

Eastern PA Continuum of Care General Membership Meeting

October 11, 2018 (10:00AM – 2:00PM)

PSATS, 4855 Woodland Drive, Enola, PA 17025

To call-in: 1-717-612-4733 or 1-855-750-1027, PIN: 430163

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 - <https://www.surveygizmo.com/s3/4588709/76f218ae8846>

AGENDA – CoC General Membership Meeting

9:30: Registration

10:00: Welcome – Jeff Rich

10:05: Summary of Eastern PA CoC's HUD Application: Strengths and weaknesses – Leigh Howard

10:25: CoC Policy updates

- DV emergency transfer policy
- Discharge policy
- Revisions forthcoming to the PSH Prioritization Policy
- Board Match policy

10:40: Introduction to New Federal Strategic Plan “Home Together” and work of DCED/Consultants – Brendan Auman

11:00: Update on implementation of CoC Strategic Plan – Leigh Howard

11:20: Open Discussion

11:50: Announcements:

- CoC Training Schedule
- 2019 PIT count
- Governing Board retreat and outcomes

Lunch Break: 12:00 – 12:30

AGENDA – Governing Board Meeting

12:30: Approval of August 20 Board Minutes – Jeff Rich

12:35: Update from DCED – Madra Clay

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

1:05: CoC Board Job Descriptions – Jeff Rich

1:20: DMA Priorities for the next year – Leigh Howard

1:40: Committee Reports

- Data Management & Outcomes - David Weathington
- Governance, Policy and Membership - Alisa Baratta
- Coordinated Entry
- Funding - Leigh Howard
- Veterans - Tom Peters

2:00: Adjourn

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Meeting Minutes – CoC General Membership Meeting

Registration

Welcome – Jeff Rich welcomed everyone.

Summary of Eastern PA CoC's HUD Application: Strengths and weaknesses

Leigh reviewed the CoC NOFA Process, the projects submitted, the funding requested, and the content areas of the NOFA with possible points.

Here is a summary of the grant submitted to HUD:

- Annual Renewal Demand \$11,585,801
- Bonus \$731,367
- DV Bonus \$1,218,944
- Planning Grant \$365,683
- TOTAL \$13,901,795

Leigh reviewed the scoring of the total application by HUD and the points per section:

2018 COC APPLICATION -- Scoring Categories 2018 NOFA Scoring

• CoC Coordination and Engagement	48	
• Project Ranking, Review, and Capacity		29
• Homeless Management Information System	13	
• Point-in-Time Count	6	
• System Performance	56	
• Performance and Strategic Planning	48	
TOTAL		200

Leigh highlighted the areas that the CoC will focus on this year as well as the expected strengths of the application:

CoC Coordination and Engagement includes Membership – there needs to be a formal process for membership

Project Review and Ranking has been a strong area for the CoC and hopefully should score well again this year. Returns for homelessness is not measured for DV providers. Narrative response regarding safety and safety planning.

Homeless Management Information System - One of the areas that needs attention this year is to work to increase bed coverage on HMIS – we are currently at about 70%. There has been an increase in coverage for ES but a reduction for TH with the loss of CoC funded beds.

Point-In-Time Count – Leigh described the areas included and the focus on youth engagement within the question.

System Performance – this area continues to increase in number of points each year and HUD has indicated this will continue to grow. Alisa raised a question about how the CoC established the 5%.

Performance and Strategic Planning – Leigh explained what is included in this section.

CoC Policy Updates

Leigh discussed the need to develop a Transfer Policy for persons who are fleeing violence and they are currently receiving services through a HUD funded program. The CoC has amended the HUD template as a start to developing this policy for this year.

Leigh discussed the Discharge Planning document that was developed as a Policy this year. This will be incorporated into the CES Policies.

Upcoming there will be revisions to the PSH policies. This explains the process which prioritizes chronic homeless persons and the steps that need to be taken. Now that CES has been established the 2016 Policy is being revised.

