

Eastern PA Continuum of Care
General Membership & Governing Board Meeting

April 15, 2019 (10:00AM – 2:00PM)

Harrisburg Area Community College, Midtown II Campus, 1500 N. 3rd Street, Harrisburg, PA

Meeting Room: Room 206

To call-in: 1-650-479-3208; Access code: 641 259 501

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/s3/606927d229e6>

AGENDA – CoC General Membership Meeting

9:30: Registration

10:00: Welcome – Jeff Rich

10:05: FY2018 CoC NOFA Debriefing and planning for FY2019 CoC NOFA
– Leigh Howard

10:25: 2019 ESG Funding Update – Brendan Auman

10:30: Updates to CoC's Monitoring Plan – Stacey Tice

10:55: Strategic Plan update, accomplishments from the last year – Leigh Howard

11:10: Upcoming CoC Training & discussion of training needs – Leigh Howard

11:25: Discussion of the Service Prioritization Decision Assistance Tool (SPDAT)
– Jason Alexander

11:40: Call for new CoC Governing Board members, including presentation of roles & responsibilities of Board members – Alisa Baratta

11:55: Announcements

Lunch Break: 12:00 – 12:30

AGENDA – Governing Board Meeting

12:30: Approval of 1/21/19 and 3/11/19 Board Minutes – Jeff Rich

12:35: Discussion and vote of items presented to the Governing Board – Jeff Rich

- VAWA Emergency Transfer Plan
- Helen Kelly Resignation
- Veterans Committee Co-Chair Nomination – Laura Gleason

12:40: Update from DCED – Brendan Auman

- Update on Planning Grant Budget
- ESG update
- HMIS update

12:50: Process to identify CoC's 2019 Home4Good priorities

1:05: Discussion of upcoming DMA work

- Updating Strategic Plan
- Priorities for 19/20 contract year

1:20: Officers of the Board –Alisa Baratta

1:30: Further discussion of Conflict of Interest and 2019 NOFA process

2:00: Adjourn

Note: Due to time, written updates will be requested of each Committee and provided within the Board packet.

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1500 N. 3rd Street, Harrisburg, PA

AGENDA – CoC General Membership Meeting

Welcome – Jeff Rich welcomed everyone. Attendance ~~was~~^{will} not taken for ~~the~~ phone and WorkPlace Live participants and everyone was asked to complete the Attendance of Participation Form in order to be recorded as attended.

FY2018 CoC NOFA Debriefing and planning for FY2019 CoC NOFA

Leigh reviewed the slides from the 2018 CoC NOFA Debriefing. She discussed the Appeal that was submitted to HUD regarding the selection process and the ranking rules that HUD outlined in the NOFA. It appears to the Eastern PA CoC Board that they did not follow these rules in the way they awarded funding. This results in both new (5) and renewal projects (8) not getting funded. The CoC is awaiting communication from HUD.

In preparation for the 2019 NOFA all renewal agencies have been sent an email regarding the GIW. The System Performance Measures are due to HUD May 31, 2019 and all providers have been asked to review their data. A survey has also been sent to providers about intent to apply and/or the intent to ask for projects to be merged/consolidated. All providers will be sent the Funding Scoring Criteria and asked to take a look at it and provide any feedback, questions, concerns, etc. The funding committee tried to be fair to all types of projects and take every possible circumstance into consideration when developing the criteria. The CoC is specifically looking for feedback on the Cost/Effectiveness Criteria, the Housing First criteria and Client Vulnerability. There will be a New Project solicitation with a separate webinar for New Project info including info on the New Project Bonus. There will be another 50 million available for DV Bonus

2019 ESG Funding Update

Brendan Auman discussed how the ESG Webinar from April 9, 2019 was posted to WorkPlace and the CoC Website. All categories are available for funding but RRH and Outreach is prioritized. He discussed the percentages for each category. The allocation will be split between the Eastern PA CoC, Western PA CoC and Entitlements. The Intent to Apply is due today, April 15, 2019 by 5:00pm. The application will open on May 31, 2019 and close on June 14, 2019. The Intent to Apply should be sent to the Co-Chairs as well as DCED.

