



Eastern PA CoC Board Meeting December 16, 2024		
Meeting link	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-Jeff and Leslie	
10:05 a.m.	Approval of November meeting minutes	
10:10 a.m.	Vote to add Nick Dennis as Board Secretary and Jeff Rich to Board Treasurer	
10:15a.m.	Review of the retreat planning discussion from Executive Committee Meeting-Committee Members	1. Provide the full board with an overview of the priorities set by the committee for the retreat. 2. Determine if the board should conduct authentic engagement training at the retreat or a stand-alone event.
10:30a.m.	Finalize Board Retreat Agenda with input from Jessica Avia from Hailstone Consulting	Work with consultant to identify the best process to address 501(c)3 planning on day one of the retreat.
10:45a.m.	Jeff Rich-Update on: -Housing Assessment Tool Copyright -Domain Name Purchase	
10:50 a.m.	Future collaborations with PAHRA?	After the successful CoC lead track at the PAHRA conference the CoC never engaged in any future conversation with PAHRA. Should the CoC look to plan future joint events? The board discussed holding membership meetings during the PAHRA conference. Is this a possibility for fall 2025?
11:00 a.m.	Spring Membership Meeting	Board approval needed on location. Book the same free location used in the fall or set budget for another space.
11:10 a.m.	United Way of PA fiscal and 211 Update-Kim Amsler	Update on the status of H4G, PHARE and 211 changes
11:50 a.m.	HMIS Joint Charter Update-Brendan	Vote required to approve HMIS Joint Charter.
12:00 p.m.	Meeting Adjourned	

EASTERN PA CoC
DECEMBER 16, 2024
BOARD MEETING MINUTES

Attendance

Jeff Rich
Tiffany Jones
Leslie Perryman
Carol Thornton
Jessica Aviva
Brendan Auman
Dorese Tolson
Chris Kapp
Nick Dennis
Ash Hersh
Leigh Howard
Mary Penny

Call to order

The meeting was called to order by Jeffrey Rich who announced changes to the agenda: Kim Amsler could not attend due to a family emergency and the United Way update was replaced on the agenda with a renewal scoring update and approval of a holiday message to the membership was added.

November Meeting Minutes

Jeff had no changes to the minutes and invited input. After addressing a clarification regarding a SOAR update attributed to Lauren McWethy, the minutes were approved.

Board Vote

1. The board voted to approve the November meeting minutes. The motion passed unanimously.

Board Role Adjustments

Jeff outlined proposed role changes for the Board. Nick Dennis would take on the role of Board Secretary. Jeffrey Rich would transition to Board Treasurer. Nick Dennis joined the board earlier in the year replacing the former board member who was treasurer. Nick did not feel comfortable serving in that role but agreed to serve as secretary. The adjustments were approved. Brendan Auman motioned, Carol Thornton seconded, and the motion passed with no objections.

Board Vote

2. The board voted unanimously to move Nick Dennis to the role of Board Secretary and transition Jeffrey Rich to Board Treasurer.

Review Executive Committee Meeting Retreat Planning Discussion

Jeff shared that the Executive Committee met and discussed the retreat agenda. The tentatively planned to use day one to focus on foundational business related to the 501(c)(3) transition, including timelines, structural adjustments, and decision-making processes. Day Two: Address authentic engagement and broader Continuum of Care (CoC) matters, including discussions on resource allocation, and committee updates.

Retreat Input from Jessica Avia of Hailstone Consulting

Jessica emphasized using the retreat to finalize key decisions related to the 501(c)(3) transition. She recommended prioritizing a clear, step-by-step implementation plan, including timelines and sequencing of tasks. Jessica highlighted the value of ensuring clarity around roles, particularly the distinctions between management entity and internal staff responsibilities. This would help streamline the transition process and prevent confusion. Additionally, she offered to review progress on the transition since her last engagement to ensure alignment with strategic goals.

The discussion then moved to an update on the planning and logistics for the upcoming Board Retreat. Mary Penny began by outlining a change in the retreat's venue. Due to the need to meet per diem overnight room costs, the retreat was moved from the Homewood Suites to the nearby Hampton Inn, approximately a mile away. Jeff Rich sought clarification on the accommodation process, asking whether attendees were responsible for making their reservations. Mary explained that Brendan Auman was coordinating reservations through the state portal, and participants were encouraged to email him if they needed assistance. Brendan added that attendees were welcome to handle their bookings if preferred but using the portal would streamline the process for those whose employers do not cover travel expenses.

