



**Eastern PA CoC Board Planning Meeting Agenda**

July 15, 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.	<b>Welcome</b> – 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.	Housing Problem Solving and Rapid Exit Discussion <ul style="list-style-type: none"> <li>Vote to approve Housing Problem Solving plan</li> </ul>	Executive Committee recommendation re: HPS and continuation of Rapid Exit discussion
11:10 a.m.	2024 Home4Good discussion <ul style="list-style-type: none"> <li>Vote to approve 2024 H4G allocation plan</li> </ul>	Executive Committee recommendation and finalize H4G plan
11:30 a.m.	2024 PHARE Planning and 2023 PHARE award implementation planning	Determine the preferred planning method for this year's application and allocation plan for the 2023 award
12:00 p.m.	Meeting Adjourned	

**7/15/24 Eastern PA Coc**  
**Draft Meeting Minutes in Progress**

**In attendance**

Alisa Baratta  
Jeff Rich  
Leslie Perryman  
Luis Resto  
Carol Thorton  
Chris Kapp  
Brendan Auman  
Leigh Howard  
Amanda Riehl  
George Payne  
Mary Penny

**501(c)(3) update-Jessica Aviva**

Alisa turned the meeting over to Jessica Avia from Hailstone Consulting who provided the board with an update on the final project deliverables of their contract. She reviewed the business plan, 501c3 application, and conflict of interest policy. Jessica asked for feedback and corrections by the end of the week. The board noted they were pleased with the information and thought it provided them with a clear path forward. Jessica further noted that Hailstone requested to extend the contract with United Way to August 31, 2024, to finalize and file the 501c3 application.

**Board Vote**

1. Brendon made a motion to extend the Hailstone Contract to August 31, 2024, all were in favor. The motion passed unanimously.

The board reviewed the 501c3 Conflict of Interest Policy. Alisa asked if the policy was in line with HUD requirements. Jessica noted that was taken into consideration, but the CoC would need to review them once the 501c3 took over to ensure everything required was included.

Jessica introduced a quarterly checklist and went over the next steps July to September, including developing procurement policies, updating the website, and setting up bookkeeping

Alisa proposed the formation of a finance committee, with the possibility of recruiting finance professionals from nonprofit organizations. Carol Thorton suggested not limiting finance as in some organizations they are not responsible for grant writing and development. Jeff expressed his interest in joining the finance committee but did not wish to take on the role of chair. Luis Resto agreed to convene the committee but not act as a finance expert.

The discussion then moved into prioritizing items on the checklist. The board also discussed the need for updated job descriptions and procurement policies in preparation for hiring new staff in January, with a focus on prioritizing tasks and focusing on the most important achievements. It was noted that prioritizing the PA Vendor application was extremely important as it allows for contracting with DCED and allows for contracting with consultants.

## Board Vote

2. Alisa moved to adjourn the meeting to hold brief 501(c)(3) Board Meeting. Please see separate 501(c)(3) meeting minutes

## Reconvene CoC Meeting

Alisa called the meeting back to order and moved to the next Agenda item.

Leigh provided a recap from the June 17, 2024, board meeting discussion where Jason Alexander presented the plan formerly known as the Diversion Strategy, previously developed by a subcommittee of the Coordinated Entry Committee. Leigh noted the plan was reviewed but not approved, and it was referred back to the Executive Committee for further deliberation. The recommendation out of the Executive Committee was to accept the plan as submitted with the recommendation was to reconsider the oversight of the committee from the Coordinated Entry Committee to instead have a separate Housing Problem-Solving Committee. The Executive Committee then discussed utilizing the Home for Good funding that is available this year to help fund the Housing Problem Solving Program implementation. Leigh continued that there is an additional item and recommendation on the agenda ahead to discuss that item. there. At this point, the board needs to reconsider the recommendation to approve the housing problem implementation with the change to the plan as noted. There was a brief discussion was the challenges of who was going to move this work forward? It was determined that Brendan Auman could have a discussion with Jason Alexander to see if he could help start the work and then move to an oversight role. Leigh Howard also offered to support the work as there will be significant overlap with other work.

## Board Vote

3. Jeff made the motion to approve the Housing Problem Solving Recommendation from the Executive Committee and also suggested creating a stand-alone Housing Problem Solving Committee. All were in favor and the motion passed unanimously

## Action Item

Leslie will ask the Coordinated Entry Committee to make an update to the plan.

After the vote, Leigh Howard went on to explain on one additional item missing from the previous recommendation. The item concerns the Home for Good funds, which will be covered in the next agenda item. The main focus of Leigh's discussion was on a potential new initiative known as Rapid Exit. This project concept integrates three strategies—prevention work, diversion work, and rapid exit work—into a comprehensive plan. An overview of these strategies was previously distributed during the June meeting. The proposed project aims to use rapid rehousing funding to quickly place individuals who are currently in shelter or unsheltered but have income sufficient to sustain housing with some initial financial assistance.