Updates to CoC's Monitoring Plan

Stacey Tice presented an update about the Monitoring Plan. The Plan has been designed to meet the HUD requirements. This is the first revision of the plan since its inception. Stacey reviewed the slides of the Monitoring Plan Changes and Performance Measure Changes. Leigh reviewed the Performance Measure #1 and how this is calculated as being the length of time between

enrollment and placement. Alisa commented that this is impacted by the inventory available in an area. The QIP data is now going to be pulled monthly and reviewed with the RHAB quarterly. Stacey stressed the importance of getting data into HMIS in a timely meeting. The Data Management and Outcomes Committee representatives from each RHAB will discuss under-performing agencies with the RHAB co-chairs and a letter will be sent out to the agency outlining the issue. Technical Assistance will be provided to help the agency to respond and fix the issues identified. If there is not a response then a Quality Improvement Plan will be developed and this could lead to a recommendation that your project not be re-funded. These steps are outlined in the PowerPoint. All of this will be aligned with the ESG.

Strategic Plan update, accomplishments from the last year

Leigh Howard discussed the latest updates but the final PIT numbers for 2019 are not yet available. The trend has been a reduction in overall number of people experiencing homelessness for the past few years and it is hoped that this will continue in 2019. Leigh reviewed the rest of the goals for the CoC. She went over the current status of the Veterans Leadership Engagement Committee and the submission to USICH. The only benchmark still remaining is that the number of Veterans exiting the homeless system needs to be fewer than the number entering and the CoC has not met this criterion. Leigh reviewed the Strategies currently underway and those in planning within the Strategic Plan and each is highlighted in the PowerPoint.

The CoC can also provide letters of Support for the Mainstream Vouchers and Family Support Programs and a new NOFA is expected later this year for Mainstream Vouchers. Leigh encouraged the RHABs to meet with the Housing Authorities in their region about these NOFAs. Alisa asked if the CoC had the ability to inform the system by capturing privately funded initiatives. We do not but is a great question and something we can reach out to providers to capture that info.

Upcoming CoC Training & Discussion of Training Needs

Leigh Howard briefly talked about training. A slide was provided with a listing of trainings since 2017. There are two trainings required each year by HUD: Domestic Violence Survivors and Housing, What Housing and Homeless Organizations Need to Know and HUD's Equal Access Rule. May 21 and 22, 2019 will be an in-person training on HEARTH Eligibility. Leigh indicated that an agency recently mentioned that a re-training is needed for Housing First due to staff turn-over and Leslie said even non-funded agencies are expressing interest. She suggested a half-day training. Alisa recommended the National Alliance to End Homelessness. Additional topics suggested are Landlord Engagement; Street Outreach and how to incorporate it into different communities, Housing Locator and best practices. Brendan mentioned that HUD and USICH is hosting a Street Outreach series, Re-Entry and Criminal Justice Collaboration.

Discussion of the Service Prioritization Decision Assistance Tool (SPDAT)

Jason Alexander provided an update on Coordinated Entry. The Committee is working on Marketing Materials including a new logo. These will be customizable at the local level and in both

English and Spanish. There is a ½ day meeting of CE Managers and 211 Housing Specialists planned later this month. More providers are expressing interest in becoming Access Sites and applications are being reviewed.

The Committee is working with PCADV and have successfully piloted the process for persons experiencing violence. The CoC is receiving dedicated Technical Assistance as part of a new initiative with nine other Balance of State CoCs. Nationally, we are seen as being on the cutting edge but also learning a great deal by hearing from other communities and talking with the consultants. One of the discussions is whether to begin to use the SPDAT tool. Jason reviewed how this tool is different from what is currently being used. The SPDAT is an expanded version of the VI-SPDAT and is used by many CoCs around the country as a program enrollment tool for RRH and PSH, including several that are in the HUD Coordinated Entry Community of Practice with us. The specifics are covered in the PowerPoint. Jason also addressed four questions to consider. Jason indicated that there will be a mechanism put into place to gather comments from across the CoC probably through WorkPlace. The Coordinated Entry Committee is also interested in having OrgCode Consulting be retained by the CoC to train both Coordinated Entry and RRH/PSH housing providers in use of the SDPAT assessment tool to inform future decisions about whether, and if so how, to integrate the tool into Coordinated Entry policies, procedures and HMIS functionality. The Board will continue to review and discuss this possibility.

