



Eastern PA CoC Board Meeting

Agenda

November 18, 2024

10:00 a.m. to 12:00 a.m.

Join Zoom Meeting

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

Meeting ID: 957 8017 8070

Passcode: 020931

TIME	AGENDA ITEM	PURPOSE
10:00 a.m.	Call to order-Alisa Baratta	
10:05 a.m.	Approval of August meeting minutes	
10:10 a.m.	NOFO update-Leigh Howard	Brief summary of HUD submission; questions to Board re next steps.
10:20 a.m.	Update/discussion on the 501(c)(3) transition, including strategic planning and facilitation needs for the upcoming retreat. Hailstone Contract.	Review items that were discussed at the Executive Committee meeting with the full board
10:40 a.m.	Housing First Training Discuss the feedback from the full CoC about the implementation of the Housing First model. Especially to support Rapid Rehousing Providers	Identify if there is potential technical assistance from HUD. Identify and plan for training opportunities
10:50 a.m.	SOAR discussion about training and capacity building	*SOAR is the SSI/SSDI Outreach, Access and Recovery Program
11:00 a.m.	Board member term discussion	Vote to determine if existing board terms should be extended until the new 501(c)(3) is in place and the CoC board is dissolved.
11:15 am	December Board Meeting Dates 12/16 Board Meeting	Confirm members are available on this date or if we need to reschedule.
11:20 am	Discuss copyrighting and licensing of the Coordinated Entry Housing Assessment Tool	
11:40 a.m.	Present results from the Full CoC meeting follow-up survey	Identify future meeting improvements. Should we return to the same location for the Spring Membership meeting?
12:00 p.m.	Meeting Adjourned	

Eastern PA CoC Board Meeting
Meeting Minutes
November 18,2024

Attendance

Alisa Baratta
Amanda Riehl
Ash Hersh
Brendan Auman
Carol Thornton
Chris Kapp
Dorese Tolson
George Payne
Jeff Rich
Leigh Howard
Leslie Perryman
Mary Penny
Nick Dennis
Rebekah Orlando for Stephanie Meyer
Stephanie Meyer
Tiffany Jones
Tony Diaz

Call to Order

Alisa Baratta called the meeting to order and asked for a vote on the September meeting minutes. The board voted unanimously to approve the minutes.

Board Vote

1. September 2024 Meeting Minutes Approved

Alisa moved to the first agenda item and asked Leigh Howard to provide the NOFO update.

NOFO Update

Leigh provided a general update about The NOFO application that was successfully submitted on October 30th, requesting over \$30 million in funding. The application included:

- 48 Renewal Projects:
- 23 Permanent Supportive Housing
- 18 Rapid Rehousing
- 1 Joint Transitional/Rapid Rehousing
- 1 Supportive Services Only (Street Outreach)
- 1 HMIS
- 4 Coordinated Entry

- 16 New Projects:
- Includes a pilot Rapid Exit project ranked as the top new project application, aligned with CoC's Housing Problem Solving Strategy

During the discussion Leigh Howard shared information about the CoC's anticipated score. The estimated score will likely be lower than last year, which reflects both shifts in HUD's scoring criteria and the cyclical nature of system performance metrics. For instance, while increases in earned income are beneficial, they may result in decreased eligibility for certain benefits, leading to overall scoring fluctuations. Additionally, HUD's priorities have evolved, and some areas where we previously earned full points now receive slightly lower scores due to these changes. Moving forward, a thorough analysis of the scoring outcomes will be conducted to pinpoint specific areas for improvement. This analysis will include recommendations for aligning our efforts with HUD's expectations and improving overall system performance. These findings, along with proposed priorities, will be shared at the December Board meeting.

Brendan asked about the current state of street outreach projects and opportunities for expansion. Leigh explained that the Eastern PA CoC's only street outreach project is an older SSO grant, as HUD no longer allows direct applications for street outreach. However, such services could be integrated into Coordinated Entry grants. Leigh noted challenges with HUD's eligibility rules for services provided in unsheltered settings and plans to seek clarification on what might be allowed under Coordinated Entry.

