

Eastern PA CoC Board Meeting September 19, 2022

Present:

Alisa Baratta

Rob Nicolella

Jeff Rich

Chris Kapp

Tiffany Jones

Jeremy Radle

Amanda Riehl

Brendan Auman

Leslie Perryman

Stephanie Meyer

Carol Thornton, invited to attend meetings for a potential board member

Luis Resto, guest of meeting as a potential board member

Laura LaCroix, guest of meeting as a potential board member

Mae-Ling Kranz

Leigh Howard

10:00AM Welcome and Introductions

- Alisa, we are going to introduce ourselves to our guests on the call
- Alisa, Carol and Luis are here at the invitation of the governance committee, as they are recruiting for new board members, we want them to get familiar and see us in action, see what they could get into

10:05AM Approval of the August Board Meeting Minutes

- Alisa, would like to make a motion to approve the August board minutes
- Brendan, don't believe those were in the board packet, Amanda sent them out but they weren't included in the packet
- Alisa, okay well we'll put that on the agenda for next time, so I'll pass it on to Brendan for the planning grant funds

10:10AM Planning Grant Funds

- Brendan, updates about planning grant not included in the board packet, Mary sent out separately titled "additional planning grant update," worked with our fiscal group to clarify what money is left and there are some recommendations –
 - Development of a Diversion process
 - CE-redesign/Assessment Tool Development (based on CE recommendations)
 - Strategy to Engage Communities with development, planning, and zoning
 - Housing First training
 - New website separate from the West (needed for 501-c3 legal purposes)
 - Learning Management System (LMS) for trainings, specifically HMIS
 - Amanda attended a COSCDA conference last week and connected with someone from the Kentucky balance of state and they said that they recently implemented an LMS and are very pleased with the results
 - Created a cost matrix of LMS software before, can circulate to board members
 - Landlord engagement project, Pocono and Lehigh Valley have Pad Mission, can't recall where we landed, is Pad Mission working well for those RHABs?
- Alisa, what are you recommending we decide on at this meeting?

- Brendan, wait to hear from Leslie about CE, diversion a longer process, CoC working with HUD (and TA) to replace VI-SPDAT (redesign of CE), meeting with our TA to see where that could go
- Alisa, questions, concerns to Brendan about recommendations?
- Jeff, few weeks ago, board asked to approve funds for CE recommendations, is this that or is the 90K unallocated?
- Brendan, 90K unallocated, but needs to go to broader CoC actions
- Stephanie, hearing across the state the difficulties with landlord engagement and getting people housed so think that the landlord engagement is important to focus on. What does the diversion look like to this group?
- Leigh, Brendan to confirm, within the total amount of funding available, there are no funds currently allocated to support Jason's contract between Jan 1 – Jun 30, right?
- Brendan, yes that is correct
- Leigh, TAC did have session to get feedback, hear what is going on, information was given out but can recirculate that
- Alisa, what is a budget for these suggestions? Hard to make a decision and what to prioritize if we don't know how much things cost
- Brendan, will get those to you, Amanda has put together a cost matrix regarding the LMS and we will get that out to the board members
- Alisa, Leslie any budget related to your recommendations?
- Leslie, no budget, but 5% of ARD approved by executive committee
- Alisa, talking about the CE redesign roadmap
- Leslie, no, there is not, committee has only met one time all together, Jason will not be on the call so I will take any questions back to him
- Brendan, would like to give more information about the planning grant, FY20 planning grant not extended (was not approved by HUD field office) so will be submitting the APR by the end of the month, needs in-kind match by the end of the week
- Brendan, since we are getting our award soon, now is a good time to consider what to do with that projected budget, CoC consultant ends this year, CoC CE consultant ends summer of next year, consider what to do with those funds
- Alisa, don't recall that we did a heavy lift on the planning grant dollars before, Jeff do you recall decision made on it?
- Jeff, don't think the board had a tremendous amount of input
- Brendan, during my time, we have the same deliverables, for the last RFP we did have the board participate in building the scope of work but due to Commonwealth policy, no non-Commonwealth employees can be on the committee to decide
- Alisa, hearing two different things, plan around the planning grant, then separately, discussion about scope of work?
- Brendan, if you want to do it separately we can or have one RFP and groups can respond to different sections
- Alisa, entire planning grant is going through consultant?
- Brendan, collab app responsibilities are largely delegated to DMA

