

**Eastern PA CoC Board Meeting
March 15, 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 February 22nd Meeting Minutes - ATTACHMENT**
- 10:10AM: DCED Updates**
- Questions about ESG and HMIS Reports included in Packet - ATTACHMENT
 - CoC-CA MOU and Consultant RTQ Update
- 10:20AM: Approval of Updated CoC Funding Policies - ATTACHMENT**
- 10:30AM: Approval of Revised ESG Homelessness Prevention Prioritization Tool - ATTACHMENT**
- 10:40AM: Planning for the April General Membership Meeting**
- Possible Ideas for presentation and breakout discussion:
 - Recruitment for Data, Written Standards, and DEI Committees discussion
 - PIT Count presentation and discussion
 - SPM presentation and discussion
 - ERAP presentation and discussion
 - Strategic Plan Analysis discussion
 - Improving CoC Governance Structure discussion
 - Role of RHAB Chair versus Board member; RHAB boundaries
- 11:00AM: Decision needed about whether or not CoC is interested in pursuing investing in PadMission**
- 11:10AM: Coordinated Entry Evaluation - ATTACHMENT**
- Questions about the CE Evaluation materials shared by DMA for the February meeting; also included in Packet for March meeting
 - Discussion continued about how Board wants to proceed:
 - Partner with University or other research body
 - RFP for CE Evaluation Consultant - DCED and DMA looking into cost estimates
 - Other
- 11:20AM: Home4Good Administration Funding - ATTACHMENT**
- Discussion about expending projected balance of \$34,527 on CoC priorities
 - Coordinated Entry Evaluation
 - DEI Committee Facilitator work beyond June 30, 2021
 - PadMission if Board wants to pursue
 - HMIS Evaluation
 - Move On Strategy
 - Board can combine Home4Good admin dollars with \$9,000 Other Board Projects line item in Planning Grant
- 11:40AM: 2020 Home4Good and PHARE Home 2020 Grantee Underspending- ATTACHMENT**
- DMA requesting spend down information from grantees

- Discussion about how Board wants to proceed with making reallocation decisions related to underspending, including delegating responsibility of making reallocation recommendations to the Funding Committee

11:50AM: Committee Reports - Discussion as needed - ATTACHMENT

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

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Board Members Present

Leslie Perryman
Randi Bannon
Tiffany Jones
Sergio Carmona
Jeanette Triano Sinn
Alisa Baratta
Rob Nicolella
Jeff Poch
Melissa Magargle
Jackie Condor
Beth Ellis
Angela Susten

Board Member Not Present

Mae-Ling Kranz

DCED Staff Present

Brendan Auman

DMA Staff Present

Leigh Howard
Lauren Whitleigh

Approval of February 22nd Meeting Minutes

Jeanette motioned to approve the February 22nd meeting minutes. Alisa seconded the motion. The motion passed with all in favor.

DCED Updates

- HMIS Report
 - Leslie requested the following additional information:
 - whether or not all tickets from January were taken care of/ satisfied and tracking outstanding tickets from the prior month in monthly reports moving forward; Angela advised that Ritu is doing a 30-day challenge to address tickets now that all major HUD reporting has been submitted; Angela advised of an increase in merging client record requests; Jackie advised that CE RMs can support with client record merges as well.
 - Angela emailed the Board the following on 3/22/21 along with information about HMIS customizations:
 - Status of January tickets
 - 65 tickets submitted
 - 38 closed/issue resolved
 - 22 Fixed, verification needed from user
 - 3 elevated to vendor
 - 2 open and actively working on
 - specifics and timeline about HMIS customizations, and a preview of any potential future customizations
 - status of project setups: requested versus complete, including Name of Agency, Project, RHAB
- CoC-CA MOU
 - The East and West Executive Committees met last week to discuss the staffing language; there are still staffing discussions to be had. Leslie to send minutes to Brendan. The Executive Committees eased up on the language around staffing because DCED is a government entity with set job titles and descriptions.
 - DCED Legal team will review the MOU again; this 2nd review should not take as long this time because most issues identified have been worked through already.

