: With DCED's expectation that much of the ESG-CV funding will be allocated toward homelessness prevention, DMA is looking to provide virtual prevention training, broken up into digestible segments, and provided in a way that it can be viewed in multiple settings
- Rapid Re-Housing: Leigh shared that the Governing Board and leadership in both the West and East CoCs participated in an NAEH RRH training in September 2019 and that DMA has been having conversations with folks at NAEH about offering RRH trainings. Originally, the CoC was interested in working with NAEH to support an RRH learning collaborative, but given the current context, that will likely not be possible right now.
- Resource Allocation Planning
 - Leigh summarized the anticipated funding to be awarded to the Eastern PA CoC soon:
 - PHFA is pushing out the 2020 Home4Good allocation, giving CoCs discretion to allocate the funds toward the COVID-19 response. The allocation amount has not been published to date; it is estimated it will be similar to the 2019 allocation of \$519,001.
 - PHFA PHARE Emergency Housing Allocation: The CoC will be provided \$199,748 for a proposal submitted months ago to respond to the Opioid epidemic, but Lancaster County CoC, the pass-through body, emailed the CoC last week asking if we want to re-program those dollars based on emerging COVID-19 needs.
 - If DCED sticks with their historical allocation, 40% to the east, 40% to the west, and 20% competitive to entitlement communities, Leigh estimates that the Eastern PA CoC will receive ~\$7,171,436 in ESG-CV funding for the first year of 2 years of funding
 - Brendan clarified that DCED developed the 40/40/20 split to ensure BoS communities were served first and equitably, but that starting in 2020, DCED is not adopting this allocation formula to allow for more flexibility and to make funding more competitive. For ESG-CV, DCED is looking to communities to identify priorities for their communities. Funding requests should balance priorities related to COVID-19 and to overall CoC goals.
 - Jeff recommended that the Board gather information and input and reserve this resource allocation conversation for a future call to make decisions/ finalize a plan.
 - Alisa advised that the Board's funding policy, according to the Governance Charter, should be based on unmet needs. Alisa recommended that the Board needs look at the rates communities are being impacted by COVID-19.
 - It was noted that Monroe County has been extremely hard hit by COVID-19, and there is a responsibility to respond to that need.
 - There was discussion about the Board sending a survey to the CoC membership to collect information specific to COVID-19 unmet needs, have RHAB co-chairs submit unmet needs information on behalf of the RHAB.

- Board asked that, given the eviction moratorium is being lifted at the end of April, is there a timeline for how quickly ESG-CV funding will be available?
 - Angela advised that DCED just finished up the guidelines for ESG-CV funding and submitted them to their legal office, which can take up to 2 weeks to approve. DCED will get it out as soon as it is approved. Folks will have 30 days to respond.
- Board reiterated that current system capacity issues, especially figuring out how to social distance and continue to accept new folks, are posing major problems now. Board also noted how difficult it is to gauge what resources we need now versus 6 months from now.
- Leslie noted the importance of having utility and rental arrears assistance in place for when the moratorium is lifted. Leslie also stated that 30 days is a long turnaround period for emergency funding and asked DCED if shortening the application period was possible so we can get the funding out sooner?
 - Angela advised that DCED would take that into consideration.
- Alisa shared that the LV-RHAB held a call with provider CEOs and agreed on 3 priorities: shelter, medical care, and essential services for the unsheltered; prevention for those at-risk for eviction; and long-term investment in RRH.
- Randi, Alisa, and Sergio all emphasized the need for the Board to turn around this resource allocation decision quickly.
- Brendan reiterated that given the flexibility of Home4Good funds, the Board consider prioritizing them for prevention and diversion. It was also stated that there are unmet needs in the community not being met by FEMA, HHS, ESG, CoC, etc. that these funds could support.
- 2020 Home4Good – we are expecting the allocation in the next 2 weeks, so if those funds are slated for COVID-19 response, the process needs to be established.
- Pocono RHAB unmet needs discussions have been around the need for more homelessness prevention, RRH, support for shelter, utility assistance, and hotel/motel vouchers.
- Alisa suggested that the Board understand how folks are using funding on the ground to use this new funding to fill in gaps; then, promote prevention, utility assistance, and rental assistance.
- It was shared that through HUD's Office Hours, DMA is trying to get information about CDBG and how it can be used to support communities' responses. Donna of DCED will share information once DCED receives guidance from HUD
- It was suggested that we work closely with communities who receive ESG and CDBG funding directly from HUD to learn how it is being allocated at the local level.
- Laura Gleason, Veterans Leadership Engagement Committee co-chair, noted that SSVF providers have been granted additional funds to address the COVID-19 crisis, which can hopefully assist where other funding is extremely limited. Some

of the SSVF regulations have been relaxed with regard to homelessness prevention qualifications in order to assist with the surging demand.

