

**Eastern PA CoC Board Meeting
February 22, 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

AGENDA

10:00AM: Welcome and Introductions

10:05AM: Approval of January 25th Meeting Minutes - ATTACHMENT

10:07AM: Governance - ATTACHMENTS

- CoC-CA MOU - Discussion about MOU approval process
- CoC Evaluation Walk through and Discussion

10:37AM: Reprogrammed DMA Hours - ATTACHMENT

- Workplan Discussion

10:57AM: Board Priorities

- In addition to DMA's reprogrammed hours, discuss priorities for policies, projects, initiatives, etc. to advance the goals of the strategic plan and supporting role of CoC staff person

11:17AM: CE Monitoring and Evaluation - ATTACHMENTS

- Discuss 2 levels of CE evaluation
 - 1: HUD requires that the CoC evaluate all CoC renewal grants annually, including SSO for CE grants
 - 2: HUD requires an independent evaluation of CE annually with the evaluation process described in the CE Policies and Procedures
 - Revisit PA211 MOU and related performance benchmarks

11:47AM: Creation of CoC DV Committee Discussion

- Background: There was a Coordinated Entry Subcommittee focused on improving the system for DV survivors. That subcommittee was making some progress; it was dissolved by CE Committee leadership. Since then, there has been an appetite among stakeholders who served on that subcommittee to create a CoC DV Committee to focus on improving the homeless response system for survivors.

11:57AM: DCED and Committee Reports - Discussion as needed - ATTACHMENTS

- HMIS
- ESG
- Planning Grant
- Coordinated Entry
- Data Management and Outcomes
- Funding
- Governance
- Veterans Leadership and Engagement
- Written Standards

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Board Members Present

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

Board Members Absent

Jeff Poch

DCED Staff Present

Brendan Auman
Tony Diaz

Capacity for Change Staff Present

Jason Alexander

DMA Staff Present

Leigh Howard
Lauren Whitleigh

Committee Chair Present

Kathi Krablin

Approval of January 25th Meeting Minutes

Sergio motioned to approve the minutes. Rob seconded. All were in favor of approving the meeting minutes with the exception of Alisa, who abstained since she was absent from the meeting.

Coordinated Entry Updates and Discussion with Capacity for Change and CE Committee Chair

Kathi advised that the most recent work of the Committee entailed: deciding to no longer send personally identifying information to non-HMIS emergency service providers, such as ES and TH; and working on a new workflow for homelessness prevention and emergency service referrals. Kathi advised that the Committee recommends the Board identify ways to increase HMIS participation.

Jason advised he is working on revising the HP prioritization tool and of the following projects to be rolled out in the near future:

- new custom CE reports are available to administrators
 - Jason will be preparing RHAB-level CE reports for each RHAB; the LV RHAB has received theirs already
 - Jason will prepare a full CoC CE report for all 33 counties that will be broken down by county. Lauren inquired about the scope of the new Reports. Jason advised that it's not one monolithic CE report; there are several reports that can be put together: one report produces information about all CE enrollments, one report produces demographic information, and one report produces information about literally homeless households and their path through the CE process
- improve connection to the CE specialists
 - hosting open office hours every monday morning at 830am
 - creating visual procedural step by step guides for CE specialists
 - CE specialists would rather have real-time updates about procedural changes rather than wait for monthly meetings
- CE BNL HMIS customizations are built, and they are still being tested over the next few weeks. Rollout of Coordinated Entry customizations will include updated visual step by step guides and a multi-day training series for CE specialists. Roll out of the customizations has to happen in coordination with the other CoCs using PA HMIS, with everyone agreeing to the roll-out date.
- Sergio asked if a schedule for these projects could be provided to the Board.