10:30AM: PHARE Funding Opportunities for the CoC – Clay Lambert

- Alisa, tabling until 11 because Clay Lambert joined
- Leigh, in executive committee talked about additional funding sources to support CoC actions, will talk about how PHARE funds have/ can be used to address homelessness
- Clay Lambert, PHFA is interested in using PHARE funds to partner with the CoC to do any sort of housing initiatives, landlord outreach, housing locators, could be regional or locally based that is county wide or even smaller at municipality level, we are also looking to use funds to pilot new creative ideas that don't have other funds available, PHARE funds are extremely flexible, want to be innovative and test new ideas, CoC is the

forefront of best practices, did fund an Eastern PA CoC for CE access, worked with United Way of PA, announce awards in summer of 2023, announced within 60-90 days, term is for about 18 months, if funds are being used together, would like one application for that, need to see funds tied to a household

- Leigh, does PHFA have a preference if we use funds for capacity or for specific programs, because you said you need to see the funds tied to a specific household
- Clay, program delivery would be tracked and tied to how it is impacted a household, we worry about sustainability, if there is a one-time funding for your system but if it is part of the request, we understand that
- Clay, please reach out if you have questions, we have a webinar training on Wed 21st at 10am, on the PHFA website, also one of the 28th, next Wednesday, at 2pm, request however much you need, we know how much people you reach and how far that goes, ask for what you need and if we need to adjust we will
- Alisa, thank you Clay for taking the time to meet with us
- Alisa, while Clay was speaking, Laura LaCroix joined, she is a potential board member, would you like to introduce yourself?
- Laura LaCroix, works with central PA UPMC with street medicine, working with homeless folks for about five (5) years)
- Alisa, debrief on conversation with Clay?
- Leigh, timing of everything is awful in some ways, not sure who can write a PHARE application in 30 days, but in the awards timeline is feels ideal
- Alisa, so what I'm hearing is diversion strategy, CE, and landlord engagement
- Leslie, wouldn't have it to create the diversion strategy but could use it to implement
- Alisa, what are we doing for Home4Good
- Leigh, need to look that up
- Brendan, for diversion, after we pivoted from zoning and planning
- Leslie, when for Home4Good?
- Leigh, something official due sept 30th, grants usually run through calendar year, just to confirm what Brendan said, \$193,000 request for division
- Chris, biggest bottleneck with CE is finding places to put people so going toward landlord engagement
- Stephanie, ERAP program running but some communities have exhausted it or almost, advocating for increased HAP funding
- Alisa, so we do have a diversion application in for Home4Good
- Alisa, can I get a formal recommendation
- Rob, don't want to leave out a collaborative, get PA careerlink involved because we need to get our clients sustainable income, would like them to be involved in this process
- Alisa, good idea, potential group to recruit for the board as well, income is really important here, don't know if I see it as a tie in into a landlord engagement strategy
- Alisa, let's think about this landlord engagement process and button it down, if we give everyone until Friday to review the white pages and can we meet together next week? Or ask a couple people to give a recommendation to the board that the board would then review – Ad hoc committee or full board review?
- Jeff, ad hoc committee, doesn't believe I have enough knowledge about this
- Chris, ditto
- Alisa, happy to engage in that conversation, anyone else?
- Stephanie, I like landlord conversations so I will join
- Alisa, Chris?
- Chris, sure
- Leigh, happy to be involved or draft someone else from DMA, maybe Helen
- Alisa, is it our expectation that DMA will write the application?
- Leigh, was going to ask Alisa and Brendan offline, will have to look at building that into their time
- Alisa, will send an email to the full board if anyone wants to jump on the call