Leigh recommended considering this approach as a new project application. The idea is to release a Request for Proposal (RFP) specifically for rapid exit projects. This would help individuals who are less likely to be prioritized through the traditional Continuum of Care (CoC) processes due to their existing income or assets. The proposal suggests starting with a pilot program in 1-3 counties, with potential for expansion based on its success. The majority of the funding would be directed toward rental assistance, with additional support needed for housing search services. Leigh asked if there was consensus to move forward with this concept as a project and the board agreed there w. The board discussed the use and implementation of this type of project and asked Leigh Howard to create a one-page informational document for them to review. Leigh agreed to create and circulate

this document and reminded the board a vote to approve would be needed. After approval this proposal would need to be sent to the funding committee for review.

### **Action Item**

Leigh will circulate an informational document to the board for their review and pending approval.

### **2024 H4G Allocation Plan Housing Problem Solving and Rapid Exit Discussion**

Leigh reviewed with the board that there was a total of \$604,000 available from the Home 4 Good funds. Out of this, \$573,800 is designated for activities, while \$30,200 is allocated for CoC Admin. The CoC Admin funds are flexible and can be used at the board's discretion, without needing to report back to PHFA or the Federal Home Loan Bank. These funds can also be carried over for up to 30 years. The application for these funds is due to PHFA by July 31<sup>st</sup>. The Executive Committee has recommended using the \$573,800 for the recently approved housing problem-solving strategy. Additionally, they suggested setting aside a small amount of funds for unforeseen expenses related to the Youth Action Board (YAB) and the Homeless Action Board (HAB) not covered by the planning grant. The board decided that any unforeseen expenses related to the Youth Action Board (YAB) and the Homeless Action Board (HAB) not covered by the planning grant will be reviewed on a case-by-case basis. The board will revisit this in about six months to refine the approach if necessary

### **Board Vote**

4. The recommendation to approve the 2024 H4G recommendation was formally moved and seconded, and the proposal was approved unanimously.

### **PHARE Funding discussion**

The United Way of Pennsylvania applied last fall on behalf of both the Eastern and Western Continuums of Care (CoCs) to establish landlord incentive funds and enhance capacity within each CoC. The total requested funding was \$895,000, but the awarded amount was \$450,000. For the Eastern CoC, the allocated funds amount to \$238,787. Given the reduced funding, the board needs to consider how to best allocate these funds. Should the Eastern CoC prioritize advancing the staffing component of the original application, given the current status of the 501(c)(3) Network Weaver position, or should the entire amount be directed toward landlord incentives across the CoC? Alternatively, would it be beneficial to assemble a team to develop a plan for the allocation and prioritization of these funds?

Leigh asked Should the board consider applying for additional funding in 2024. So, a discussion is needed on priorities for the application. The conversation then focused on preparing for the 2024 funding application. A significant consideration is whether to continue prioritizing landlord incentives, which have been effective in the Lehigh Valley. The group is exploring whether landlord incentives should be a priority across all regions or if other needs might be more pressing in different communities.

Leigh summarized the plan to reconvene the group to review the use of the 2023 grant and to develop ideas for the 2024 application. They will reconvene the PHARE workgroup. We'll bring recommendations back to this committee back to the board for approval for the use of the 2023 grant and the 2024 application ideas start to come together, but it may be a continuation of this 2023 project, which is the landlord liaisons and the incentives.

### **Coordinated Entry Funding Process**

Leigh then addressed the Coordinated Entry Funding Process. He reminded the board that, two years ago, the governing board established a threshold allowing up to 5% of the CoC's annual funding to be allocated for Coordinated Entry. Leigh reached out to Leslie Perryman and Jason Alexander to see if there was a need for additional funds to support Coordinated Entry access sites, which are currently funded only locally. They expressed interest in utilizing extra funding if it were available. Leigh sought initial feedback from the board before asking the governing board to consider expanding the funding. Currently, there is approximately \$176,000 available within the 5% allocation, though this amount does not guarantee approval for the full sum. Leigh proposed discussing this possibility further if the board agrees, so Leslie and Jason can prepare the matter for detailed committee discussion. The board held a robust discussion about how Coordinated Entry Access sites are currently funded. Alisa questioned where the access sites' in-kind funding was coming from (local government, municipal or private). Leslie noted each location is different and it would require surveying them to find out. In the end, the board asked the Coordinated Entry Committee to come back with a more detailed proposal for their review.

### **Action Item**

Leslie will work with Jason Alexander and the CE Committee to create a detailed proposal to present to the board.

Leigh also posted in the meeting chat that Housing First University closed, and the board will need to have a future discussion on how to proceed.

### **Action Item**

This item will be added to the August meeting agenda

### **HMIS Update**

Brendan Auman and George Payne provided updates on their ongoing projects. Brendan started by addressing the status of their search for a new Learning Management System (LMS). They had initially intended to procure Talent LMS but hit a snag due to the lack of a software licensing agreement. As a result, they are exploring alternative LMS options available within the Commonwealth, with several internal sites and programs under consideration. The establishment of a licensing agreement could potentially take up to two years, so they are actively looking at other viable solutions in the meantime. George then added details about their work on the Housing Assistance Tool (HATS), which is set to replace the current system and transition to a push system for client referrals. This new system is expected to go live by September 1st.

Alisa noted that the board had reached the end of the agenda and the meeting was adjourned