Brendan discussed the process for the Match Requirement. Right now it is 6% for Board members and Committee Co-Chairs are going to be asked for 2%. The Board is responsible for a little over \$55,000. Alisa asked how the rate is established. There was a question about the role of Jason Alexander and his contract which Madra explained in detail.

Introduction to New Federal Strategic Plan “Home Together” and work of DCED/Consultants

Brendan Auman explained the USICH plan that was introduced in July 2018 and how this matches up with the 2017 Eastern PA CoC Strategic Plan. He reviewed the USICH goals and the CoC goals. He highlighted that the new language is to make homelessness: rare, brief and one-time. He also discussed that the CoC is close to making an announcement for the end to Veterans Homelessness. Brendan highlighted the role of Diana T. Myers as consultant with the NOFA application, PIT count, work with the RHABs, Home4Good NOFA, possibly creating Advisory Boards specifically for youth and employment. Jason Alexander with Capacity for Change works on the development of Coordinated Entry Policies and Procedure. He is also creating policies for Diversion and Emergency Response and marketing materials.

Update on implementation of CoC Strategic Plan

Leigh Howard reviewed the Strategic Plan Vision and Guiding Principles. She explained that the plan was developed based on PIT data which was available at the time. There has been a

reduction in the PIT numbers over the last three years and some of this is based to the loss of TH beds. She explained the Goals of the Strategic Plan.

Goal: Reduce # of people experiencing homelessness by 50%

Leigh reviewed the PIT data for 2016-2018 and the PIT numbers per RHAB. She encouraged each RHAB to look for more deeply at these numbers for opportunities to make reductions.

Goal: Achieve & Maintain Functional Zero Chronic Homeless

Leigh explained what the term functional zero means. She highlighted the increasing efforts for outreach across the CoC and the impact that this is having. This year the CoC Application included three new chronic dedicated PSH projects.

Achieve & Maintain Functional Zero Veterans

Leigh highlighted some of the reasons for the increase in the PIT count for Veterans. The VLEC is planning USICH declaration. This will include 31 of the CoC's 33 counties. The 2 LV-RHAB counties declared in 2016. There was one new Veterans dedicated PSH project in the 2018 application.

Reduce Homelessness among Families by 50%; zero unsheltered; functional zero for persons fleeing domestic violence.

There was a reduction from 2017 to 2018. There are still unsheltered families identified. Rob asked how this data fits the definition that is used by the School Districts and Leigh explained that the HUD definition is more narrow

Reduce Homelessness among Unaccompanied Youth by 75%

The numbers have remained unchanged in the PIT count. There is a new initiative in the Allentown area. The Home4Good application included funding for Street Outreach. The CoC is also participating in a Rural Youth Peer Network Project.

Reduce the Duration of Homelessness to 47 days.

The goal from HUD is 30 days. Leigh explained the chart which shows average and median length of time. This is an area that needs attention this year.

Increase the Economic Security of Households

Leigh discussed the HUD focus on earned income and non-employment sources.

Permanent Housing Placement and Housing Stability

This includes exits to permanent housing and retention of permanent housing.

Leigh reviewed the Strategies currently underway within the CoC to make progress towards the goals.

PREVENT & DIVERT HOMELESSNESS STRATEGIES:

- Evaluate & improve discharge planning where needed
- Increase coordination of homeless prevention resources
- Implement diversion programs

UPDATE:

- 2-day Diversion Training provided by Cleveland Mediation Center; 1-day Train-the-Trainer
- HOME4GOOD Funding included 8 projects requesting Prevention & Diversion Funding (\$706K+)

STREAMLINE & COORDINATE ACCESS TO HOUSING & SERVICES STRATEGIES:

- Continue implementation of the CoC's Coordinated Entry system
- Ensure coordination of street outreach within the CoC
- Expand Housing First and low barrier access to homeless assistance

UPDATE:

- As of January 2018, CoC-wide implementation of CES
- Street outreach = 100% CoC coverage
- 100% CoC-funded projects Housing First
- Training from Pathways to Housing PA - motivational interviewing, harm reduction, trauma-informed care, opioid use

EXPAND THE CONTINUUM OF HOUSING OPTIONS

- Assess housing supply/needs
- Advocate for homeless preferences
- Identify/develop housing champions
- Engage with landlords
- Preserve affordable housing options
- Support inclusionary housing and zoning policies

UPDATE:

- Several PHA preferences already exist: Centre; Clinton; Cumberland/Perry; Lycoming; Monroe; Schuylkill; and more.
- Home4Good applications to create Housing Locator positions; preserve affordable housing resources.
- Training on landlord engagement provided October 2.