- Dave Young recommended that the Board consider the Community Queue data and 211 data. Dave believes there will be a need for shelter, prevention, and rapid re-housing, based on his agency receiving consistent calls from people who are already homeless and unable to access shelter. The ability to house people in permanent housing will help alleviate the demand for shelters.
- Jennifer stated that Monroe needs funding ASAP, as the few organizations in Monroe County are at risk of closing for a number of reasons. Many organizations are pretty far out on their lines of credit; they can't put out money on the front end and wait for long periods for reimbursement.
- Sergio recommended that the CoC get money out on the streets sooner rather than later, especially to the eastern side of the state, which is being hit hard.
- Melissa shared that STEP is doing an emergency community needs survey to gauge what the needs are. Melissa advised that the prevention department she oversees is getting panic calls from people who are not working, showing signs of being behind, and they are looking for assistance now.
- Leslie shared that there is a bill coming out to prevent landlords from using rent accrued during the eviction moratorium as a reason to evict folks.
- Rob shared that 22,000 people in LV-RHAB filed for unemployment to date.
- Given the magnitude of the economic impact, Leigh suggested that the East consider ways to prioritize prevention assistance
- Randi and Heather inquired about timing for ESG budget revision request approvals.
 - Brendan advised that DCED is addressing 18 and 19 budget revision requests on an ongoing basis.
- Jeff asked the Board what they thought about having DMA prepare some guidance for best practice use of these funds.
- It was decided that DMA would send out a survey link, RHAB co-chairs would gather information about unmet needs in their RHAB, and the Board would reconvene the end of the week or early next week.
- Leigh requested that the Board advise if they would like to reprogram the PHFA Emergency Housing Allocation from responding to the opioid epidemic to the COVID-19 pandemic so DMA can let Lancaster County CoC know.
 - Board members who contract directly with DHS to serve people with opioid use disorder noted that reprogramming this funding would not impact their ability to serve people with opioid use disorder.
- Introduction to new CoC Staff Person, Lauren Whitleigh
 - Lauren, new Eastern PA CoC Staff person, introduced herself to the CoC. Lauren shared that prior to joining the DMA team, she worked for a homeless youth providers in Philadelphia doing compliance, grant management, and data quality work. Prior to that, Lauren worked on the CoC team at the City of Philadelphia Office of Homeless Services, the Philadelphia CoC Collaborative Applicant and

HMIS Lead. In her role, Lauren supported the governing body and committees and engage in activities related to the annual renewal and new project competition process, the PIT Count, and strategic planning.

Board Officer Nominations

- President
 - Leslie nominated herself for President.
- Vice President
 - Rob nominated Alisa for Vice President.
- 2nd Vice President
 - Craig Newcomer nominated himself for 2nd VP Vice President
- Secretary
 - Melissa nominated herself for Secretary
- Treasure
 - Mae-Ling's term as Treasurer is not up, so there we no nominations needed for this position

Planning Grant Update

- Brendan reviewed line by line Planning Grant expenses to date and reminded everyone to get him their match documentation.

Adjourn Meeting

The meeting was adjourned at 12:20pm for lunch break.

LUNCH BREAK

COVID-19 Discussion

NT – RHAB

- Emergency Shelters are struggling to maintain, let alone increase, capacity to comply with CDC guidelines. Williamsport has seen a huge uptick in need for RRH or prevention. Some of the industries in the area will not come back from this. Jeff pulled from ESG, United Way, and HAP funding to repurpose shelter funding to hotel/motel.
- As far as the Northern Tier and CES, we have not seen a huge increase in Cat1 or Cat4 numbers on our CQ since the start of the pandemic; there have been roughly 10 newly placed. These numbers indicate a high need for HP assistance while also indicating a potentially high need for RRH when the pandemic subsides. Clinton County specifically has not seen a huge number of positive cases at this point (11 at this time), so we have not needed to implement any quarantining strategies outside of the standard social distancing and general precautionary measures. Fortunately, with the use of the ESG shelter funds that Jeff already mentioned, we have been able to shelter 4 individuals in our local motel. I suppose the small number of shelter needs may also reflect that landlords in our county are working well with those experiencing financial hardships as a result of the pandemic.