- Alisa requested presentation of the CE reports and requested the reports be broken down into the populations the CoC focuses on: chronic homeless, veterans, families with children, domestic violence, and youth
- Rob asked if HP providers not in receipt of federal funding would be included in the CoC's HMIS outreach, and, if so, reporting ability of HMIS needs to be a selling point, because most agencies already use their own databases
- It was recommended to prioritize ES programs for HMIS participation outreach.
- Sergio asked if the CE Committee is putting together a recruitment plan for increasing HMIS participation. Leslie requested the Governance Committee take this on, in conjunction with the CE Committee.
- Sergio asked when the HP prioritization tool will be ready. Jason advised it will be ready for the Board's March meeting to be implemented by April 1st.
- Sergio inquired about whether or not it makes sense for the CoC to spend time coordinating with DHS HAP RA funding since they will be using COMPASS and following federal guidelines.
- Lehigh, Northampton, and Cumberland counties are receiving both DHS HAP allocation and direct allocation.
- The Board discussed the need to track in CE HMIS referrals to DHS HAP RA as PA211 will receive the RA calls no matter what.
- Beth advised that in the 3 counties that receive both DHS HAP and direct allocation, the RA program will be a no wrong door/ single door access to the right application no matter what county people reside in. Beth advised they reached out to the 3 counties on Friday inquiring about how they are deciding to move forward, such as will they be using COMPASS for their direct allocation. The 3 counties will likely roll out their processes sooner than the DHS HAP process.

Governance

- Brendan advised that during the last Governance Committee meeting, the Committee focused on revising the Board manual, reducing the length of the manual and making it more applicable to the responsibilities of the CoC. The Committee will review it one more time, and then focus on updating the Governance Charter.
- DCED advised that its legal department has finished its initial review of the CoC-CA MOU and has come back with initial questions for discussion. DCED is meeting with the Executive Committee tomorrow to flesh out those questions.
- Brendan walked through the Board, Consultant, and staff feedback from the CoC Evaluation survey.
- Brendan emailed the documents with the comments to the Board.

Reprogrammed DMA Hours

- Monitoring / Compliance Tool and process
 - Leigh advised that DMA would like clarity about the scope of the tool and process in order to ensure DMA is producing what the Board envisions. For example, Leigh inquired about whether or not the Board wants a notification process, providers to submit information to DMA, subsequent TA provided, etc.
 - The Board emphasized that training on how to interpret the reports is critical/ very important.
 - Alisa requested that DMA make recommendations for what should be included in the monitoring / compliance tool. DMA will prepare a draft outline for the tool based on their assumptions for DCED and the Board to respond to. Leigh advised DMA wants to create something that can be implemented moving forward beyond July 1 by the CoC, DCED, and the consultant the CoC selects for the next contract.
- Strategic Plan Analysis
 - Leigh asked the Board what they would like included in the analysis.
 - Alisa advised wants to understand why we haven't met our goals: resources, CoC structure, etc. Where are we missing the mark? What led to successes and what were the barriers?

- Leigh advised that lack of capacity and engagement have had major impacts on the CoC's ability to achieve some of its goals.
- DMA to create a detailed outline for the strategic plan analysis and send to the Board to respond to. The Board approved facilitated discussions with RHABs as part of DMA's strategic plan analysis process.
- DEI Committee Support
 - Leigh inquired about whether or not there will be support for the external facilitator beyond July 1. Brendan advised that the Board has the additional Board projects line item in the Planning Grant through the end of October, which the Board could use to support the external facilitator beyond July 1
 - The Board decided on having a limited scope RFP and targeting at least 5 experts they know in the community who do this work to respond to the RFP.
 - Whether payment to the facilitator be processed through DCED or DMA is to be determined.
 - DMA will put together a limited scope RFP for DCED and the Board to respond to.
 - Leslie requested that Board members send recommendations for DEI Committee Facilitator to Leigh and Lauren.
- 2020 DV Bonus NOFA
 - DMA advised that there has been no formal communication about a possible DV Bonus NOFA, but that DMA would encourage the CoC to apply if there is one as the CoC has been successful in applying for DV Bonus funding and there is still a need for additional resources.
 - The Board supports DMA using repurposed hours to apply for DV Bonus funding if there is a standalone DV Bonus NOFA.
- DMA to schedule a Board meeting to discuss monitoring / compliance tool and process recommendations, strategic plan analysis outline, and limited scope RFP for DEI Committee facilitator.
- Alisa requested time allocation be included in the next round of materials submitted by DMA.