EXPAND & ALIGN RESOURCES STRATEGIES:

- Assess funding opportunities
- Engage with other systems to align resources

UPDATE:

- CoC applied to FHLB/PHFA for Home4Good funding = 18 projects (\$1,542,193)
- CoC provided letters of support for PHA voucher expansion (e.g. Family Unification Program)

- The CoC will provide letters of support for PHARE applications that are aligned to the CoC's strategic plan
- Interest in pursuing a Move On Strategy

INCREASE THE ECONOMIC SECURITY OF HOUSEHOLDS STRATEGIES:

- Effectively collaborate with the workforce development system
- Connect clients to mainstream income supports
- Address barriers to obtaining & maintaining employment
- Work with local employers to expand employment opportunities

UPDATE:

- SPM show increases in earned, unearned and total income
- LV RHAB has an Employment Sub-Committee

INCREASE CAPACITY FOR DATA COLLECTION & ANALYSIS STRATEGIES:

- Increase provider participation in HMIS
- Leverage data collection efforts related to Coordinated Entry
- Identify data sharing opportunities

UPDATE:

- Overall HMIS participation rate is just over 70%
- Increase from 50% to 65% of emergency shelter beds
- PA Department of Education is interested in pursuing data sharing opportunities
- Data provided by PCADV for 2018 CoC Application
- Interest in additional data sharing opportunities

ENGAGE IN ADVOCACY TO INCREASE SUPPORT & SUSTAINABILITY STRATEGIES:

- Enhance internal communications
- Expand external communications efforts

UPDATE:

- Increased use of CoC website
- Workplace by Facebook
- Establishment of CoC email addresses and use of email system (MailChimp)
- Internal/external strategies around Coordinated Entry

Open Discussion

Rachel shared about the Youth Panel in Lancaster County CoC and that ways in which the adult system does not work for Youth homeless.

Julia shared that Dauphin County CoC has developed a Youth Specialist initiative

Chris shared that the numbers of Chronic Homeless on the CES as of today is 69 which is a 13% reduction since the PIT count.

Michael asked about when the CES data will be integrated into the system and used. He also stated the people on the PIT count need to be compared to the CES data

Michele Albright spoke about the initiatives that are happening in Allentown and other CoCs around Youth Homelessness. There was a Youth Focus Group in Allentown this week.

Helen provided an update about CES and the importance of the feedback from members of the CoC to make changes in CES as its been implemented. There is a HMIS/CES training on 10/23/18 at 10:00am. The Connect to Home WorkPlace site is where most updates are shared. There are several short YouTube videos that have been developed with specific info. There is a Regional Manager in all 5 RHABs now.

Rob also highlighted the importance in getting feedback from the consumers about CES.

Jeanette spoke about the need to do more marketing and outreach to agencies, law enforcement and medical providers about 211 and Coordinated Entry. Jeff spoke about how this can happen at the county and RHAB levels. There is going to be marketing materials coming and outreach efforts by the Regional Managers. There are marketing materials on the Connect to Home site that can be shared.

