

**Eastern PA CoC Board Meeting  
January 25, 2021 10AM - 12PM**

Join Zoom Meeting <https://zoom.us/j/94005241608?pwd=R2tCNmVjNy82dHlOWE95NGRTNUgrQT09>  
Phone In: 1-929-205-6099 Meeting ID: 940 0524 1608 Passcode: 680953

**AGENDA****10:00AM: Welcome and Introductions****10:03AM: Approval of December 8<sup>th</sup> and 14<sup>th</sup> Meeting Minutes - ATTACHMENTS****10:05AM: DCED Updates sent in advance - Discussion as needed - ATTACHMENTS**

- HMIS
- ESG
- Planning Grant

**10:20AM: DMA Updates**

- 2021 PIT Count this Wednesday, January 27, 2021
- 2020 CoC NOFA
- Prioritize proposed projects for repurposing DMA hours that would have otherwise been spent on a full 2020 CoC NOFA

**10:40AM: Governance**

- Discuss Data Committee Roles and Responsibilities Survey Results (Chair phoning in)
- Finalize selection process for Diversity, Equity, and Inclusion Committee
- Review and Discuss 2020 CoC Evaluation

**11:30AM: Committee Reports and Requests for Approval (if any) - ATTACHMENTS**

- Coordinated Entry
- Data Management and Outcomes
- Funding
- Governance
- Veterans Leadership and Engagement
- Written Standards

**11:40AM: [PA COVID-19 Vaccination Plan](#) Discussion****11:50AM: South Central RHAB Unmet Need Concern Discussion**

- Households that are non-DV but highly vulnerable not being prioritized for resources - concern about resource allocation, training/ capacity building, and CE assessment and prioritization process

**Eastern PA CoC Board Meeting  
January 25, 2021 10AM - 12PM**

Join Zoom Meeting <https://zoom.us/j/94005241608?pwd=R2tCNmVJNy82dHIOWE95NGRTNUgrQT09>

Phone In: 1-929-205-6099 Meeting ID: 940 0524 1608 Passcode: 680953

**Board Members Present**

Leslie Perryman, President  
Randi Bannon  
Tiffany Jones  
Sergio Carmona, 2nd Vice President  
Mae-Ling Kranz, Treasurer  
Melissa Magargle, Secretary  
Jeannette Triano Sinn  
Rob Nicolella  
Beth Ellis  
Jackie Condor  
Angela Susten

**DCED Staff Present**

Tony Diaz  
Brendan Auman

**DMA Staff Present**

Leigh Howard  
Lauren Whitleigh

**Board Members Absent**

Alisa Baratta  
Jeff Poch

**Approval of December 8<sup>th</sup> and 14<sup>th</sup> Meeting Minutes**

Sergio motioned to approve the meeting minutes. Melissa seconded the motion. The motion passed with all in favor.

**HMIS**

- Tony advised that DCED is deactivating accounts for people who do not log in at least once a month.
- Upcoming trainings / spotlights during Office Hours will focus on chronic homelessness and Move-In Dates because receiving tickets about these topics.
  - Leigh requested to have someone from DMA participate in the CH definition training. Leigh forwarded DCED team slides from May 2019 eligibility training, which includes chronic homelessness.
- The Board discussed the 100 organizations in HMIS for PIT and HIC reporting purposes only. Leigh advised that the user is DCED Admin Organization because the organizations are just for DMA to enter the PIT data into HMIS so they can combine paper, app, and HMIS data all into one dataset. Leslie requested that RHAB Chairs get a list so they can do outreach to providers who may be interested in participating in HMIS.
- Tony advised Jason and Mahendra working with Eccovia on Veterans Report.
- HMIS team has been focused on LSA, ESG, and CAPER report deadlines
- Tony is still holding weekly agency meetings and bi-weekly office hours
- Tony advised focus will be on putting together new trainings once they get past his reporting period
- Customizations are moving along
- Rob echoed the importance of providers understanding and connecting the data entry requirements and the definitions.

