



Eastern PA CoC Board Planning Meeting Agenda

June 17, 2024

10:00 am to 12:00 pm

Join Zoom Meeting

<https://zoom.us/j/95780178070?pwd=emtjUy9lelByTndUdng3cGVZT29wQT09>

Meeting ID: 957 8017 8070 Passcode: 020931 +1 309 205 3325 US

TIME	AGENDA ITEM	PURPOSE
10:00 a.m.	Welcome – Alisa Baratta	
10:00 a.m.	Vote to approve May meeting minutes	
10:05 a.m.	501(c)(3) update-Jessica Aviva	
10:40 a.m.	<i>Adjourn meeting to hold brief 501(c)(3) Board Meeting</i>	*Please stay on the current Zoom link
10:45 a.m.	<i>Reconvene CoC Meeting</i>	
10:45 a.m.	2024 Training Plan-Leigh Howard	Develop a plan for the 23-24 CoC training
11:00 a.m.	Budget Discussion-Leigh Howard	Discuss and approve HAB and YAB budgets and put spending context with the total Planning Grant Budget.
11:30 a.m.	Diversion Strategy Update-Jason Alexander	
12:00 p.m.	Meeting Adjourned	

**Eastern PA Coc Board Meeting Minutes
June 17, 2024**

Participants:

Alisa Baratta
Jessica Aviva
Tiffany Jones
Chris Kapp
Nick Dennis
Brendan Auman
Jeffrey Rich
Carol Thornton
Stephanie Meyer
Leigh Howard
Mary Penny
Jason Alexander

Alisa Baratta called the meeting to order and requested a motion to approve the May 2024 meeting minutes. All were in favor of the May 2024 and the meeting minutes were approved.

Board Vote

1. The Board voted to approve the May 2024 meeting minutes.

Mary then asked for the board's permission to record board meetings. This would enable Zoom to create a more accurate transcript. While an official vote was not taken, Alisa Baratta polled the board members and all agreed. The information is to be used for meeting minutes only.

Restructuring into Regional Councils and Local Coalitions

Jessica Aviva, Ph.D. introduced the proposal to reorganize into 4 regional councils: Southwest, South Central, Central North, and East. Each council would comprise several local coalitions, facilitating better engagement and coordination among stakeholders. Emphasizing the need for enhanced connection and engagement among stakeholders through smaller, more localized meetings. Tiffany expressed concerns about the logistical arrangements for counties under the proposed Southwest Council, specifically Huntington, Bedford, and Fulton. Clarifications were sought regarding whether these counties would meet jointly or separately within the council framework. In response, Jessica Aviva underscored the preliminary nature of the proposal, highlighting the ongoing dialogue necessary with both service providers and community partners to refine the structure over an anticipated 18-month transition period. The topic of voting rights and membership participation within the organization's governance arose. Leigh Howard expressed concerns about potential exclusions of non-funded entities from voting privileges. Alisa Baratta explained the rationale behind limiting voting rights to primary members, citing challenges in tracking memberships and ensuring informed participation. The role of general membership in voting was highlighted as limited primarily to charter amendments. Consideration was given to whether members should vote on board slates or bylaw changes. Alisa Baratta emphasized the importance of regional representation in voting processes

Action Item

- 1. Jessica Aviva emphasized the need for ongoing conversations to finalize structures over an 18-month transition period.**

Goals and Objectives

The meeting then shifted focus to the revision of organizational goals based on member feedback. Jessica Aviva presented four broad goals aimed at identifying funding opportunities, facilitating access to resources for individuals at risk of homelessness, fostering collaboration among organizations, and providing updated information and support.

Jessica Aviva presented revised goals based on member feedback:

- Identify funding opportunities and prepare equitable grant applications.
- Facilitate access to resources for those at risk of homelessness.
- Foster a collaborative network to prevent and resolve homelessness.
- Provide up-to-date information and support to local organizations.

Bylaws and Organizational Structure

The discussion then focused on drafting new bylaws to align with the restructured councils and local coalitions. Chris Kapp advocated for maintaining a committee structure for the Coc application and funding, citing operational continuity and simplicity.

Action Item

- 2. Jessica Aviva agreed to draft new bylaws for review in July, incorporating provisions for board composition and committee roles.**

Staffing and Operational Timeline

During the meeting, Jessica Aviva, Ph.D., outlined key considerations for engaging consultants and contractors in the organization's initial phases, focusing on tasks such as managing CoC funding, coordinating entry processes, and overseeing operational management and network weaving for the first two years. She emphasized that payroll, human resources, and employee-related functions would not be necessary until the third fiscal year, while immediate needs included bookkeeping and eventual grant proposal writing post-approval of their 501(c)(3) application.

Brendan Auman provided an update on staffing plans, confirming the use of contractors until fiscal year 2026 to manage operational roles. The group acknowledged the importance of securing external grant-writing support once the organization obtains 501(c)(3) status.

Jessica noted that there could be delays in IRS review times for 501(c)(3) applications, with recent reports indicating a significant backlog since mid-August of the previous year, potentially impacting organizational timelines. Alisa Baratta mentioned that one way to speed up the 501(c)(3) application process is by lobbying the board's federal legislative representatives. Carol Thorton added that the NAEH will hold a Hill Day event on July 10th, which could provide the CoC with the opportunity to pursue this.