Action Items

Leigh will follow up with HUD for guidance and report back.

Update/discussion on the 501(c)(3) transition

Brendan Auman presented a proposal regarding Hailstone Consulting's continued services. The focus was on advancing the organization's transition to a 501(c)(3) nonprofit structure and addressing associated operational requirements. The board reviewed a proposal related to advancing the 501(c)(3) transition and supporting key organizational needs. Brendan Auman outlined three main components of the proposal:

- Drafting Job Descriptions for two consultant roles: Operations Consultant and Network Weaver Consultant, at a cost of \$2,000.
- Facilitating the January Retreat for \$2,000 to support planning and discussions.
- Completing 501(c)(3) Registration and Pennsylvania compliance filings, requiring additional funds.

The board acknowledged that while job descriptions and facilitation could be funded through CoC planning grant dollars, registration costs were ineligible and would need to be covered using Home for Good administrative dollars. Brendan noted that these funds were limited but would be replenished in January, delaying covering registration expenses.

The board debated whether to complete the registration filings internally to save costs but identified challenges, including upfront fees and the lack of an institutional bank account. Jeffrey Rich highlighted that filings were straightforward but might be better outsourced given current constraints.

Board Vote

2. **Approved** unanimously to use \$4,000 in CoC planning grant funds for job descriptions and retreat facilitation.

Deferred: A decision on using Home for Good funds for registration was postponed until budget clarity in January.

Action Item

Consider in-house options for registration filings as a backup.

Housing First Training

The board discusses the need for housing first training, specifically focused on rapid rehousing providers. Many felt the previous training was too focused on permanent supportive housing. Leigh will draft a scope of work to solicit proposals from potential trainers like the Corporation for Supportive Housing, Housing Innovations, and OrgCode. The training should cover both program staff and executive leadership levels.

Action Item

Leigh will draft a scope of work to solicit proposals from potential trainers

Board Terms

During the meeting, the board reviewed upcoming term expirations for members. This prompted a discussion about how to manage transitions effectively while maintaining the continuity and expertise needed for ongoing initiatives. The group revisited the bylaws to confirm guidelines around term limits and renewal processes. It was noted that some members whose terms were ending could be eligible for reappointment, depending on their interest and the board's needs. A motion was brought forward to approve the renewal of terms for eligible board members who expressed interest in continuing their service until the time the CoC becomes a 501(c)3.

Board Vote

3. The board voted to extend the term limits of existing officers until July 1, 2025. All were in favor, and none opposed.

December Board Meeting Date

The board agreed to keep the December meeting date of 12/16 as previously set. Alsia noted she might be late and asked Jeff Rich or Leslie Perryman to start the meeting in her absence if necessary.

Copyrighting and Licensing of the Coordinated Entry Housing Assessment Tool

Jeff Rich began a board discussion on whether the CoC should copyright the Coordinated Entry Housing Assessment Tool (HAT) and its possible licensing. Some members were concerned that strict licensing might limit collaboration. Others stressed the importance of protecting the tool from unauthorized changes to ensure its effectiveness. Others noted that the funding used to pay for the creation of the tool might limit the ability for it to be copyrighted. Jeff volunteered to research the copyrighting process further and will follow up Leslie suggested that the Coordinated Entry Committee begin working on an evaluation plan, incorporating data from provider and participant feedback after at least a year of implementation.

The board reached a consensus to explore copyrighting the tool but agreed that charging a fee for its use was unnecessary.

Action Item

- Jeff volunteered to research the copyrighting process further and provide updates at future meetings.

Results from the Full CoC Meeting Survey

Mary Penny provided an overview of the feedback received from the recent full CoC meeting. She emphasized that only 20 of the 100 attendees responded to the survey, limiting the ability to draw broad conclusions. Those who did respond gave positive feedback about the location, ease of parking, and overall venue quality. While subsidizing lunch was intended to increase engagement attendance many attendees still brought their own meals, suggesting it did not influence attendance. Interestingly, participants showed more excitement about morning coffee and donuts than lunch.