Announcements:

- CoC Training Schedule – moving to more interactive training rather than didactic. The next webinar will be on Fair Housing. There is also a proposal to do a quarterly training related to Youth Homelessness specifically about Best Practices.
- 2019 PIT count – The PIT Date is January 23, 2018. The PIT Webinar is scheduled for December 5, 2018. There is an effort to utilize some mobile tools this year
- Jeff provided a summary of the Eastern PA CoC Governing Board retreat and outcomes – On Monday, July 23, 2018, the Eastern PA CoC Board, Staff from DCED, and Staff from DMA met in Monroe County for a retreat. The retreat was organized by PANO, Pennsylvania Association of Nonprofit Organizations, and facilitated by Deb Thompson, President of Strategy Solutions, Inc. The purpose of this retreat was to identify roles and responsibilities, and to strengthen each member's confidence in performing their Board duties. The all-day training examined the roles and responsibilities of each officer, board member, the collaborative applicant, and the consultant. The facilitator indicated weaknesses and outlined steps for change. Some of the important takeaways include:
 - The Collaborative Applicant (DCED) manages the day-to-day activities of the company (the Eastern PA CoC)
 - The Consultant works for the Collaborative Applicant on tasks approved by the Board
 - The Board provides oversight of the Collaborative Applicant and regularly assess performance
 - The Board must exercise fiduciary prudence in all decisions
 - Committees of the Board must have a specific purpose and/or task and must have enough membership with expertise to accomplish their task.

Jeff reported that the overall feeling was that everyone felt empowered to fulfill their role in the CoC. The Board has been working to evaluate its committees and defining Board job descriptions. Madra clarified the roles of Committee members and the need for more involvement from the membership. Going forward, the Board will be working to improve efficiencies and adopt policies consistent with law, regulations and strategic initiatives.

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Meeting Minutes – Governing Board Meeting

BOARD ATTENDEES

Jeff Rich, President
Leslie Perryman, Vice President
Craig Newcomer, Secretary
Mae-Ling Kranz, Treasurer
Sergio Carmona
Helen Kelly
Alisa Baratta
Heather Harris
Rob Nicolella
Anne Forgoros
Rob Nicolella
Jeannette Triano Sinn
Ben Laudermilch, DHS
Madra Clay, DCED
Leigh Howard, DMA
Lea Dougherty, DMA
David Weathington, DCED
Brendan Auman, DCED

NOT IN ATTENDANCE

Betty Norman

Approval of August 20, 2018 Board Minutes

Jeff Rich reviewed the minutes and asked for any changes. Leslie made a motion to approve the August 20, 2018 Minutes, Craig 2nd. All approved.

Update from DCED – Madra Clay

- Update on Planning Grant Budget – for the FY 2016 Planning Grant – with the submission of Craig’s match the amount needed has been achieved. For the 2017 Planning Grant, there is \$20,000 being moved from DMA to other projects. Additionally, the line for Capacity for Change contract has been adjusted to match his contract to the Planning Grant contract. There was a question about conference approval for Board members to attend. Madra explained that the process is arduous because the person needs to go through the process of the State (Pennsylvania State Travel Policies and Procedures). Helen asked about the types of conferences that could be funded and Jeff suggested that this conversation be a priority for the next Board meeting.
- ESG update – Madra outlined the schedule for the next steps in the ESG process with awards being announced by mid-December. Contracts are expected to start January 1, 2019 if all goes well with receiving the contract from HUD. She reported that for the 2017 ESG grants there are several agencies that have not reached 50% expended and one agency that has not spent any funds yet. Several counties have requested an extension of the time for spending 50% and they provided a spending plan for the remaining funds. There have also been requests for additional funds from a few agencies. Some of the reasons agencies are reporting being unable to expended funds in a timely manner were discussed. Rob asked if TA is available for the providers. Madra discussed how some of the excess funds from FY2016 were made available to assist persons affected by hurricane Maria. Because of the extensions by FEMA a great deal of funding was not used so there may be funds that can be reallocated. Additional funds were already allocated to 6th Street Shelter for operations. Madra plans to develop a Work-Group to review the Community Assessment, ESG Application, Allocation and other ESG related needs.
- HMIS update – David reported on the HMIS budget and explained how some of the funds are being allocated between the CoC budget and the ESG budget. David reported that there is some flexibility with new licenses. There have been several licenses de-activated when there is no activity in 60 days. Helen asked about agency staff who only use HMIS for budget purposes quarterly.
- DCED updates – PA Housing Search has been added to HMIS. A Webinar will be offered by PHFA, possibly in November about new features. Madra spoke about a conversation with Mike Ritter from Lebanon County and that they plan to become more involved. HOPWA is being pushed by HUD to become involved with CES. Madra will be meeting with others within the state about this. An intern put together a Systems Performance Measures Report and this report is being finalized by the Data Management and Outcomes Committee. Madra asked how this report should be distributed. Jeff asked that it be sent to Board members and discussed at the next Board meeting. The state is looking to purchase Tableau. DCED is also doing an internal review of the work to end homelessness. One of the first things being looked at is Street Outreach initiatives to determine effectiveness. DCED is also going to be working more with the Housing Alliance around Blight. They are also working with local governments about how to submit more effective CDBG applications. The state Community Development and Housing Conference will be October 7-8, 2019 in Harrisburg so that it can accommodate more people. There will be break-out sessions on homelessness. The State Interagency Council met for the State and there was Opioid funding announced.