Alisa Baratta discussed the board's composition for the upcoming year and plans to hire staff by year three. There was a suggestion to create a committee to oversee operations, similar the current setup where an executive committee reports to the board. Tiffany raised concerns about workload and finances, especially regarding the transition of managing stipends to the nonprofit. Leigh Howard assured everyone that DMA would continue managing stipends until the Coc could take over smoothly.

Jessica Aviva presented a timeline for future tasks, including a June 25th Executive Committee meeting to review the business plan and prepare the 501(c)(3) application. She emphasized the importance of board members reviewing materials beforehand and sending questions to Brendan for the Executive Committee.

- ***The board then adjourned briefly at 11:00 am to conduct the 501(c)(3) meeting. Those meeting minutes are part of a separate document.***

Call to Order

At 12:05 The Eastern PA CoC Board meeting was called back to order.

CoC 2024-25 Training Plan and Budget

Alisa Baratta turned the meeting over to Leigh Howard to discuss the CoC 2024-25 Training Plan and Budget. Leigh Howard reviewed the proposed training topics for the upcoming contract year, July 1, 2024, to June 30, 2025. Specific trainings discussed included:

- Housing 1st Training
- Annual Fair Housing Training
- LGBTQ+ Competency Training
- Diversity, Equity, and Inclusion (DEI) Training
- Mainstream Benefits Training
- Other HUD-required and recommended training

Various challenges and costs associated with these trainings were noted, including updates on HUD's Inspire system, which has seen delays until October 1, 2025. Highlighting a budget allocation of \$50,000 for training initiatives, with \$24,000 earmarked specifically for Housing 1st training from next year's budget. This allocation aligns with ongoing commitments such as the annual Fair Housing training mandated by HUD, ensuring compliance with equal access regulations. A discussion ensued about Jason Alexander's upcoming involvement in diversification strategy, with Brendan Auman confirming that funding for five trainings are included in Jason's contract.

Action Items-

- 3. Leigh Howard to circulate a detailed survey on potential training topics to be distributed to the RHABs.**
- 4. Alisa Baratta to follow up on program officers' guidance regarding training costs and requirements.**

Budget Discussion

Alisa Baratta noted the primary focus for the next agenda item was revisiting the budget allocations and ensuring a formal vote on the proposed budget.

Leigh Howard then presented a budget overview beginning with the total increase, approximately amounting to \$100,000. He emphasized significant increases in specific line items, notably training (Line E): Which increased from \$25,000 to \$50,000 for the upcoming year. Administrative Support Services (Line F): Expanded to accommodate additional hours to support existing and new committee activities, including the full cost of Mary's position. Stipends (Line I): Marked increase to

support 10 active members of the Homeless Action Board (HAB) and several Youth Action Board (YAB) members.

Alisa Baratta raised concerns about the ongoing nature of these budget increases and their sustainability. She prompted a discussion on the need for continuous support for various committees beyond HAB and YAB, including those involved in Coordinated Entry and Written Standards. Leigh Howard clarified that these expenses were essential for maintaining current committee engagement levels and suggested that future discussions should explore additional support mechanisms for other committees experiencing operational challenges.

Following the discussion, Tiffany moved to approve the proposed budget, which was seconded by Stephanie Meyer.

Board Vote

2. The board then conducted a vote, with all members present voting in favor of the budget adjustments.

Alisa Baratta acknowledged the approval and suggested that detailed projections for committee support should be included in future budget conversations to ensure comprehensive planning.

Diversion Strategy Update

Jason Alexander, Capacity for Change, delivered a presentation outlining the "Housing Problem Solving Plan" for the Coordinated Entry Committee. Jason began by emphasizing the plan's origins in a two-year planning effort involving extensive stakeholder collaboration and alignment with sector trends and community needs. The plan, formerly known as "Diversion," was renamed to "Housing Problem Solving" to reflect its broader scope and positive connotations. It focuses on preventing households from experiencing homelessness by providing a strengths-based, person-centered approach. This involves creative problem-solving conversations, light case management, and one-time financial assistance as needed.

The presentation highlighted the plan's implementation phases, data tracking through HMIS (Homeless Management Information Systems), and the need for ongoing advocacy for additional funding. Questions and discussions during the presentation included funding strategies, eligibility expansions, and operational details. Key goals include increasing the number of households resolving crises without emergency shelter, reducing first-time homelessness incidents, and minimizing unsheltered living situations. The plan also aims to shorten emergency shelter stays through rapid exit strategies. Jason outlined eligibility criteria, estimating that approximately 5,700 households annually in the CoC region could benefit, with 20% likely needing financial assistance. Ultimately, the board decided to postpone a vote on the plan until the July meeting. The Executive Committee was tasked to decide on immediate funding from the "Home4 Good" initiative. The presentation concluded with a call for feedback and readiness for policy implementation pending funding availability.

Action Items

5. **Add the Home4Good Funding discussion the June Executive Committee Agenda**
6. **Add the vote for the Housing Problem Solving Strategy to the July Board Meeting Agenda**

Alisa then thanked everyone for their work and Jeff Rich made a motion to adjourn/ Meeting adjourned