

**Eastern PA Continuum of Care General Membership and Governing Board Meeting
October 19, 2020**

Pre-Meeting Eastern PA CoC Racial Disparities Analysis Webinar

Join Zoom <https://zoom.us/j/93275970180?pwd=cE50Si9XMgQ4OUU1M3lNcWhnd3B1UT09>

Or Phone in: 1-929-205-6099 US Meeting ID: 932 7597 0180 Passcode: 762347

9:00AM: DMA will present the Eastern PA CoC's Racial Disparities Analysis and facilitate discussion to support the CoC develop a greater understanding of the data and think through next steps. Folks who have not yet seen the presentation or participated in discussion at the RHAB or Committee level are encouraged to attend.

General Membership Meeting

Join Zoom: <https://zoom.us/j/98569535486?pwd=NHN3ZkpCT0FYaS9kZGxBZ0JRVmNCUT09>

Passcode: 778599 or by phone: 1-929-205-6099 Webinar ID: 985 6953 5486

10:00AM: Welcome and Introductions

10:10AM: Advancing Racial Equity: Presentation and Discussion of Next Steps

11:10AM: Annual CoC Evaluation: Presentation of 2019 Evaluation and Live In-Meeting Survey to kick off 2020 Evaluation: <https://www.surveymonkey.com/r/6L9KYPH>

11:30AM: Updates

- 2020 CoC Program NOFA
- Strategic Plan Annual Update and Planning Grant allocation
- Annual Written Standards Update Process
- 2021 PIT Count

11:40AM: Preparing for Winter: Presentation and Discussion about Winter and COVID-19

12:15PM: LUNCH BREAK (30 minutes)

Board Meeting

12:45PM: Consent Agenda

- Approval of August 17, 2020 and October 7, 2020 Meeting Minutes
- Ratification of items approved by the Executive Committee
 - Increased United Way of PA Home4Good Admin fee for 2020 allocation
 - Expanded use of Home4Good funding for the following grantees: STEP, Inc., Schuylkill Community Action, Mifflin Juniata Human Services, Bradford County Human Services, Community Action Committee of the Lehigh Valley, and Third Street Alliance for Women and Children

12:50PM: DCED, PA211, Committee, and Written Standards Team Reports

1:05PM: Discussion

- 1:05PM: Revised Board Meeting Schedule
- 1:10PM: Creation of Written Standards Committee
- 1:20PM: Advancing Racial Equity Next Steps
- 1:45PM: Governance: Revised CoC-CA MOU

2:00PM: Adjourn

Eastern PA Continuum of Care Governing Board Meeting

October 19, 2020 (10:00AM – 2:00PM)

[Join Zoom Webinar](#) Passcode: 778599

OR Phone 1-929-205-6099 Webinar ID: 985 6953 5486 Passcode: 778599

Board Members in Attendance

Leslie Perryman
 Alisa Baratta
 Rob Nicolella
 Jeanette Triano Sinn
 Tiffany Jones (joined at 11:30am)
 Sergio Carmona
 Mae-Ling Kranz
 Melissa Magargle
 Randi Bannon
 Jeff Poch
 Angela Susten

DCED Team in Attendance

Brendan Auman

DMA Team in Attendance

Leigh Howard
 Lauren Whitleigh

CFC Team in Attendance

Jason Alexander

Board Members Absent

Jackie Condor
 Beth Ellis

Introductions

In the 10 minutes leading up to the start of the meeting, CoC members were asked to record their name, organization, and where they would travel to in the Chat box to introduce themselves. Leslie kicked off the meeting requesting that each Board member unmute and introduce themselves.

Advancing Racial Equity in the Eastern PA CoC

Leslie Perryman led a presentation on the CoC's Racial Equity work, including a TedTalk about implicit bias; highlighting key terms and definitions; the CoC's Non-Discrimination Policy and sample language for organization/ project-level non-discrimination policies; the new requirement that CoC and ESG funded providers have non-discrimination policies in place by the time they submit their FY2021 CoC renewal applications and execute their FY2021 ESG contracts, respectively; and the CoC's creation of an Equity Committee to follow an intentional process to develop the CoC's Equity Framework. The presentation slides are found in Appendix A.