Rob asked about how this will work with agencies who also have intake forms already in place. Rob also asked about prevention and diversion and how this relates to the HUD definition of homelessness. A question was asked about HMIS security and the level of vulnerability with the level of data being collected through the SPDAT. Craig complimented Jason and Committee for all the work done to advance the CES over the last several years and especially this year. Sergio asked about costs and Jason said that the cost is mostly for training.

Call for new CoC Governing Board members – including presentation of roles & responsibilities of Board members

Alisa Baratta reviewed how the CoC is a decentralized structure with each region selecting Board Members to represent their region on the Board. She reviewed the Board Structure provided in the PowerPoint. At this point in time there are vacancies for a person with lived experience, two RHAB co-chairs (NT-RHAB and Pocono RHAB), and in the near future there will be other openings. Alisa reviewed the list of where potential representatives can come from for the RHAB co-chairs. The CoC Board duties and responsibilities were discussed as part of the Job Description for the Eastern PA CoC Board. Alisa also discussed the need to have the Funding Committee have all representatives who are non-conflicted which is a change from previous years.

Announcements – there were no additional announcements.

Lunch Break: 12:00 – 12:30

AGENDA – Governing Board Meeting

Welcome and Introductions

BOARD ATTENDEES

Jeff Rich, President
Leslie Perryman, Vice President
Mae-Ling Kranz, Treasurer
Craig Newcomer, Secretary
Sergio Carmona
Alisa Baratta
Jeannette Triano Sinn
Rob Nicolella

STAFF ATTENDEES

Brendan Auman, DCED
Leigh Howard, DMA
Lea Dougherty, DMA

BOARD NOT IN ATTENDANCE

Anne Forgoros
Heather Harris – resigned
Helen Kelly – resigned
Ben Laudermilch – resigned no longer at DHS

STAFF NOT IN ATTENDANCE

Madra Clay, DCED
David Weathington, DCED

Approval of 12/17/18 and 3/11/19 Board Minutes

Jeff presented the minutes. Craig motion to accept the minutes from December and march 2019.
2nd Leslie. All in favor.

Discussion and vote of items presented to the Governing Board

Jeff reviewed the items presented to the Board for vote.

By email the Board voted on April 12, 2019 to approve the Monitoring Plan Revisions.

VAWA Emergency Transfer Plan – Jeff introduced the latest revision and asked for any further comments. None added. Jeanette Made a Motion to Approve, Anne 2nd. All Approved. Next steps include working with the CES Committee for implementation and getting the information out to the providers. A Webinar will be done either Live or Prerecorded.

Helen Kelly Resignation – Mae-Ling made a Motion to Accept, Sergio 2nd. All approved.

Heather Harris Resignation – An email resignation was sent on Friday. Jeff made a motion and Leslie, 2nd. All approved.

Ben Laudermilch was the designee of the Secretary for DHS. He has made a recommendation for a replacement. He has left the position and therefore resigns from the Board. Mae-Ling made a motion to accept his resignation, Leslie 2nd. All approved.

Betty resignation Leslie made a motion to accept, Jeanette 2nd. All Approved.

Veterans Committee Co-Chair Nomination

Laura Gleason has been recommended to serve as co-chair. Leslie made a motion to accept, Mae-Ling 2nd. All approved.

Update from DCED

Update on Planning Grant Budget

Brendan reviewed current funding and the plan for a change in deliverables from Capacity for Change. – These changes were included in the Board Packet. The DMA budget has been increased with the movement of funds from previous years. Alisa asked about the Home4Good funds and Leigh will reach out to the United Way of PA to develop a budget. Currently the hourly rate for board members submitting match is \$38.80 which is an average of the entire board's salary and fringe. Brendan made the recommendation that ~~and~~ this ~~may~~ rate needs to be revised as it has not been updated in several years. Additionally, he recommended to consider using each board member's individual salary and fringe as match instead of an average. There will be discussion on this at the next board meeting as a vote to change the match policy may need to happen. There was a discussion about the NOFA and how this impacts the budget. Leslie made a motion to move funding not to exceed the balance of uncommitted other project line item to DMA for work on the NOFA, Sergio 2nd. All approved.

