

Eastern PA Continuum of Care
General Membership & Governing Board Meeting

October 21, 2019 (10:00AM – 2:00PM)

PSATS, 4855 Woodland Drive, Enola, PA 17025

To call-in: [Join Skype Meeting](#)

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Live stream the meeting at the Eastern PA CoC's Workplace page

Registration is requested for all participants regardless of your planned method of attendance - in-person, conference call or Workplace Live.

To register visit - <http://sgiz.mobi/s3/f8c0f3aa1024>

AGENDA – CoC General Membership Meeting

9:30: Registration

10:00: Welcome – Jeff Rich

10:10: 2019 ESG Funding Award Announcement – Brendan Auman

10:15: Regional Rapid Re-Housing Projects – Presentation by Western PA CoC

11:15: Written Standards Presentation and Q&A – Jason Alexander

12:15: Announcements

Lunch Break: 12:30 – 1:00pm

AGENDA – Governing Board Meeting

1:00: Approval of August Board Minutes – Jeff Rich

1:05: Discussion and vote on Draft Written Standards

1:25: Updates from DCED – Kathy Possinger & Brendan Auman

- DCED Staffing Updates
- Update on Planning Grant Budget
- HMIS update
- CD&H Conference

1:35: NAEH RRH Training Next Steps

2:00: Adjourn Governing Board meeting

2-4pm: Closed Board Meeting with Deb Thompson, Get Strategy Solutions

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Attendees In-person:

Jeff Rich
Mae-Ling Kranz
Craig Newcomer
Alisa Baratta
Rob Nicolella
Jeff Poch
Melissa Magargle
Miranda Bannon
Kathy Possinger
Brendan Auman
Leigh Howard
Jessica Sones
Deb Thompson

On Phone/Workplace:

Jeanette Triano-Sinn
Anne Fogoros

Approval of August Board Minutes – Jeff Rich

Review meeting minutes from August 2019. Craig motions to approve. Alisa seconds. Motion carries.

Veterans Leadership Engagement Committee – Co-chair Vote

Jeff introduces Hayley Miller who is being appointed as the new co-chair of the Veterans Leadership Engagement Committee. Craig motions to approve Hayley as the new Co-chair. Randi Bannon seconds. Motion carries.

DCED Updates – Kathy Possinger and Brendan Auman

Kathy Possinger with DCED shared updates from the CD&H conference that was held in Harrisburg, PA on October 7th and 8th, 2019. This was the first year that there was a Homelessness track for providers to learn from and it will continue to be a learning opportunity in future conferences. Kathy reminded all who attended to take the survey to help us improve the conference. DCED expanded their awards this year to recognize valuable partners for our homelessness programs which was awarded to McKean County.

Kathy continued to share updates on the hiring process within DCED for the homeless program manager, HMIS administrator, and HMIS developer positions. The position that Madra vacated (program manager) has been posted internally for applications. The HMIS administrator position has been offered to a candidate and hope that the position is filled soon. DCED is working with their internal IT department to identify a new developer. Continue sending HMIS related issues to ra-pahmis@pa.gov.

Brendan provided the budget updates for the FY17 and FY18 Planning Grants.

FY17 – There is currently \$25,043.29 remaining in the budget. The remaining funds are from DCED’s time and travel line, Capacity for Change’s line for an item that was delivered prior to his contract expiration, but after the FY17 Planning Grant expired (charged to FY18), a portion of work that PANO did not complete prior to the grant expiration, and the board travel line. Our budget office is currently working on moving funds to expend as much of the grant as possible, but a balance will still remain at the end of the grant period. DCED has expended all of their cash match through CDBG Admin and a portion of ESG funds were used. We did not meet the in-kind match expenditures that we were committed to for this year – partly due to turnover on the board. To help compensate this discrepancy, Capacity for Change’s work through the HUD Community of Practice is being paid through our Government Operations funds which can be considered match if needed. The APR is due to HUD by 10/29/19.

FY18 - Capacity for Change has fully delivered on their last contract (expired 9-30-2019) by providing the Written Standards and the Coordinated Entry System report (attached). These items totaled \$12,650 and were charged to the FY18 Grant. Reduced DCED’s budget to allocate the costs. Not reflected in budget currently is an addendum to Capacity for Change’s contract for follow-up work surrounding the written standards. This includes trainings on the standards and the development of a toolkit on how to implement them into CoC/ESG programs - \$9,000 (\$6,750 to PG and \$2,250 to match) Note that the toolkit portion of the deliverables is anticipated to be released on or before 9/1/2020 which may result in that work being charged to the 2020 Planning Grant. DMA has a pending invoice for the second part of their NOFA costs, staff costs, and work under the annual action plan line - \$60,411.12. Charges for board travel line were a result of the NAEH RRH Institute Training for those who stayed overnight at the hotel - \$523.18. Have \$33,231.25 of non-allocated funds to consider using – FY20 NOFA, NAEH RRH Training, other? We are significantly behind on in-kind match for the FY18 Grant period. Please submit your in-kind match to me ASAP.

Written Standards - Vote

Craig motions to adopt the Eastern Pa CoC Written standards as is and allow Jason to follow up on any changes discussed during the Full CoC meeting. Leigh Howard has some comments to follow up on prior to any votes taking place. The first change is surrounding the 30% AMI, use of the SPDAT for training purposes, more stringent policies surrounding the 24-month time frame for RRH, Chronic households, prioritization for assistance does not include length of time homeless. Jeff believes that these issues should be addressed through the committee. Alisa states that it would be in the board's best interest in approving the standards now and that changes can be made in the future. Alisa Baratta seconds the motion. The motion carries, and the written standards are approved.

NAEH Training Follow-up

Jeff said that the NAEH training was very useful for a higher level RRH training. Jeff suggests that we continue this training and take it into the next phase which is working with about 10 providers in the CoC in examining their RRH programs. The cost for the training has increased since first assessed for one trainer. Estimated at \$36.5k. NAEH is starting to schedule for the next year. The board was wondering how much unallocated funds could be applied to this training. Kathy noted that it is important to think about timing as the training could cross multiple grant periods as it is a one year program. Brendan noted that we still have Home4Good admin funds totaling approximately \$20k to use towards the training costs with more anticipated to be received in the next H4G funding round. Alisa motions to authorize Leigh to work with NAEH on creating a plan for the first quarter of the training. Craig seconds. Motion carries.

Other

Brendan asked Leigh where DMA is in the process of hiring the Eastern Pa CoC Staff Person. Leigh stated that she is working on a position description that she will send to the board for feedback before posting the job. Brendan said that he will be filling Lea's shoes over the next few months until the position is filled so if board members need assistance in creating agendas and minutes, to let him know.

Mae-Ling motions to adjourn. Craig seconds. Meeting adjourned.