**ESG**

- Angela advised that given the Eviction Moratorium extension, ESG HP is back to requiring a court-ordered eviction. Angela advised HP can be used for those who are doubled up to move into new housing, being released from institutions, or being evicted for reasons other than nonpayment of rent. Jackie inquired about what documentation is required to use ESG HP for people who are doubled up. Angela advised something in writing from the leaseholder that the household can't stay any longer including a deadline that they have to leave by. Jackie advised that Coordinated Entry only sends HP referrals for leaseholders. Jackie will discuss with CE Core Team about this.

- Angela advised that grantees with ESG HP are welcome to submit budget amendments to Stacy Hawthorne to move HP funding to RRH or shelter.
- With ESG 2019 funds ending soon, Tiffany inquired as to whether or not there is time to request a modification since contracts end in March. Angela recommended Tiffany reach out to Stacy inquiring about whether or not it is still possible to request an extension.
- ESG CV2 Application is open
- Planning Grant
  - Beth and Leslie will get Brendan match information they owe DCED in the coming days as the APR is due this week.
  - FY19 grant is active 11/1/20-10/31/21. Brendan asked Board members to please submit match documentation for November and December if they haven't already.

### **Communication Tool Discussion**

- The CoC will lose Workplace on 2/10/21 if it doesn't start paying \$4/member/month or produce documentation of nonprofit status. Brendan advised that if the CoC asked Housing Alliance of PA or United Way of PA to use their nonprofit status to host workplace, the CoC might have to create a new account/ community on workplace.
- DCED is converting to using Microsoft Teams. Brendan reached out to trainers to inquire if they'd be willing to train people on using Teams. Sergio, Mae-Ling, and Leslie all supported the proposal to move to Microsoft Teams
- Mae-Ling inquired about whether or not there is a Workplace process to archive data, migrate it, etc? Brendan to inquire.
- Mae-Ling asked if a 1-pager comparing different platforms could be provided to the Board to make a decision before the 2/10/21 deadline.

### **2021 PIT Count**

- The count is this Wednesday, January 27, 2021. Everything is ready to go.

### **2020 CoC NOFA**

- On HUD Office Hours, they advised that they will be releasing the 2021 CoC NOFA in May. HUD always says May, and it never comes out that early.
- Leigh advised that HUD does have DV Bonus funding for 2020 and that there may be a standalone NOFA for that funding. If there is such a NOFA, this will impact the number of hours DMA has available for other projects.

### **Prioritized projects for DMA hours that would have otherwise been spent on a full 2020 CoC NOFA**

- Leigh walked through the details of each project, the estimated number of hours for each project.
  - Compliance Tool: 30-45 hours, including developing the tool, developing a fiscal monitoring tool, and training providers on the tool; Leigh asked to clarify that the Board wants the CoC looking at spend down, compliance, and/or performance. Much of this work depends on the ability to extract data on drawdowns as the information/ reports HUD sends to the CoC is not super useful. Leigh advised would also like to look at occupancy/ utilization rate at intervals.
  - Rapid Re-Housing Learning Collaborative focused on operational concerns: 75 hours/ 3 sessions can happen before June 30th; total project proposal would be for there to be 6 sessions in total, with 75 hours/3 sessions after June 30th; plus estimated \$750/ session for outside trainer; Leslie requested that types of documentation required by DCED for ESG reimbursement be added to RRH Learning Collaborative.
  - Move On Strategy: 65-80 hours possible before June 30th; full proposal includes activities that could be accomplished after June 30th
  - Support to Diversity, Equity, and Inclusion Committee: ~100 hours Leigh advised that the priority is that the Committee lead the work. Leigh advised that the Western PA CoC has a new

Board member who is a professor of gender studies, has expertise in equity work, and will be leading the Western PA CoC's committee work. Leslie advised that East Stroudsburg University is very active in Monroe County, so may be an entity to reach out to.