- Alisa asked if DCED has given any thought on the workplan for the scope of service and whether or not the draft workplan will be included in the final version of the MOU. Angela advised that the attachments will be completed for the signed/ executed MOU.
- CoC Consultant RTQ
 - There has been some turnover in the billing and procurement office; the person assigned to DCED has left their position. DCED had a meeting with the new person assigned to them last Friday to nudge it along. DCED is working to move it forward as quickly as they can. The current contract expires June 30th; the new contract needs to be signed by July 1st. The RTQ will open for a couple weeks. The review team will take a couple weeks to review and make their selection.

Approval of Updated CoC Funding Policies

- Leigh walked through a summary of the Funding Committee's proposed changes.
- All Board members voted in favor of the Committee's recommendation to approve the revised Funding Policies.

Approval of Revised ESG Homelessness Prevention Prioritization Tool

- The Board requested that the following questions be added back into the tool:
 - Currently at risk of losing a tenant-based housing subsidy or housing in a subsidized building or unit (3 points)
 - DCED advised that households living in subsidized units are only eligible for ESG HP for up to 6 months of arrears and can not access ESG HP assistance if they have previously received it.
 - Are there other community resources you've applied for, such as other eviction prevention programs, emergency financial assistance programs, utility assistance programs, or other local emergency assistance programs?
 - Board members believe it is critical for providers to know if a household has applied for other types of assistance for coordination and ensuring assistance is not duplicated).
- The Board discussed the scoring thresholds and the intent of how they will be used. The Board discussed that the vision is that if there are 5 households referred to an ESG HP provider around the same time, the households' scores should be used as a guide for who the provider should be prioritizing assistance to based on who is the closest to falling into homelessness and who faces the greatest barriers to securing other housing if they fall into homelessness, according to the household's score. The Board discussed wanting to give providers some flexibility versus a hard and fast scoring <30 equals 3 months of assistance, scoring 30 or more equals 4-24 months of assistance because there is often more learned about a household via case management such that a household scoring below a 30, based on re-assessment of needs, will require additional months of assistance. Some specific examples: When a household who is 6 months behind on rent scores a 16, thus only being prioritized for short-term assistance/ 3 months, there should be some flexibility such that a provider, based on a deeper assessment of household needs, attempts to negotiate with the landlord, etc. may provide the household with assistance for the full 6 months of arrears. On the flip side, a household who scores a 32 may only be 2 months behind on rent and only need 2 months of assistance.
 - The Board would like short-term (3 months) and medium-term assistance (4-24 months; 4-12 months for ESG-CV2) defined in the tool as a reference for providers.
 - The Board would like language added to the tool that communicates to providers that they may, based on a deeper assessment of the household's needs, provide more than 3 months of assistance for households who score less than 30 if the household owes more than 3 months in arrears and/or upon re-assessment of the household's needs once they are enrolled in the program, as required by the CoC's Written Standards and DCED' s ESG Program Guidelines.
- The Board requested clarity on where the point values for questions 15 and 16 originated.
 - The point values are based on the SSVF tool.
- The Board discussed working to expand this tool to other HP programs because most providers who have ESG HP also have HAP HP.

- The Board clarified that a household must score at least 15 points to be eligible for ESG HP with the expectation that households scoring below a 15 will be referred to other community resources.

Following the meeting, the above requested revisions were emailed to the CE Committee Chair and Consultant for consideration. The CE Consultant advised he could incorporate all requested revisions. The Board voted on approving the revised ESG HP tool via email with all 13 Board members voting in favor of the recommendation.