The CoC issued the following polling questions:

- Which best describes your role in your organization?
 - 20 Direct Service Staff or Supervisor
 - 26 Program Manager/ Middle Management
 - 11 Senior Management or
 - 19 Executive Leadership
 - 15 Other: Most identifying as Other were case managers or worked in Development/ Grants; Others identifying as Other were shelter manager, property manager, planner
- Do you have any concerns about your organization or program being able to adhere to the CoC's Non-Discrimination Policy?
 - 2 Yes
 - 89 No

- Do you anticipate your organization or program needing additional support in order to adhere to the CoC's Non-Discrimination Policy?
 - 3 Yes
 - 88 No
- Do you understand how your organization's non-discrimination policy impacts/ applies to you as an employee?
 - 85 Yes
 - 6 Somewhat
- If your organization or program does not have its own Non-Discrimination Policy, do you have any concerns about your organization being able to develop or implement one?
 - 1 Yes
 - 33 No
 - 57 NA - My organization has a policy.
- Is your organization or program already engaged in equity work?
 - 75 Yes
 - 4 No
 - 12 Unsure

Eastern PA CoC Evaluation

Brendan Auman posted the 2019 CoC Evaluation Report on Workplace along with the 2020 CoC Evaluation Survey link: <https://www.surveymonkey.com/r/6L9KYPH>. CoC members responded to the 2020 CoC Evaluation Survey during the meeting.

Alisa Baratta presented a summary of the 2019 CoC Evaluation:

- Low response rate in 2019
 - 45% of respondents from CV RHAB
 - 56% identified as CoC members
 - 43% identified as HMIS users
 - A mix of DV and veteran serving organizations
 - Some faith-based organizations
- Majority of feedback was around needing more clarity around roles and responsibilities and communication
- People didn't understand the difference between DCED's roles and responsibilities as the Collaborative Applicant versus the HMIS lead
- Mixed feedback about the CoC making progress
- Received positive feedback on:
 - staff facilitation of meetings
 - the Board's responsiveness
 - CoC NOFA process for renewal and new project selection and evaluation
- Received not so good feedback on:
 - our ability to move forward on the strategic plan and ending homelessness
 - HMIS responsiveness
 - CoC meeting agendas too packed
 - Ability to collect and use data
 - Ability to monitor projects
- Feedback about where the CoC can improve:
 - Pursuing funding opportunities
 - Providing technical assistance around System Performance Measures

Updates

- CoC Program NOFA: Leigh Howard advised that we still no very little about this year's CoC NOFA. Leigh advised that HUD is looking to have a non-competitive NOFA through which all renewals project are auto-renewed and that in order to do so, Congress has to pass legislation authorizing HUD to do so. Leigh added that the CoC is conducting its CoC renewal evaluation and scoring process because CoCs are require to conduct an evaluation of projects at least annually, which the Eastern PA CoC typically does in tandem with the annual CoC Program NOFA.
 - Alisa asked about how the CoC will move forward with providing technical assistance to projects that score low. Leigh advised that DMA is looking to work with the Board and DCED to preprogram dollars in its contract that are available because of not having a full CoC Program NOFA to provide such technical assistance.
- Strategic Plan Annual Update: Leigh Howard advised that the Board has approved the 2020 Annual update to the CoC Strategic Plan and that the Board and DCED will be working to reprogram hours in DMA's contract to move forward on some of the priorities in the strategic plan.
- Annual Written Standards Update Process: Leigh Howard advised that there is a Committee of folks meeting, led by Tara Day Ulrich of Transitions, and supported by Jason Alexander of Capacity for Change, working on updating the written standards, with an immediate update to take place in the present to address known issues, incorporate COVID and health-related prioritization factors, and provide clarity to prioritization for RRH and PSH projects. Leigh advised that the Committee will engage in a more intensive longer term process to revise the standards to incorporate trauma informed care and racial equity; such process will include issuing a provider survey to gather feedback. Leigh encouraged folks to look out for the survey and respond to it.
- 2021 PIT Count: Leigh Howard advised that HUD has not yet published guidance for an unsheltered PIT Count, and that the CoC will advise as soon as HUD releases its guidance. Leigh advised that there will definitely be a sheltered PIT count in January.

COVID-19: Preparing for the Winter Months

Meghan Abbott, Director of Intergovernmental Affairs, Pennsylvania Department of Health, joined the meeting to provide a COVID-19 update.

- Meaghan's PA COVID-19 Update:
 - ~28% of the PA population has been tested for COVID-19
 - Currently conducting ~30,000 tests per day
 - PA's statewide positivity rate is currently 4%, the highest it has been since August
 - Of the ~8,500 deaths in PA, ~5,000 were persons in long-term care facilities.
 - COVID-19 is spreading mostly among those in nursing homes, school-age children (there have been ~2,000 cases among school-age children), and those in their early to mid-twenties.
 - The state hired ~1,400 contact tracing staff.
 - Lauren and Meghan to connect about contact tracing and the regional partnership meetings taking place.
 - The state is focused on planning for mass vaccination, coordinating distribution, developing the infrastructure needed for large scale vaccination. The state has not been informed about when they will receive the vaccine. They are aware that the supply will be limited at first, so they are trying to push it out to those groups most at risk/ in need according to the CDC.
 - The state has a new COVID alert app that provides real-time tracker for downloads. Meaghan to share toolkit about the mobile app with Lauren