- Leigh recommended starting the 2020 CoC planning grant early to get back on a regular schedule (July 1- June 30th) to ensure money for NOFA if it launches early.
- The Board will get back to DMA about DMA priority projects after they meet about the ITQ
- Brendan going to reach out to board members for in-kind match and MOUs for the 2020 CoC Planning Grant so they are in place when DCED receives the award.

### **Data Committee Roles and Responsibilities**

- A summary of Committee survey results and discussions along with recommendations were provided to the Board in advance of the meeting. Committee Chair Andrea Kehler phoned in to share her perspective on the Committee's roles and responsibilities, noting that the Committee members should not be charged with monitoring and providing TA to their peers and that moving forward, Committee members should be required to complete certain training in order to participate on the Committee.
- Leslie advised Andrea that the Board is taking this information into consideration but that because they are in the process of working with DCED to draft the RFP to select the next CoC Consultant, they can not speak about it at this time because the information contained in the RFP must remain confidential until it is released.
- Rob suggested that perhaps Tony's HMIS presentation be directed to the Data Committee rather than the Board.

### **Diversity, Equity, and Inclusion Committee Selection Process**

- The Board discussed that while interviewing candidates will be time consuming, interviews are beneficial. Mae-Ling advised that her organization's internal Committee conducted interviews. Lauren asked Mae-Ling if she'd be willing to share the questions with the Board for the CoC DEI Committee.
- The Board discussed being flexible about representation from each of the 5 RHABs within the goal of recruiting 10 people, if, for example, 3 people from one RHAB express interest and only 1 person in another RHAB expresses interest.
- The Board discussed the importance of the selection process being fair and transparent and communicating as such. Board members will comprise the selection committee to ensure the DEI Committee is comprised of people with a diversity of expertise and backgrounds.
- DCED advised they have a plan in place to reimburse people with lived expertise for their participation on the Board and CoC Committees, but are unable to disclose the details at this time.

### **2020 CoC Evaluation**

- Brendan walked through the results of the 2020 CoC Evaluation survey administered during the Fall CoC Membership meeting.
- Brendan reminded Board members and consultants to read through DCED's accomplishments report and respond to CoC Evaluation Survey

### **PA COVID-19 Vaccination Plan Discussion**

- Lauren shared that Brendan and she had a call with the Department of Health, provided them with 2020 PIT Count data, and requested that they host a presentation for homeless services providers about their plan for vaccinating people experiencing homelessness.
- Leslie advised that shelter providers in Monroe county are meeting with local hospitals to plan and that the guidance is that providers should be working with local EMAs.
- DMA to add questions to the 2021 HIC survey inquiring about what local planning/ coordination efforts are already underway in counties.
- The Board discussed concern about folks following up for their second dose.

**South Central RHAB Unmet Need Concern Discussion**

- Concern was expressed at a recent RHAB meeting about households who are non-DV but highly vulnerable not being prioritized for resources. Discussion covered concern about resource allocation, training/ capacity building, and the CE assessment and prioritization process resulting in DV households having higher scores.
- Sergio advised that ESG grantees in the SC RHAB are looking into shifting funding from HP to RRH and shifting funding between counties within regional projects.
- Sergio presented CE data pertaining to the percentage of DV households accessing the system and urged the CoC to apply for DV Bonus funding during the next CoC NOFA opportunity.
- Mae-Ling advised that the data Sergio provided is not surprising and that it aligns with national estimates that 40% of homelessness is related to DV, adding that this means we must be doing something right in our outreach strategies to households fleeing DV. Mae-Ling advised that victim service providers are continuously seeking funds from different sources to expand services for survivors and agrees about pursuing DV Bonus.
- Leigh shared that on a separate call, a person from South Central RHAB expressed concern that VSPs are doing the VISPDAT with survivors and non-DV households are being assessed through PA 211, potentially leading to lower scores for non-DV households.
- The Board discussed how some communities don't administer the VISPDAT at the point of contact, but instead do it days later in shelter. The Board discussed that when someone is in crisis, there is nothing like doing an assessment in person for many reasons, including that providers can take their time in person.