Participants found the meeting relevant and engaging, with high ratings for communication and key messages. The breakout sessions received mixed ratings in the survey but garnered significant praise in verbal and email comments. Key takeaways included a shared sense of collaboration and unity, with attendees expressing that they felt supported and "not alone" in addressing homelessness. Concerns were raised about logistical challenges, particularly noise issues during breakout sessions in a large, open space. Mary noted that addressing this would likely require budgeting for a venue with separate breakout rooms for future meetings.

Continued review of the survey feedback brought to light one comment that the board discussed in depth. There was an issue raised that some committee members felt marginalized, and their contributions were not valued or appreciated by other CoC and board members. Chris Kapp shared their observations from a recent DV committee meeting and Dorese shared a letter about her feelings as a member of the HAB and how they have been received by the CoC. During the meeting, Dorese Tolson addressed a concerning issue about a negative experience at a prior meeting. She shared that it was disheartening to learn that some members who presented felt marginalized, particularly those with lived experience. Dorese then proceeded with a prepared statement (that is attached to these minutes). Dorese emphasized the importance of fostering collaboration, inclusivity, and support for committees like the Homeless Action Board (HAB) and the Youth Action Board (YAB). Drawing from her journey of overcoming homelessness and addiction, she underscored the value of individuals with lived experience in shaping solutions to homelessness.

Alisa Baratta responded by acknowledging the board's efforts over the past year to improve relationships with committees. She emphasized that while the board wasn't perfect, they had been making a concerted effort to engage more and allow committees to drive their agendas. However, she expressed regret that some individuals felt dismissed and that their concerns were being overlooked, particularly in light of the comments made during the lunch. Alisa Baratta acknowledged the need to address these issues, proposing that the approval of committee action plans be added to the December agenda. Leslie Perryman suggested that it might be helpful to dedicate more time in future retreats to team-building activities. This would help build trust and establish a clear, comfortable process for addressing disagreements or when someone felt their voice was not being heard. Given the new composition of the

board, it would be beneficial to spend time fostering mutual respect and understanding among members to strengthen their ability to work together. Alisa Baratta then raised the question of whether to engage Hailstone to help with this process. However, some felt they were not the right fit for facilitating a trust-building and communication-focused session. The group agreed an outside facilitator was needed and will begin the search for an appropriate fit.

Action Item

- Leigh Howard will assist the board in locating a meeting facilitator for the January CoC Board Retreat.

SOAR Discussion

The board discussed integrating the SOAR (SSI/SSDI Outreach, Access, and Recovery) program into the coordinated entry system. Alisa Baratta highlighted ongoing conversations in the Lehigh Valley about enabling SOAR providers to access data on eligible individuals while adhering to privacy regulations. Sharing Homeless Management Information System (HMIS) data remains challenging due to governance rules and HUD restrictions, which only permit such sharing with appropriate client consent or under strict conditions.

Stephanie Meyer proposed involving Lauren McWethy from the Office of Mental Health and Substance Abuse Services to navigate privacy issues and shared examples from Allegheny County where SOAR data-sharing improved service coordination. Alisa supported the suggestion, emphasizing privacy compliance.

The group also debated the timing of SOAR involvement in the coordinated entry process. George Payne noted challenges due to the intensive requirements of SOAR applications, suggesting that focusing on individuals with stable housing might be more practical. Stephanie advocated for earlier engagement in the process.

The board agreed on the need for further discussion, proposing a meeting with Lauren McWethy. Alisa suggested revisiting the issue in February or March to finalize decisions and implement solutions.

Action Items

- Meeting with Lauren McWethy to discuss strategies for integrating SOAR into service coordination while adhering to privacy requirements.
- Add discussion in February/March meeting agenda: Plan to bring the topic back for further discussion in February or March to make a final decision on the process.

Meeting Adjourned at 12:18pm