- Alisa, back to planning grant?
- Brendan, are there thoughts on those funds for the remainder of this period?
- Alisa, does anyone have questions for Brendan before moving into CE
- Alisa, would like to see a budget related to housing first training, separate website, and LMS
- Alisa, one thing to pay attention to is moving into the direction of the 501-c3, must be articulated in our planning grant (not just saying that DMA will handle everything), what is our timeframe to make a decision?
- Brendan, earlier the better, especially for there are RFPs that need moved (as fast as possible considering commonwealth procedures), but by the end of the year, and planning grant dollars cannot assist with becoming a 501-c3, just reconfirmed that with HUD
- Alisa, recommend that we put this on the agenda for the executive committee, want a set of recommendations related to timing

11:15AM Coordinated Entry Committee Recommendations

- Alisa, CE redesign roadmap now
- Leslie, Jason not here but I will take questions to him, need feedback from the board and questions; one caveat, the committee has met one time, questions and concerns will be brought back to the committee in October
- Leslie goes over recommendations, which were previously sent in an email (descriptions below directly from email)
 - Move from a Pull system to a Push Referral system across all program types. This will require some restructuring of workflows within HMIS, training for all CE Call Center, CE Access Site Intake Specialists and all providers who will be responsible for responding to those referrals. It will also require some restructuring of CE RM responsibilities and workflow
 - Replace the VISPDAT. The Committee is proposing to develop a Workgroup under the CE Committee to begin the process of identifying a new way of assessing folks as well as the timing of when those assessments take place (this has not been fully discussed, but as come up in several conversations). This committee would involve other stakeholders and PWLE of course
 - Leslie, make the assessment trauma informed, consider timing of assessment, phased triage
 - The development of a CoC wide Diversion strategy. The Committee is proposing the development of a Workgroup under the CE Committee to begin the process of identifying and developing a Diversion strategy. This workgroup would involve other stakeholders and PWLE of course
- Leslie, need board feedback on who should be responsible for pushing out referrals, a manager/the system?, who enforces referrals are going correctly? Who is responsible for training and support, what are the punishments for noncompliance, does anything need done differently in HMIS, are we going to pay Eccovia for that?
- Stephanie, what do shelter placements look like?
- Leslie, made in HMIS system, providers get an email, up to provider to go into system, review information, and make contact to place them, but not all providers look at that and make the contact
- Chris, ongoing challenges with referrals
- Stephanie, Allegheny County, we had a system where we plugged people into a program, pull system didn't work for single shelters
- Alisa, one of our biggest issues is that they are not funded under CoC and many of them are not funded by ESG, they don't participate in training and how they can because it is a very heavy lift, a lot of investment in partnering with shelters if we wanted to be effective with this
- Brendan, ICF looking at HMIS Governance
- Alisa, job for the local RHABs, we need strong relationships with them, tie in with HMIS governance committee
- Rob, shelters have to be involved at the beginning of it for this system
- Leslie, a lot of retraining, staying up to date with data, shelters are not exiting and enrolling folks so it is not correct data