- HUD updates – Priorities remains much the same and the timeline is expected to be much the same with the announcement coming by the end of the year December 2018. There should be another competition in 2019 for Youth as well as Mainstream Vouchers. There is going to be an opportunity for comments about the NOFA process. There is a new name for the AHAR with new data cells. Clientrack built the reporting function. There are new efforts focused on CA. because of the high number of unsheltered homeless. There are conference calls happening about rural homelessness. This group is very interested in mobile apps for doing PIT counts. Stacey Tice, Madra and David are attending the HMIS Data Conference in Portland.
- HOME funds – Maine is using funds for rental assistance; Colorado is using marijuana sales for homeless funding; CDBG funds are being used for Housing Navigators; Louisiana is using HOME funds for youth exiting foster care.

CoC Board Job Descriptions

Alisa reported that the Governance Committee met by conference call to create a job description for Board members. This has been sent to the Executive Committee of the Board for review. Madra raised the question about what it means that the Board approves the ESG funds. Because the funds go through the state this may not be possible. The wording will be changed. There was discussion about questions number 7 and 9 and the wording, especially the use of the word “counsel” and this should be changed to advise. Add the word process to number 10. Strike number 8. Leslie made a motion to accept this document, Madra 2nd. All approved. This will be added as an Appendix to the Charter.

DMA Priorities for the next year

Leigh Howard reviewed that the majority of the DMA contract is deliverable based. However, there are hours dedicated to other initiatives throughout the year. She asked if there should be an effort to concentrate efforts on a few areas, specifically in the time frame between now and the next NOFA. Rob suggested scheduling a time for a Board call. Leigh went over a few priorities such as expanding the amount of affordable housing, especially as it relates to the Move-On Strategy. Another need is in the area of employment and income.

Committee Reports

- Data Management & Outcomes - David Weathington reported that at the last two meetings the Committee reviewed the Monitoring Plan and the System Performance Measures section is next.
- Governance, Policy and Membership - Alisa Baratta asked the Committee chairs to review the description of each Committee by November 30, 2018. The Committee will be reviewing the Governance Charter in 2019. They are developing a schedule/process for new Board members orientation.
- Coordinated Entry – Jason shared a written report to the Board and it was shared on WorkPlace. Helen talked about how Wayne county is piloting an initiative with PHARE funding. 10/23/18 is the CES/HMIS refresher training.

- Funding - Leigh Howard spoke that Dave Young was chair for this year. There is a need for a new member in the NT-RHAB and LV-RHAB. There is going to be formalization of the process for the Funding Committee and the development of policy documents.
- Veterans - Tom Peters spoke about the need for a co-chair. Matt Williams has expressed interest in being co-chair. He spoke about his qualifications. He works with Veterans Leadership Program. Matt is accepted as co-chair based upon the recommendation of the VLEC Committee. The SSVF grants received a 2% increase. The VLEC Committee is a little behind in developing the declaration to USICH. There is still one Benchmark that needs to be addressed. Tom has prepared a start to the document for the Board to review. Benchmark C is the one area not yet met but Tom believes it is a data error. The goal is to have the document to the Board in November for review, then to DCED to submit to the Governor in early 2019.

The meeting adjourned at 2:05pm