

# **Eastern PA Continuum of Care Board Meeting Agenda**

February 26, 2018 (10:30AM – 2:30PM)

Giant Community Center, Camp Hill, PA

Conference Call Number: 1-717-612-4733 or 1-855-750-1027, PIN: 430163

---

- 10:30 Welcome and Introductions** (Jeff Rich)
- 10:35 Approval of Minutes** (Jeff Rich) – ATTACHED
- 10:40 Update from DCED** (Madra Clay)
- Budget Update and review of Budget Spreadsheet – Attached and sent 2-21-18 via email from Mae-Ling
  - Proposal from Capacity for Change
  - ESG updates
  - HMIS update (David Weathington) – Attached and sent 2-21-18 via email from Mae-Ling
- 11:30 Coordinated Entry Updates** (Jason Alexander/ Kathi Krablin)
- 11:55 FHLBank/PHFA Homeless Initiative**
- Update and discussion on applicant
- 12:05 Governance Charter revisions** (Mae-Ling Kranz)
- **Board vote to accept updated Charter will be requested** – sent 2-16-18 via from Leigh
- 12:15 PIT Update** (Lea Dougherty)
- Lebanon County
- 12:25 Break to pick up lunches/ working lunch**
- 12:40 FY2017 CoC Results and prep for FY2018 NOFA** (Leigh Howard)
- Discussion of 2017 funding award – ATTACHED
  - Follow-up from 2017 NOFA
    - Need Funding Committee Chair
    - Follow-up with low ranking projects – ATTACHED
  - Priorities for FY2018 NOFA prep
    - Proposed timeline – ATTACHED
    - Board input on ranking/ reallocation strategy
- 1:30 Old Business**
- Training Update (Leigh Howard)
- 1:35 New Business**
- Planning for April 16<sup>th</sup> General Membership meeting
    - Location
    - Agenda items

**1:50**

**Committee Reports**

- Data Management & Outcomes (David Weathington)
- Membership (Chris Cassidy)
- Veterans (Tom Peters/ Sara Matthews)
  - USICH claim

**2:30**

**Adjourn**

**Eastern PA CoC Board Meeting**  
February 26, 2018 (10:30pm-2:30pm)  
Giant Community Center, Camp Hill, PA

---

Bridge Number: 1-717-612-4733 or Toll-free: 1-855-750-1027, PIN: 430163

ATTENDEES

Jeff Rich, President  
Leslie Perryman, Vice President  
Craig Newcomer, Secretary  
Mae-Ling Kranz, Treasurer  
Jeanette Triano Sinn  
Tara Day Ulrich  
Sergio Carmona – by phone  
Helen Kelly  
Chris Cassidy  
Alisa Baratta  
Ben Laudermilch, DHS  
Madra Clay, DCED  
David Weathington, DCED  
Brendan Auman, DCED  
Leigh Howard, DMA  
Lea Dougherty, DMA

Absent

None

**1. Welcome and Introductions**

Jeff called the meeting to order and went around the room with Introductions.

**2. Approval of Minutes**

Jeff asked for a review and approval of the December 14, 2017 and January 4, 2018 Board Meeting Minutes. Mae-Ling made a motion to approve the Board Meeting Minutes; Madra 2nd. The December and January Board Minutes were approved.

**3. Update from DCED**

Brendan reviewed the Eastern CoC Budget. He discussed the amount of documentation received thus far for the match from Board Members. Thus far, \$20,170.40 have been received out of the 56,001.21 budgeted. There was a discussion about Family Promise of Lycoming County. Melissa had committed to continue with the in-kind match. Jenny Hull is the acting Director. There was discussion about whether Jenny would be able to continuing as a match since Melissa was on the Ranking Committee as her time for match. Tara and Jeff will approach Jenny about continuing on the Ranking Committee.

There is \$61,539.54 uncommitted for other projects which includes \$46,932.42 that was FY15 roll-over Planning Grant funds.

Board Travel – at this time no one has charged under this line item. Brendan passed out the forms that need to be completed for Non-Commonwealth Employee Travel Reimbursement.

Jeff thanked DCED for getting the budget materials out ahead of time. A request was made to have a “date revised” on the form as sometimes there are multiple versions.

Jeff asked if there should be a discussion about the funding available in Other Projects today. Mae-Ling suggested that this should begin today. One of the identified training needs is Diversion/Prevention. Leigh has been in contact with Cleveland Mediation Center. The cost to bring their training to PA in one location for 3 days would be approximately \$15,000 plus travel costs. Leigh provided information about the training options being considered. If this organization is not set-up in the State System it becomes more complicated. Another possibility is to increase the amount of funding DMA has for training and they contract with Cleveland Mediation Center.