- Melissa: AmeriCorps participants (American rescue workers) are picking up food and dropping it off to the folks we serve through our prevention program

Pocono RHAB

- Leslie: Carbon, Wayne, and Pike don't have shelter space. People are isolating in hotels with United Way funding. Shelters are struggling. There will be a need for increased RRH moving forward and hotel/motel vouchers. Nonprofits are not large; providers are updating their 2020 ESG application asks to include needs we are seeing.
- Maria suggested folks reach out to UW and other money outside of the homeless system for support

South Central RHAB

- Craig: In Franklin, Wellspan hospital provided tablets linked to the hospital for pre-screening process for unsheltered homeless. The hospital has virtual meetings with folks if they have symptoms, sets up ways to get them into the hospital if they need hospitalization. They've set up a senior center space for 3 tiers for rooming in case it's needed (someone who has not been tested, someone tested who needs quarantine, and someone who is positive). Craig's organization is continuing the food pantry; they usually get retail donations of 2,000-4,000 pounds. They are purchasing from the Central PA Food Bank, following CDC regulations (gloves and masks) for operating the food pantry. They have an organic egg company donating food so they can hand out a dozen eggs to folks coming for hot meals. Street outreach has gloves and masks.
- Glenda of Franklin County is working on a COVID 19 housing plan; Glenda is looking at funding resources through major channels – PEMA, ESG, CDBG - \$10K stipend in shelter operations to hotel people in hotel/motel. Food pantries are having difficulty getting food so they are asking community members to donate food. They have had 100 cases, no deaths.
- Sergio: Blair County Commissioners passed an emergency resolution to provide \$50K to move people off the Community Queue to hotel/motel and housing. Blair is moving people out of hotel/motel to RRH as they are matched. United Way is providing emergency COVID-19 funding for hotel/motel. Catholic Charities closed their shelter. Sergio is not sure what is happening with funds in Cambria County. Blair County requested funds; UW is only using funds for folks who have filed for unemployment. Centre County is housing people through private funds and donations in hotel/ motel. Centre County has 73 positive cases, 1 death.
- Jeanne of Huntingdon County hasn't accessed other funding yet; Jeanne is working to secure other funding. Jeanne serves DV survivors; they have continued to provide services; they've moved shelter to hotels because they couldn't ensure people's safety. They have 12-23 cases.
- Annette of Housing Transitions: They started placing people in hotels early on. In the last week, they managed to get those folks placed into PH as well. Housing Transitions applied for PPP and just heard that they were approved for that. They have been able to continue employing all of their staff; all case managers are working off-site and

maintaining contact with people in PSH, shelter, etc. They've ramped up their RRH program.

- Provider in Bedford, Huntingdon, and Fulton Counties was able to utilize the United Way funds for hotel stays and to give funding to their food banks.

Central Valley RHAB

- Chris Kapp: dedicated all 3 BNL meetings this month to discussing COVID-19 and counties' responses to it. Shelters are all taking social distancing very seriously; moving their most vulnerable guests to hotels. Lebanon shelter has moved all folks into hotels because could not achieve social distancing. Church shelters have stopped moving folks around; they are sheltered in hotels and a community center run by the city. Mifflin/ Juniata is not accepting new intakes. Everyone else is doing remote intakes. Cumberland is doing phone intakes. There are no pressing needs.
- Jeannette of Servants to All: continuing to provide housing in hotels/ SROs. Limiting access site, doing phone intake, getting medical clearances because folks are moving into congregate setting. Schuylkill county ESG RRH is full; they are seeing needs for utility assistance and food.
- Beth of Cumberland County: As an organization, facing a very real crisis about how we can continue to operate like this for the foreseeable future and how to continue running shelter. Tapping into United Way and foundation funding. They designed a program with the local medical center/ UPMC. The borough has been accessibly supportive to us at this time; we have a weekly community call to track where everyone is at and working together. Facing tomorrow and figuring out what will be their future protocols is the biggest concern. They are actively continuing outreach, providing showers, conversation for people who are unsheltered; tried to get outdoor ADA showers through PEMA, but found an alternative location/ day center
- Heather of Transitions: still doing housing with their clients through RRH and intake into safe house/ hotel/ motels

Lehigh Valley RHAB

- Alisa: They have had 3,714 cases of COVID-19 with 69 deaths. They are working on plans with the hospital systems and county departments of health. They've seen growth in unsheltered in Allentown, Easton, and Bethlehem. They are working to secure shelter, hotel/motel space for housing folks; hotels haven't been excited about working with the homeless population. They are working with the court of common pleas to develop an eviction conciliation process to get landlords and tenants to voluntarily enter into a process. 2019 providers voluntarily reallocating their ESG allocations.
- Rob: has had a couple phone conversations with folks; there is buy-in in the entire RHAB re: securing prevention resources from a regional perspective.

Leigh asked about any population-specific funding available, like the SSVF funding Laura Gleason shared about at the beginning of the call.

Adjourn Meeting

The meeting was adjourned at 2:00PM.