



**Eastern PA CoC Board Meeting
December 18, 2023
10:00 a.m. – 12:00 p.m.**

Join Zoom Meeting

<https://zoom.us/j/95780178070?pwd=emtjUy9lelByTndUdng3cGVZT29wQT09>
Meeting ID: 957 8017 8070; Passcode: 020931 Phone +1 309 205 3325 US

AGENDA

| TIME | AGENDA ITEM | PURPOSE |
|-------------|---|---|
| 10:00 a.m. | Welcome, and approval of meeting minutes. | Vote required |
| 10:00 a.m. | H4G and Planning Grant Budget Update | Leigh and Brendan will provide current program funding information |
| 10:15 a.m. | RFP for Professional Consulting Services for The creation of a non-profit corporation and governance document | Review of recommendations from the Executive Committee and Board Vore |
| 10:45 a.m. | YHSI Grant Update | Update on progress |
| 10:55 a.m. | New collaboration with the Municipal Police Officers Training Commission | Update on training opportunities for law enforcement |
| 11:10 a.m. | United Way review of meeting participation and reporting information | This topic was discussed by the Executive Committee, and they are looking for feedback from the full board. |
| 12:00 p.m. | Meeting adjourned | |

Eastern Pa CoC Board Meeting Minutes

12/18/2023

In Attendance

Alisa Baratta
Jeff Rich
Deb Bartholomew
Jeremy Radle
Andrea Herb

Leslie Perryman
Carol Thorton
Chris Kapp
Stephanine Myer
Brendan Auman

George Payne
Leslie Perryman
Leigh Howard
Mary Penny

Alisa called the meeting to order and proceeded to the first item on the agenda.

Board Vote

1. The board voted to approve the November 2023 meeting minutes all were in favor

Brendan Auman noted that there was a miscalculation last month when the board voted to approve \$28,000 for training. Leigh Howard explained that when the request was made last month it was thought the down payment made to the NAEH was from the previous year's planning grant, but it was not it was from the current grant, and this led to a shortfall of \$9,000. This requires us to request an additional \$9,000 to cover the cost of the planned training.

Board Vote

2. Make a motion for the additional \$9,000 needed. Jeremy made a motion and Andrea 2nd. Vote all in favor to approve an additional 9k for the Housing 1st training,

Brendan Auman provided a Planning Grant update.

FY2022 (9/1/2023-8/31/24)

After spending the 2021 budget down we will have more than the first projected available in the 2022 budget. There will be an additional \$120,000 additional. Several items for this funding have been previously approved to be paid from this funding including:

- Housing First Training
 - The \$19,000 approved last month plus the \$9,000 requested today for a total of \$28,000.
 - Governance Documents \$20,000
 - CSH Health and Housing Training \$15,000

FY2021(7/1/22 to 11/30/23)

- APR due on 2/28/2024
- \$85, 695.31 needs to be spent down
 - Will be spent covering NOFO costs and other DCED, DMA, and CFC expenditures
- Additional in-kind matches need to be submitted for the period of the grant. The current total is \$16,810.
 - Please submit by January 31, 2024

Brendan asked the board to please remember to send him any in-kind match information as soon as possible so we can collect it in the event of a shortfall. He noted additional considerations for additional

funding opportunities. HUD is expected to issue a Permanent Supportive Housing NOFO, but the release date is unknown. Consultant work on this could cost around 30k (a high-end estimate) and we will have to look to potentially contract that work out. There also might be a need for additional HAB and Yab stipend dollars. Leigh commented that currently, the funds are okay but unsure if there is enough to last through the contract year. Another \$5,000 to \$7,000 for stipends may be needed in the new year. Brendan continued to explain that the 2023 planning grant was submitted in September, and we are waiting to be notified by HUD what amount the COC will be awarded. That announcement is expected soon, probably in the first quarter of 2024. We applied for \$964,000. Currently, the budget for consultants remains the same if the board chooses to go forward with the second year of their contract with an additional \$20,000 going to DCED for staffing and that leaves \$538,000 remaining. The board has discussed using those dollars for staffing the 501c3. Alisa noted that then by July will need to have a budget in place to utilize that funding once the board knows what the award amount is.

Leigh Howard then provided an update on the Home4Good funding. Currently, the is \$48,485, this is the same as it was when last reported in September. There are no pending expenses except the fee for the United Way management of the fund. That amount is \$1,939.40. We have also voted to use \$15,000 for the 501c 3 filings and \$5,5500 for the HAB retreat. After these expenditures that would leave approximately \$20,000 left in the fund. Currently, no actions need to be taken on the planning grant at this time.

RFP for Professional Consulting Services

Jeff provided an overview of the responses submitted to the RFP the CoC issued in November. We received proposals, two of which were from law firms and the committee found they did not meet the criteria for the work we need completed. The committee found their proposals very generic and did not go into detail about what they were proposing to do. The next two proposals were combined proposals that both had one set of consultants addressing the governance RFP and then a legal component to address the RFP for filing the articles of incorporation to become a non-profit organization. Of these two proposals, the group was most impressed by Hailstone and the history of the work they detailed showed that they have experience and could do the work. The group also felt this proposal needed to offer greater detail about the tasks to be completed and a proposed timeline. The next proposal was from Strategy Solutions, a group the CoC had previously worked with. Members of the Executive Committee found that while the proposal was well written it was overshadowed by the unsatisfactory experience they had when working with the group on a previous project. The committee decided they would like to work with Hailstone if they could provide a more detailed scope of work and timeline. With that, the Executive Committee is recommending that the board approve a contract of \$15,000 for the development of a 501c3 from the H4G grant and then \$20,000 to come from the planning grant to develop bylaws and governance structure.