The second proposal for the Other Projects funding is to do a Youth Count. However, there needs to be a great deal of planning and it doesn’t work to do such a count in the summer. After discussion, it is decided that doing a Youth Count is best in the Spring months and thus, is tabled until next year when there can be more planning time. The budget to do such a count for just the Lehigh Valley is approximately \$6,000. The largest expense is the renting of equipment, including a database platform. Homeless Youth is the topic of the next LV-RHAB meeting so they will discuss at this time.

The third proposal for the Other Projects funding is to develop Written Standards within the CoC for things such as services received under RRH. The CoC could contract with Capacity for Change. Jason Alexander does not have funding within his current budget to do this work. This could be a separate contract from the RFP that is being developed now by DCED.

Mae-Ling asked about the cost to develop the Proposal for the NOFA and Leigh responded that it has been between \$45,000-\$50,000. Mae-Ling raised the question about whether there is need to set aside some of the Other Projects funding for DMA if the NOFA is released before the end of the grant year. Madra indicated that some of the Other Projects funding could be used for preparation for the NOFA with a separate contract with DMA.

Chris raised the question about whether some of the Other Projects funding can be used to support the costs of a comparable database for Domestic Violence providers. After discussion this may not be an eligible expense under the planning grant.

DCED is working to develop a Board Training that would be funded through the DCED portion of the Planning Grant. This training is likely to be a half-day. This training could possibly be held the day before or day after a Board Meeting and the funding available for Board Travel can be used for accommodations.

Kathy Possinger from DCED currently does not receive any funding so some of the Other Projects funding could be moved to cover the costs of her time.

A motion was made by Helen to explore a Diversion Training with a threshold of under \$10,000 billable to DCED. Leslie 2<sup>nd</sup> the motion. The Board also approved for Leigh to approach Jason about a quote on cost for developing Written Standards. A special meeting of the Board will be held by phone to vote on the approval of any budget changes.

Brendan reported that the RFP for Consultant for CES will be sent out April 1, 2018. The hope is to get the contract set-up in the July through June time frame.

Madra provided an ESG update. The current grant year ends March 19, 2018. The contracts are currently in the final process of being executed within DCED. It is hoped that the 2018 ESG application may be released in May 2018. DCED is exploring whether they can accept applications from non-profits in this application. David reported that there is going to be more ESG monitoring starting in March and he hopes to do some HMIS training in RHABs while he is out doing monitoring. 2018 ESG Applicants will need to create their own written standards if the CoC does not have ones adopted. ESG Applicants can create their own and then state that they will adopt those set forth by the CoC.

There was over \$200,000 in funding left-over from the 2015 ESG grant year. DCED is working with PEMA/FEMA about whether those extra funds can be re-allocated to assist those in hotels who will lose funding from FEMA on March 20, 2018. The plan is that it would be a regional project with one agency being the recipient.

David reported on HMIS budget. He discussed the use of ESG to cover costs when there is a gap in funding between contracts. All funds are on target to be expended. There was a deficit in funding for ClientTrack licenses. Currently, the number of licenses is over budget. There was a discussion about the number of licenses that is expected for an agency to have. David will provide a list of non-funded agencies who are currently using HMIS. In the future, AHAR is going to be an export report rather than a data entry report so it will be necessary to have as many agencies on HMIS as possible.

#### **4. Coordinated Entry Update**

Jason reported that things are going very well with positive feedback from providers. He is providing daily technical assistance at this time. There have been no insurmountable challenges. He highlighted the work of others such as Kathi, David and Brian. Lea has been working to create and update the Referral Partner Matrix. The changes are shared with 211, Access Sites and DCED so that HMIS can be updated. Operations partners have been working to get the process up and running smoothly.

Jason discussed Marketing Materials. United Way released a Legislative Memo to all Legislators who are housed within the Eastern PA CoC. There is going to be a press release later this week. All of this highlights the collaboration between the Eastern PA CoC, 211-PA, and United Way.

Craig asked a question specific to 211 and the referrals to out of area shelters such as in Maryland. Jason will follow up with Craig after the meeting.

The CES Committee meets tomorrow (2/27/18). There is also a monthly CES call. There have been 2 of these calls thus far with good questions and discussions. Jason provided information about the number of Access Sites and Signed Partnership Agreements.

One of the challenges discussed was homeless providers who do not want to participate in CES.

Alisa asked about what Jason means about Diversion and on-going training for CE Specialists. Jason raised the need for discretionary funding for Diversion at the front door for CES so that some people never enter shelter. The CoC Strategic Plan focuses on Diversion and CES can provide data on the numbers of people who may be able to self-resolve.

The CES Committee is working to refine the summary reports. Jason provided 4 reports for the time period 2/1/18 to 2/22/18. These reports are evolving based on feedback from CE Specialists. A new section entitled Eastern PA CoC Summary of referrals received has been recently added. He reviewed the other reports to demonstrate the amount of detailed data that is now available.

