

**Eastern PA CoC Board March 28th Meeting  
Minutes**

Present

Leslie Perryman  
Mae-Ling Kranz  
Chris Kapp  
Tiffany Jones  
Alisa Baratta  
Rob Nicolella  
Jackie Condor  
Melissa Magargle  
Brendan Auman

DCED Staff in Attendance

Amanda Riehl

DMA Staff in Attendance

Lauren Whitleigh  
Leigh Howard

HomeBase Team in Attendance

Sasha Crain  
Esther Wilch  
Collin Whelley

Absent

Randi Bannon  
Jeff Poch

Approval of February Meeting Minutes

Chris motioned to approve the February meeting minutes. Alisa seconded. The motion passed with all except Brendan in favor. Brendan abstained per not being in attendance at the February meeting.

MOU and Commitment Letter Reminder

Leslie reminded Board members to get DCED their Commitment letters and MOUs for the Planning Grant match.

Revise and approve the agenda for April 25th Full CoC Meeting

The Board agreed that the Board will increase and decrease time allotment for various agenda items based on today's presentation and discussion with Homebase and would like to incorporate polling and breakout discussions into the membership meeting. Chris motioned to approve the agenda. Mae-Ling seconded the motion. The agenda was approved with all in favor. In a subsequent 4/13/22 meeting of the Executive Committee, it was decided that given how much feedback the Board had for Homebase, the CoC would not have them present to the full membership. Alisa and Lauren met to finalize a revised agenda for the full membership meeting, plan and questions for breakout discussions, etc.

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| 10:00AM: | Welcome and Introductions   |
| 10:10AM: | Governance <ul style="list-style-type: none"> <li>• Recruitment for At Large Board Seat Candidates</li> <li>• Recruitment for HMIS Governance Committee and for Committees where there are still opportunities</li> </ul> |
| 10:30AM: | PIT Count Presentation and Discussion <ul style="list-style-type: none"> <li>• could include SPM?</li> <li>• Anomalies in the count: impact of COVID, riding in multiple cars?</li> </ul>                                 |

- 11:00AM: Coordinated Entry Evaluation Presentation and Discussion (Homebase available 11am-12pm for presentation and Q&A  
if Board wishes to have more robust discussion and breakout groups, this can continue with breakouts after 12pm break - Need to establish goal for breakout discussions after meeting with Homebase
- 12:00PM: BREAK
- 12:30PM: Written Standards Presentation (rollout and training plan) and Breakout Group Discussion (Need to establish goal for breakout discussions)

#### DCED HMIS Staffing Plan: Budget, roles, and responsibilities

New CoC funding for 2 FTE HMIS staff will flow April 1<sup>st</sup>. Brendan presented the HMIS Governance project plan with ICF to the Board.

- Hiring 1 FTE System administrator so there will be 2 FTE System Administrators (East/West/Cross-COC) - oversees Help Desk support, assists with planning, develops and provides training and technical assistance, project set-up, new user set up; take on training responsibilities.
- Hiring 1 FTE Project Manager/ Trainer – will serve in a supervisory role
- Reporting and Analysis (remaining assigned to Mahendra and Ritu) – Develop custom reports, provide federal reports (LSA, APR, SPM), data quality planning, monitoring
- Board member asked if representation from the 4 CoCs on the HMIS Governance Committee will be representative/ proportional based on geographic size and level of HMIS involvement. DCED is planning on having an equitable representation on the HMIS governance committee, including more representation from the East and West.
- Brendan asked for feedback re: positions, stating that DCED believes the focus should be on data quality, and maybe down the line would create a FT training position. Brendan also reminded the Board of the intention to invest in a Learning Management Software.
  - Lauren noted the importance of training and that the data quality issues we have are driven by lack of high-quality training up front, and added the importance of recruiting someone with HMIS experience and understanding of homelessness and system because important for the team to have more than software/ technical skills. Lauren also noted that understanding of LMS is that they require a lot of work and maintenance.
  - Board members supported prioritizing training:
    - Yes, training is key. I've been using HMIS for four years and there is still so much we don't know how to do.
    - Knowledge of CoC, homeless services is important as well as the importance of having skillsets around software and databases
    - This even came up in the CE eval... in response to training around move-in dates.
    - Not only will it (managing an LMS) require it a lot of work, it will also pull folks from other HMIS work in order to manage the LMS

#### Strategic Plan

The Executive Committee met last week and recommended that the Board come together for an in-person retreat to facilitate conversation among board members, current and past Committee Chairs,

to sit down and work collectively in identifying strategies and goals to be incorporated into the next Strategic Plan focused on capacity-building, governance, and operations.

Leigh has reached out to potential facilitators and will be in touch with possible dates and times. Leigh asked folks to reach out with recommendations for locations, especially locations with food and outdoor space.

#### 2021 CoC NOFO and SPM Submission Debrief

Leigh reviewed several sections of the CoC NOFO Application, providing information about where the CoC is performing well and where there is room for improvement.

Leigh focused on priorities from the CoC NOFO that can be addressed through the strategic plan, that advance CoC goals and priorities for engaging additional stakeholders/ increasing diversity of stakeholders/ sectors. Leigh reviewed the second document he put together, which focuses on the data/ performance.

Board commented that if there was north of \$50 million in ERAP, the numbers may not be that positive. The major issue is affordable housing. More developers and rehab entities may be most essential to change the numbers even more dramatically.

Leigh to circulate the 2 documents to the Board.

#### Coordinated Entry Evaluation Presentation and Q&A with Homebase

Homebase presented their findings. Board members, consultants, and staff submitted questions and comments in the Chat and verbally related to the findings in the report and language used being imprecise – specifically language about inaccessibility, need for 24/7 referral to emergency services, and need for grievance process. In response to the primary recommendation in the report to address capacity issues being “invest more resources into the system” there were also questions about whether or not Homebase had recommendations for system flow changes, such as not completing the full assessment at first contact, that could address capacity issues.

Lauren emailed the Board after the meeting requesting additional feedback, questions, comments, concerns, which were subsequently submitted to Homebase by DCED. In a subsequent meeting, the Executive Committee decided not to have Homebase present to the full CoC since there was so much feedback to the evaluation report.

The Executive Committee will schedule another meeting to establish agenda, breakout groups, etc. for April full membership meeting.