Planning for the April General Membership Meeting

- Committee Recruitment
 - 30 minutes: mini presentation of all the Committees by the Committee Chairs with some polling questions thrown in throughout (30 minutes)
 - The Board believes it's a good idea to educate folks about each Committee. While the goal might not be to recruit people in the meeting to be on a Committee, it provides the membership with more information about the vision of the CoC, how these different groups interact with each other, are part of the larger system efforts, how participation can be from inside and outside membership, how they can help at the RHAB level to identify locals who can get involved and support the CoC efforts. This is important to increase RHAB-level engagement.
- Presentation of SPMs (focus on length of time homeless, exits to permanent housing, returns to homelessness, and increase in income) and preliminary PIT and where they fit with the strategic plan to connect to strategic plan analysis, polling questions (70 minutes)
 - Leslie advised that her goal for the general membership meeting is to educate and get feedback from the membership.
 - Questions to ask via Zoom polling feature
 - Do you know the goals of the CoC strategic plan?
 - Do you know the scopes of the committees of the CoC?
 - Do you know someone who would be an asset to the Data Committee?
 - SPMs – How well do you believe your RHAB is doing regarding reducing LoTH? Does it align with the system-wide data presented today?
 - Do you think length of time homeless in your community has increased, decreased, stayed the same during the most recent reporting period 10/1/19-9/30/20?
 - Do you think your region falls above or below the System-wide average?
 - What strategies are you implementing locally to drive down length of time homelessness, increase PH exits, reduce rates of return to homelessness?
 - Lauren to check on using Open ended questions in Zoom polling feature
 - What could be done differently?
 - Some Board members recommended using Poll everywhere, menti, jamboard.
 - Lauren has looked into poll everywhere and menti for October membership meeting, and it costs money
- Presentation of preliminary PIT Count data
 - Leigh advised that this typically included a CoC Application scoring debrief, which we will not have this year. Also, there was no unsheltered count, so this may just be circulating an infographic of the preliminary PIT data (if it's available), allowing more time for SPM presentation and discussion.

PadMission

- LV RHAB is looking at investing in PadMission, and the Pocono RHAB is already moving on it.
- Leslie asked if there are other RHABs interested in it as investing at the CoC-level would be more cost effective than each RHAB investing in it individually.
- Sergio recalled from the previous discussion that managing padmission is labor-intensive. Sergio asked if the LV RHAB has a structure set up to manage Padmission. Alisa advised that landlords can enter their own data and that the LV RHAB is looking into RHAB-level landlord engagement strategy. Housing Navigators in the Pocono RHAB will oversee padmission data management.

- The Board discussed looking at available funding to support this, how it will require a marketing and management strategy for each region, how the software is meant to expand/ support landlord engagement and housing navigator strategy.
- The Board discussed that a regional CoC project could use padmission if it could not happen at the RHAB level.
- Angela advised that ESG funding can be used to support, but only when the staff is assisting an ESG household with housing search and location.

Coordinated Entry Evaluation

- The Board was running short on time and tabled this for the April meeting. Angela inquired with HUD TA folks about the average cost of a CE Evaluation and emailed the Board their quote of \$60,000.

Home4Good Administration Funding

- Discussion about expending the projected balance of \$34,527 in Home4Good Administration funding on CoC priorities was tabled due to lack of time in the meeting. The Board discussed how it can combine the Home4Good admin with the \$9,000 Other Board Projects line item in the Planning Grant for CoC priorities.
 - Coordinated Entry Evaluation
 - DEI Committee Facilitator work beyond June 30, 2021
 - HMIS Evaluation
 - Move On Strategy

2020 Home4Good and PHARE Home 2020 Grantee Underspending

- DMA to request narrative responses from grantees about why they have spent what they have spent so far, their plan for fully expending by June 30th deadline; how much they would expend if granted a 90 day extension
- The Board discussed that the funding was allocated to respond to COVID-19, and as such, any reallocation of funds should stay within the COVID-19 response scope
- Based on information submitted by grantees, DMA to support the CoC prepare a plan and rationale for PHFA about spending.
- Reallocation plans/ decisions should be made by non-conflicted Funding Committee and Board members.
- Leigh advised that it is uncertain if the PHARE Home funding will continue and that Home4Good is expected to continue, but not at the same funding level.

Committee Reports

- The Board had no questions or concerns about the Committee Reports submitted.