Craig raised the concern that he has called 211 and was told they would get back to him to do the CE Assessment with the individuals currently in the Emergency Shelters and he hasn't heard back. Jason explained that each Referral Zone is working to develop a process to do the intakes for persons currently in Emergency Shelters.

Alisa asked if the Summary Report can include the number of family members and the ages of children. Jason will work on this for future reports.

Jason presented the issue of compliance with CES among CoC and ESG funded agencies and asked what the process will be when an agency does not want to comply with the CES process. After discussion about the emails from a current ESG provider who is not fully engaged in the CES process, it was decided that there needs to be more education and outreach to the CoC and ESG providers about the new requirements for CES. Further discussion about the process decided that there would first be outreach by the RHAB co-chairs and then follow-up by DCED and/or the CoC Board and Board Funding Committee as needed. Mae-Ling asked if the policy related to participation in CES be developed prior to the April Board Meeting so that it can be shared with the Full CoC. Craig volunteered to develop the policy/process.

## **5. FHLBank/PHFA Homeless Initiative**

Leigh provided an update about the FHLB Bank/PHFA Homeless Initiative, which is tentatively named Home4Good. Applications will be accepted from individuals' organizations and the CoC. The CoC will not be able to apply directly, because the CoC is not a legal entity. DCED, the CoC's Collaborative Applicant, will not be eligible to apply as a state agency.

The timeline kick-off announcement will be soon, with a proposal due date in late summer/ early fall 2018 and an announcement of funding awards by the end of the year.

Discussion occurred around the selection of a CoC-wide applicant. It was determined that there would be a RFP process to select an applicant for the CoC. There will be 5% Admin to the Applicant Agency and 5% to the Program Level.

As more information becomes available about the RFP process it will be shared with the Board.

## **6. Governance Charter**

Mae-Ling discussed the process for reviewing the Governance Charter. Revisions have been made to most of the document. Craig had a question about the Funding Committee letter small a. and the need to have the representatives to the Funding Committee be more aware of the needs of the area in which a program operates and have their voice heard more. Tara, Leslie and Mae-Ling discussed the process of the Funding Committee review of projects. The process is to review the application solely based on what is included in the application and when the applicant missed the content of the question or did not follow the directions there were points deducted. Leigh discussed the need to create an overview of the CoC with the number of homeless, the funding currently in the county, the needs etc. so that decisions can be made with the best available data.

Chris asked a question about membership and attendance from Section 7. Leigh will look for how CoC Membership is defined in other communities.

The recommendation is to accept the Governance Charter today with current revisions and then for the Committee to continue to work on the sections of the document not yet edited. Jeff called for a motion – Leslie made the motion to accept the Governance Charter with current revisions and for the Committee to continue with meetings to review the rest of the document and Tara 2<sup>nd</sup>. All approved.

## **7. PIT Update**

There needs to be a discussion about Lebanon County – but due to time this will be moved to the next Board Meeting.

## **8. FY 2017 CoC Results and Prep for FY 2018 NOFA**

Leigh reviewed the awards announced by HUD in January.

There needs to be follow-up with low-ranking projects. Leigh provided a handout sorted by Performance Score. Leigh suggested that below 20 may be a good cut-off for which projects to do follow-up with. The scoring ranges for all performance outcomes will be evaluated to identify strategies for incentivizing increased performance.

Jeff suggested that there be outreach by the RHAB Co-Chairs to the low performing projects. Jeff suggested using the Monitoring Template as a tool to be used during the meeting with the agencies.

Leigh provided a proposed timeline for FY2018 NOFA preparation.

## **9. Old Business**

Training Update – Leigh reported that the dates for four webinars have been set up. There will be an in-person case management Housing First Training. She asked for feedback for the future training topics.

## **10. New Business**

CoC General Membership Meeting – Several of the RHABs talked about the location during their recent meetings and the consensus was to have a standardized location for the full CoC meeting. After discussion the preference is to have one location in October and one for April.

Data Committee – The April Meeting will likely be rescheduled due to a conflict for DCED.

Membership – Chris spoke with Brian Smith, a formerly homeless person, but he has not responded recently. Craig suggested that he has a staff person who is formerly homeless. Suggestion to reach out to United Way of Pa Anne Forgoros as a possible At-Large Member. Since Mae-Ling is now the Board Treasurer a new Chair is needed for the Governance Charter Committee. Chris nominated Alisa as Chair of the Governance Committee, 2<sup>nd</sup> Leslie. All Approved. The Funding Committee needs a new Chair and this needs to be a person from a non-funded agency. Leigh will send an email to the non-funded representatives of the Funding Committee to solicit a volunteer.

**The meeting adjourned at 2:30. The next meeting is the Full CoC Meeting on April 16, 2018.**