ESG update

For the 2017 year, \$63,000 funds were anticipated to be -returned from one agency in the Eastern PA CoC but has since said that they will expend the funds. The 2017 grant cycle ends at the end of June. A request for a work-out plan has been submitted to HUD for ~~unspent~~ recaptured ESG funds from 2014-2016. This includes RRH funding to an agency in Philadelphia and shelter funds for RRH to serve clients staying in shelters for current grantees in Eastern and Western PA CoCs in specific counties. They expect a quick turn-around from HUD and then the funds will be dispersed to agencies who currently have a 2018 contract and are providing Emergency Shelter. Brendan reviewed the list of eligible counties and DCED will reach out to those counties once approved by HUD. Jeff asked about the process for the Intent to Apply for ESG this year which includes the RHAB co-chairs providing information to DCED about potential applicants.

HMIS update

Brendan provided a brief update from HMIS and the RFP process for the HMIS vendor.

Process to identify CoC's priorities (2019 Home4Good and 2019 CoC NOFA)

Leigh indicated that there will be a process to determine priorities. Last year it was done with a spreadsheet and a call with the Board. Leigh asked what the Board would like to do for a more informed discussion this year. Craig suggested doing it at the RHAB level but that there needs to be something to look at. Alisa asked about what Home4Good considered innovative projects. Leigh can reach out to PHFA to get some information. Leigh said that both the East and the West CoCs were funded in the order submitted. There was a discussion among the Board about local needs and the priorities for CoC and Home4Good. Rob stressed the need for homeless prevention as a priority and the possibility to use Home4Good for prevention and diversion since the CoC funding is only for those who meet the HUD definition of homelessness. The Home4Good RFP is expected to be released on May 24, 2019. Jeff stressed the importance of making it clear if a response is needed in emails.

Discussion of upcoming DMA work

Updating Strategic Plan

Within the contract this year there is 10 hours designated for the Strategic Plan and an updated PowerPoint will be created with the 2019 data to show change since baseline and define action steps for the next year. The target date is May 31, 2019.

Priorities for 2019-2020 contract year

- Veterans Declaration to USICH – a template is started for the Eastern PA CoC
- Home4Good Process
- Affordable Housing Strategy

Training for RRH in conversation with the learning collaborative through NAEH.

NAEH wants communities to be committed to system changes as identified through the learning collaborative. They are interested in ESG and CoC funded RRH policies and procedures and would be interested in making recommendations. Proposed to have a 2-day meeting with the East and West CoC Governing Board. Through the learning collaborative they would work with 10 RRH providers over a year in a best practice process. The cost is approximately \$30,000 per year. Possibly funding is Foundation funding, Home4Good Admin funding, CoC Planning Grant, ESG Admin. Mae-Ling asked if other communities have done this process and what pitfalls they experienced. Rob asked how this relates to the first part of the CoC application and the priorities that are already being developed. Rob suggested this be aligned with the SPDAT tool that is being considered. Leslie asked questions about the eligibility training and that it conflicts with a state-wide meeting.

Officers of the Board

Alisa Baratta reviewed the three Board officers who expire June 30, 2019. Jeff as President, Leslie as Vice-President and Craig as ~~Treasurer~~ Secretary. Jeff can serve another 2-year term. Leslie and Craig have served the max allowed in their current roles. The positions will be filled at the June Board Meeting.

Further discussion of Conflict of Interest and 2019 NOFA process

It appears that the current organization of the Board may have a problem with Conflict of Interest that needs to be addressed in the near future. More importantly, the Operating Procedures for the Funding Committee need to be addressed due to the way the Funding Committee is currently set-up. Discussion was held about how many people should be on the Committee and that they need to be non-conflicted. Anne asked if the East could review the West and vice versa. Leigh will send an email to their Executive Committee.

Connect to Home

Leigh shared the recommendation for the logo for marketing materials created by the CES Committee.

Adjourn