Board Priorities

- Make the April General Membership meeting more interactive; use breakout room functionality
 - Leslie asked Board members to send ideas/ recommendation to Brendan and Lauren
- Annual CE evaluation to comply with HUD requirements,
- Independent/ external HMIS evaluation
- Move On Strategy
 - Leigh advised that from the annual CoC Application, we have a list of PHAs interested in move-in, have received additional HCVs, etc.
- Board priorities should direct and maximize CoC Staff person's time
 - In order to support priorities such as Move On Strategy, Lauren would have to shift time from current support to the Veterans Committee, for example.

CE Monitoring and Evaluation

- Leigh asked the Board if they had any questions about the materials included in their packet related to HUD's requirements and recommendations for an annual CE Evaluation.
- Leigh advised that because there isn't a budget for this, some CoCs have resourced their CE Evaluation through partnerships with universities, united ways (wouldn't work in our CoC because of United Way's role with our CES), and how some BoS CoCs have evaluated each other's CES. Leigh advised that most CoCs started their CE evaluations out small/ incomplete. For example, focus on analysis of quantitative data one year, then the next year focus on collecting qualitative data; one CoC had testers walk through the system and provide feedback.
- Leigh also advised that the CoC could issue an RFP and select someone. Leigh assumes Abt Associates, Technical Assistance Collaborative (TAC), and Corporation for Supportive Housing (CSH) have all likely completed CE evaluations.
- Leslie and Alisa discussed the need to ensure HMIS and CE evaluation get added to the CoC-CA MOU.

- Leigh advised that HUD requires CoCs to evaluate all renewal projects/ grants, including HMIS and SSO for CE, but that the CoC has historically only evaluated its housing projects because it does not competitively score and rank its HMIS and SSO for CE grants. Leigh advised that DMA will be working with the Funding Committee to evaluate HMIS and CE grants, with a focus on whether they are spending down their funding, submitting their APRs on time, etc.

Creation of CoC DV Committee Discussion

- There was a Coordinated Entry Domestic Violence Subcommittee focused on improving the system for DV survivors. That subcommittee was making some progress, but it was dissolved by CE Committee leadership. Since then, there has been an appetite among stakeholders who served on that subcommittee to create a CoC DV Committee to focus on improving the homeless response system for survivors.
- Leslie asked if the goal is to strengthen partnerships between DV and non-DV providers so that survivors can receive housing-focused services from non-DV providers while also receive specialized DV services they need to address safety concerns, trauma, etc. from DV providers or if the goal is to step up DV training for mainstream housing providers so they are better equipped to respond to the needs of survivors in their programs?
- The Board discussed that historically and continuing through today, providers have refused to serve DV survivors and have skipped over DV survivors at the top of the CE BNL. Now that they are being required to follow the prioritization and serve survivors, they are feeling like there are more survivors on the list than ever before, but it's really that they were skipping over them before.
- The Board discussed that we don't only need to do better serving DV survivors, but also survivors of sexual assault and human trafficking.
- The Board discussed that in some communities, providers with RRH funding are in competition with each other for few units, so the CoC should focus on increasing availability of affordable housing units and units that will pass inspection.
- The Board discussed creating a Housing Development Subcommittee.
- Leigh advised that shared housing has come up in SC RHAB and the Veterans committee meetings as one strategy to deal with limited housing stock.
- Regarding the discussion about DV survivors on the CEL BNL being skipped over, the Board discussed the need to build out a way to track and ensure compliance with CE policies and Written Standards prioritization as a way to monitor if folks are being skipped over and if providers are in compliance.
- Beth advised that Jazmine in her office is the DV Grants Officer and would make a great addition to the DV Committee.
- Leslie asked for members of the Board to advise if they are in favor of creating a DV Committee. All Board members present were in favor.

DCED and Committee Reports

- The Board had no questions or comments about the written reports provided in advance of the meeting:
 - HMIS
 - ESG
 - Planning Grant
 - Coordinated Entry
 - Data Management and Outcomes
 - Funding
 - Governance
 - Veterans Leadership and Engagement
 - Written Standards