Action Item

1. Brendan will contact Hailstone and ask them to provide additional information by the close of business on 12/22/23.

Board Vote

3. All were in favor of the recommendation from the Executive Committee to approve contracting with \$15,000 for the development of a 501c3 COPR from the H4G grant and then a contract of \$20,000 to come from the planning grant to develop bylaws and governance structure with Hailstone Economic Consulting.

Youth Homelessness System Improvement Grant (YHSI)

Brendan announced that DCED did submit a memo to the Deputy Secretary and did get approval to apply for this grant as the applicant if the CoC would wish them to.

Leigh provided additional updates on the content of the RFP and structure of the grant application. After attending the most recent Webinar about the NOFO it seems the way the NOVO announcement reads is a bit confusing initial it seemed the application the way it reads there are four activities in the bucket of work. But after the webinar, You must identify a problem you want to solve in that bucket. Instead of a wish list of what we hope to accomplish or to advance the application it needs to be all pointing to a similar problem or goal. This also all needs to be feasible to be accomplished in the 30-month time frame. This is forcing us to sprint along and look for projects we can get buy-in for, be compelling enough for HUD to fund, and be completed in that 30-month time frame. While we are in that process, we are coordinating a hybrid workgroup from the east and the west and the youth action boards. Also in the works, the first week of January is a full weekend retreat with the YAB to help them inform the application process. Most of the work now is internal but will become more outward-facing in January. It is important to note this application is very different from the other NOFOs we have applied for. The budget is extraordinarily complicated. Leigh is very optimistic about the application though. Leigh also noted that different from the previous NOVO application we will be looking for letters of support from Federal Legislators. It seems this approach works well for other CoCs.

Work with MPOETC

Mary provided an update on recent outreach to the Municipal Police Officers Training Commission. The group is responsible for the training and certification of all police officers in Pennsylvania. The commission is planning to dedicate a third of the annual required continuing education hours to training officers on issues related to homelessness. She will be linking the workgroup to information and connecting it to local providers. We are hoping this work will increase local law enforcement participation on local RHABs meetings.

United Way and Coordinated Entry Funding

The team discussed the need for regular updates on the operation of the 211 system, Leslie confirmed the staffing reduction but assured us they could still extend their hours. Concerns were raised about insufficient funds for coordinated entry activities, prompting a discussion about the sources of coordinated entry funding. Leslie responded by mentioning the development of a new assessment tool to be implemented by February or March. Leslie also proposed the addition of information for users while on hold and the potential of texting links for access sites. The team also discussed the use of volunteers for the call center.

Action Item

2. Leslie will ask the United Way about using volunteers to assist with call center staffing.

The board discussed the content and frequency of monthly reports from the United Way of PA. The United Way will be asked to provide monthly reports. There was also a discussion about United Way's attendance at quarterly meetings and the beginning of quarterly reporting in March, covering November and December. The team decided that United Way would attend Executive Committee meetings but not Board meetings. Alisa also thought it might be helpful to have them present in April at the full CoC meeting and provide a report of 2023 information.

Alisa questioned how other CoCs fund their Coordinated Entry system. Stephanie shared different funding streams including Human Services Block grant and Philanthropy. The team agreed on the importance of advocacy and education with stakeholders to secure additional support for the system.

The idea of partnering with local United Ways was proposed to increase engagement, and the topic was added to a planning agenda for a board conversation in February.

Action Items

3. Brendan will ask the United Way for monthly reports beginning in January. He will also ask if it is possible to receive a cumulative 2023 report.
4. Mary to add to the January or February Executive Committee meeting agenda a conversation about increased partnership with local United Ways in preparation for a meeting with the United Way of PA.

DCED updates

Brendan provided updates on staffing changes and introduced George as the new HMS project manager. They also shared that Destiny Blackman, a recent addition to the team, had to resign due to family issues, leaving a data analysis role vacant. Brendan mentioned that they are considering filling this role with a training-focused position. Brendan also updated the team on their recommendations for the 2023 period, which are currently with the Governance office. They mentioned ESG training for grantees in 2024 and potential collaborations with the Pennsylvania Human Relations Commission for Fair Housing training.

George presented a report on Stella, a tool used for data visualization in their housing services. They mentioned the tool's limitations and plans to incorporate more visualizations with their HMS data. Brendan added that they are in the midst of a clean-up period, which will help inform decisions for the upcoming fiscal year. George presented a detailed analysis of the demographic data of households and individuals served over 12 months. Brendan said this is another tool to help the board determine the program needs of the CoC. Brendan said he will provide information in the future about additional way the board can incorporate the data into the board's work process.

Stephanie announced a public comment period for a proposed 1115 waiver application to add new housing and tenancy services in their state Medicaid program.

Alisa asked if anyone had additional comments and there were none. The Board then voted to adjourn the meeting.