- The 2020 Flu season began on September 29th. Every Tuesday, Flu case numbers are published. Last year, 131,282 people in PA had the Flu, with 198 deaths.
- Meaghan recommended calling the PA Health Department at 1-877-PA-HEALTH (724-3258) for information about where to get a flu vaccine, a free flu vaccine, etc. The state provides flu vaccines to rural health centers. This year, the state requested 800,000 doses of the flu vaccine, many more than they usually request. Philly gets its own Flu Vaccine distribution.
- Q&A with Meaghan Abbott
 - CoC member asked Meaghan how effective the flu vaccine is this year. Meaghan did not know that information. Meaghan advised that the Health Secretary has advised that the goal is to reduce stress on the healthcare system and reduce confusion over whether or not someone has the Flu or COVID-19 as the symptoms mirror each other. Meghan added that the state has a Department of Health Vaccine Team holding flu vaccine clinics.
 - CoC member asked about how one goes about strengthening their relationship with the health department. Meaghan advised that she can support relationship with DOH in coordination with DHS. Meaghan recommended reaching out to local hospitals, FQHC, and primary healthcare providers.
 - Lauren asked if Meaghan got an answer to the question about whether or not PA Department of Health would provide universal testing at an emergency shelter is someone in the shelter tests positive. Meaghan advised that her team at DOH is still discussing whether a congregate shelter would qualify for universal testing the same way a nursing home or long-term care facility does.
- DMA/ DCED Presentation
 - Lauren presented the latest guidance from the CDC and HUD about preparing for the winter months, and Angela presented what activities ESG funding could be used to pay for. The presentation slides are found in Appendix A.

LUNCH BREAK 12:15pm-12:45pm

Approval of Minutes

Jeanette motioned for the approval of the minutes from the August 17th and October 7th Board Meetings. Mae-Ling seconded the motion. The motion passed with all in favor.

Ratification of Items Approved by the Executive Committee

Melissa motioned to approve:

- the increased funding allocation to the United Way of Pennsylvania for their role in administering the 2020 Home4Good funding from \$3,000 to \$5,000 annually
- the expanded activities of the following Home4Good or PHARE Home grantees:
 - Schuylkill Community Action to leverage ESG RRH in Schuylkill county
 - Mifflin Juniata Human Services for landlord outreach and engagement, including mitigation funds, in Juniata and Mifflin counties
 - Bradford County Human Services for diversion and landlord outreach and engagement, including mitigation activities
 - Community Action Committee of the Lehigh Valley for landlord outreach and engagement and non-congregate sheltering in hotels

Tiffany seconded the motion. The motion passed with all in favor.

Rob motioned to approve:

- the expanded activities of the following Home4Good or PHARE Home grantees:

- STEP to leverage PHFA Rent Relief Program
- Third Street Alliance for Women and Children for landlord outreach and engagement and non-congregate sheltering in hotels

Mae-Ling seconded the motion. The motion passed with 2 abstentions: Alisa Baratta and Melissa Magargle.

Management Reports

- HMIS Staffing
 - Alisa inquired about whether or not the Board would address the need to expand HMIS staffing at this meeting or not. Lauren advised that DCED and DMA had not made enough progress on answering the questions raised during the most recent Board meeting to advance the discussion at today's Board meeting.
- Coordinated Entry/ PA 211
 - Alisa inquired about whether or not the Board would be responding to the CE Committee Report PA211 Budget proposal for 2021. Alisa inquired about PA211's ability to move forward providing their services without the increase in funding.
 - Angela advised that DCED inquired about using ESG-CV funding for CE, and HUD advised that it can't because ESG-CV can be used to support CE only if the entity is also carrying out an eligible ESG activity such as HP, SO, ES, or RRH. Since the call centers are solely carrying out CE activities, HUD will not allow ESG-CV funding to be used for them. Angela advised that DCED's HUD TA recommended that DCED submit the question to HUD to push them on this. Angela advised that DCED is looking into using CDBG funding to support Coordinated Entry.
 - Alisa inquired about whether or not the one full-time position that is a DV dedicated call specialist could be paid for through another funding stream. Leigh advised that in the long-term, if there is CoC DV Bonus funding available in the 2021 CoC NOFA, this would be an allowable cost.
 - Kathi Krablin, Chair of CE Committee, advised that the increased budget request is to reduce call wait times and be responsive to the needs of DV survivors, a focus of the CoC. Kathi advised that the period starts December 2021.
 - Leigh inquired about the possibility of submitting an application to PHFA for PHARE funding to support CE. Kathi advised that they have historically not been successful applying for PHARE funding. Leigh to reach out to PHFA to discuss the possibility.
 - Leslie recommended tabling the topic and having a special meeting about it.