- Stephanie, asking people to advocate for HAP assistance, don't require HMIS, HAP goes to counties and counties decide how to work with that
- Leslie, biggest question, do we want to do this push system across all services, who is responsible for doing this?
- Chris, see this working for RRH and PSH, don't see this working well outside of that such as TH or ES, too many moving pieces, entering and leaving, etc. want CE to end housing crisis permanently, focus on permanent solutions
- Rob, what about push for families?
- Leslie, for shelters or across all services?
- Rob, for shelters
- Leslie, I don't know, I think we have to do all or nothing or specific service lines, I don't know if things will get lost in translation if we break it up further based on population
- Alisa, unsheltered families with children under 18 are referred to children and youth services, Chris can you speak to that?
- Chris, depends on the county, some counties do not consider homelessness a reason for children and youth to get involved, told 211 to not make those referrals so people can be comfortable calling for resources and not fear that children and youth are going to take their children
- Alisa, diversion plan first, then looking at a push system and get that down for RRH and PSH, and then we go back if it is working
- Leigh, will shelters receiving ESG funds be able to operate in compliance with CE?
- Brendan, maybe, there would still need to be a referrals system in place
- Leslie, so we are looking at two referrals
- Alisa, but wouldn't change system for shelter, changing for RRH and PSH
- Alisa, top level procedures presented to the Board in December
- Leslie, who pushes the referral? CE specialist? Regional managers? If they are, look at what work they are doing to take work off their plate
- Chris, makes sense for regional managers
- Alisa, and that's the roll of the BNL calls
- Leslie, transition BNL calls to case conferencing
- Leslie, for compliance, who? DCED for ESG? DMA for CoC?
- Brendan, we look at compliance for ESG but feel this should be a separate process, if we are moving that the regional managers do this, maybe the regional managers should monitor
- Alisa, don't know that I agree with that, shouldn't put that responsibility on them, compliance should go through the committee
- Chris, completely agrees
- Alisa, is this something that the HMIS staff should be monitoring?
- Brendan, yes, and we rely on the providers to give us that information
- Leslie, DCED responsibility? Or HMIS Team? Does any of this fall under HMIS governance committee?
- Stephanie, that could make sense
- Leigh, needs changes to reporting to review compliance
- Leslie, need to think about, what penalties there would be for not complying with the system, what will incentivize them, HMIS customization not needed because it is built as a push system, might not need additional support or funding
- Brendan, will need to see the recommendations
- Rob, taking away money also lowers capacity to do better
- Leslie, agrees, that's a good point too
- Brendan, maybe this can be incorporated into the funding committee, funding committee is aware to keeping funds in the community even if it not awarded to that same agency

- Leslie, replace VI-SPDAT with something that is a better process, either using another CoC's assessment or creating something for us, phased CE intake
- Leslie, should the CoC use another assessment, what is used elsewhere in the country?
- Alisa, can we table that so Brendan can have his conversation with HUD about TA?
- Brendan, I'm sure they will say that we need to create one that is based on our geographical needs, Western CoC is going through their redesign, which implements diversion and safety planning first, and then an assessment comes later on, helps limiting who gets added to the BNL and that makes it more manageable
- Leslie, come back to this

11:50AM October Meeting Agenda

- Alisa, need to address the October meeting
- Leslie, next CE committee meeting, we're going to talk about the push pull system, table the VI-SPDAT
- Leslie, should we have a separate conversation about this instead of tacking it on to the board meetings
- Leigh, October meeting is open to public
- Alisa, how would you prefer to do this Leslie?
- Leslie, separate meeting
- Alisa, can Mary work with Leslie to get some dates and set something up?
- Alisa, Oct meeting agenda, who is giving us the overview on that?
- Leigh, in my notes, discussed whether it would be in-person or virtual, talk about people with lived experience but did not have a concrete discussion fleshed out, announcement of move on strategy for those who are interested in doing that work, whether or not to present HomeBase recommendations
- Alisa, Leslie, should we discuss the findings?
- Leslie, yes we can do that, and I can talk about what we are moving forward with
- Alisa, that's good and if the committee has already met to work on some things, those can be discussed too
- Alisa, can the committee do a presentation on the document?
- Chris, more comfortable with us doing it, HomeBase was so general and we would be able to offer a more nuanced view of it
- Stephanie, for transparency would be good to post it somewhere
- Leslie, maybe we'll do that for the recommendations
- Alisa, can Mary support the CE committee?
- Leigh, yes she can
- Alisa, some discussion about developing stronger partnerships with certain sectors, like healthcare
- Rob, careerlink
- Leigh, I can walk us through that
- Alisa, more than a walk through, point out who is doing good work with partnerships so we get a good view of what is happening in the CoC
- Alisa, anything we need to complete now?
- Alisa, Laura, Carol, Luis, any questions that you would like some more information on?
- Luis, appreciated this opportunity, learned a lot
- Carol, appreciated opportunity, excited about some changes that will be occurring
- Laura, also appreciated this
- Alisa, good reports from governing committee and written standards committee
- Alisa, will meet before October board to go over CE recommendations
- Chris, add Andrea, new CV co-chair to the landlord engagement team
- Alisa, don't have email for her, if you email that could happen

12:05PM Meeting Adjourned