New CoC Board Schedule

Alisa motioned to approve the new Board meeting schedule: monthly on the 3rd Monday from 10am-12pm. Rob seconded the motion. The motion passed with all in favor.

Lauren requested that with the Board meeting in a month to continue the discussion about funding PA 211 that the Board advise Lauren of what additional information they need in order to make said decision.

Written Standards Committee

Alisa presented the recommendation that the Board create a standing Written Standards Committee since the Written Standards must be updated annually.

The Written Standards Committee is responsible for developing, soliciting provider feedback, and updating (at least annually) written policies and procedures for all HUD CoC and ESG-funded project types. The Committee composition will include representatives from all five CoC regions,

providers of each major project type, CoC and ESG funders or their designees, and Veteran, Domestic Violence and Transition Age Youth subpopulation experts. The Committee will strive to include persons of lived experience; if that is not possible, additional efforts will be made to solicit their input through focus groups or surveys.

Sergio motioned to approve the creation of a Written Standards Committee. Mae-Ling seconded the motion. The motion passed with all in favor.

Alisa advised that the Governance Committee will have to update the Charter to incorporate the new Committee and circulate it to the membership for review and comment.

Advancing Racial Equity: Next Steps

- Funding/ Resources
 - PHARE RFP: In response to the Board's October 7th request for DMA to reach out to PHFA about applying for PHARE funding to support the CoC's Racial Equity work, Lauren provided a summary of DMA's discussion with PHFA that the CoC can apply for PHARE funding to support system-level racial equity work as long as the CoC can tie the activities to benefiting people with incomes <50% AMI. Potential activities included trainings, hosting ED roundtables, supporting the inclusion of people with lived experience in decision-making. Lauren advised proposals are due on November 20th and the first questions the Board would have to answer are: who would apply on behalf of the CoC, what activities would the Board want to fund with PHARE \$, and how much would those activities cost. Leigh Howard advised that DMA could be happy to support the development and submission of a proposal, clarifying that DMA would be supporting, with the community leading.
 - Alisa recommended the CoC not consider applying for PHARE for the 11/20 deadline and that the CoC be intentional rather than reactionary.
 - Rob suggested that when the CoC has more than one year of data, it will be better positioned to apply for funding to support efforts. Leslie clarified that the CoC has 2 years of data. Leigh added that understanding further context will help the CoC flesh out what needs to happen.
 - CoC Planning Grant: repurpose \$5K from Board travel budget toward this work
 - Home4Good: consider portion of \$60K+ administration budget available
- Equity Committee
 - Leigh recommended that the Board think about how the Equity Committee will operate, what resources will be needed to support it, who leads the work versus who supports, etc.
 - Alisa recommended that RHAB chairs target outreach to folks with some background or expertise in equity work, which will determine if the CoC needs to bring on expertise to support the Committee or not (if it has expertise from within)
 - The Board discussed fleshing out a description of the Equity Committee as an Ad Hoc Committee/ what they hope it is able to accomplish and then outreach to folks, including folks in other systems to leverage their expertise, folks who might not be around the table currently, etc. The Executive Committee will draft the charge of the Committee and recommendations to recruit outside expertise and use that to facilitate a nomination and selection process. Like with the Funding Committee, the RHAB membership will select among the nominees to represent them on the Equity Committee.
 - Brendan mentioned that some CoC members, based on the narratives they submitted with their renewal applications, are doing a lot of equity work. Lauren

asked for permission to share with RHAB Chairs the names of organizations doing a lot around equity, based on the narratives they submitted. The Board approved of Lauren sharing this info with RHAB Chairs.

Governance

- CoC-CA MOU: Alisa advised that the MOU between the CoC and the Collaborative Applicant has not been updated in many years and as such, doesn't accurately represent the work required of the Collaborative Applicant. The Governance Committee looked at MOUs from other CoCs, and drafted a new MOU based on that research. Alisa, on behalf of the Governance Committee, presented the revised MOU and Exhibits for consideration by the Board.
 - Rob motioned for the approval of the revised MOU. Sergio seconded the motion. The motion passed with all in favor.
 - DCED advised that the next step is to submit the MOU to Kathy Possinger who will work with DCED's legal team to review and consider the revised MOU language.
- CoC Board Orientation Manual: Leslie informed the Board that the Executive Committee was working on revising the Board Manual drafted by Deb Thompson, but that after some consideration, decided to refer back to and incorporate CoC leadership materials from a CSH training Board members participated in in spring 2019 as the Board Manual is oriented to non-profits, not CoC structures.