Chris Kapp raised the issue of marginalized voices on the Board, referencing a letter from Dede. Ash Hersh proposed beginning the retreat with an authentic engagement discussion to create a strong foundation of trust and understanding among Board members. Thornton proposed leveraging insights from recent YAB presentations to deepen the Board's understanding of authentic engagement practices. It was also suggested to consider a broader authentic engagement training session during the spring membership meeting. Leigh Howard offered to help secure a skilled facilitator for these discussions, emphasizing the value of having an impartial guide to navigating potentially complex and sensitive topics.

Action Item

1. Leigh Howard to assist the board in locating a facilitator for the authentic engagement portion of the agenda.
2. Explore adding authentic engagement training session during the spring membership meeting.

Retreat Outcomes/ Goals

- Clarifying the 501(c)(3) Transition: Developing a detailed implementation plan for operationalizing the 501(c)(3) entity.
- Identifying immediate and long-term priorities for the CoC's strategic direction.

- Resolving outstanding logistical or policy issues, such as meeting schedules, committee assignments, and resource allocations.
- Building Organizational Momentum:
- Establishing timelines and key milestones for the transition to the new 501(c)(3) entity.
- Determine governance structure, including roles and responsibilities within the new entity.
- Outlining expectations for fiscal and operational management, including whether to engage a management entity and defining its scope of work.
- Refining Job Descriptions: Plan for the finalization of staff job descriptions after foundational decisions on the organizational structure were made during the retreat.
- Enhance authentic engagement practices.
 - Addressing challenges and opportunities for inclusivity within the CoC, particularly how to incorporate lived experiences into decision-making.
 - Using the retreat as a launching point for improved collaboration and alignment among Board members.

501(c)(3) Name and Branding Updates

Jeff announced the selection of the domain name EPCFH.org (Eastern Pennsylvania Coalition for Housing) for the 501(c)(3) was purchased.

The board further agreed to transition to the new name in communications while maintaining the old name temporarily for clarity. A discussion followed about updating branding, including the logo and website. Brendan confirmed that budget resources were available for professional marketing and website development.

Future collaborations with PAHRA?

The Board discussed strengthening its partnership with the Pennsylvania Association of Housing and Redevelopment Agencies (PAHRA) following the success of last year's collaboration at PAHRA's spring conference. The CoC hosted a dedicated track of sessions that saw a strong turnout and facilitated valuable discussions on improving coordination with Public Housing Authorities. The board agreed to continue the relationship building with PHARA and target a joint event in the future. However, due to scheduling conflicts, hosting a joint meeting at PAHRA's 2025 spring conference was deemed impractical. Instead, the October PAHRA conference in Lancaster was identified as a better opportunity for collaboration. The group expressed a strong desire to sustain and grow the partnership with PAHRA, aligning efforts with both HUD and state-level housing initiatives, such as Governor Shapiro's Housing Strategy.

Action Item

3. Mary Penny was tasked with contacting Kelly from PARA to discuss potential plans for the October conference and gather feedback on the CoC sessions at past PARA conferences.

Spring Membership Meeting

The Board discussed plans for the upcoming Spring Membership Meeting, with Mary Penny recommending retaining the previous location in Harrisburg. She highlighted its benefits,

including low cost, ample space, and the ability to bring in outside food-an increasingly rare option at comparable venues. Concerns about noise during breakout sessions were raised, but Mary proposed using existing partitions to divide the space into classrooms, which she believed would resolve the issue.

While some survey respondents had suggested rotating locations to reduce travel time, Mary and Jeff Rich pointed out that previous attempts to move meetings often resulted in uneven attendance, with only local members showing strong participation. Given the logistical advantages and potential challenges of relocating, the group supported keeping the meeting in Harrisburg. Additionally, Jeff proposed moving the meeting day from Monday mornings to Tuesdays to address feedback about the difficulty of securing rental cars over the weekend and other scheduling conflicts. This change was well received by attendees. Nick Dennis made a motion to approve the Tuesday schedule, which Dede Monroe seconded.

Board Vote

3. The board unanimously approved moving the meeting to Tuesday April 22, 2025, and to book the previously used location at the Child Welfare Training Center in Mechanicsburg.

Discussion and input from the Board regarding 2025 Renewal Scoring- Leigh Howard

Leigh Howard provided an overview of the renewal scoring process and its importance, particularly in the context of HUD's decision to skip the 2025 funding competition (NOFO). While the 2025 NOFO will not occur, Leigh recommended maintaining the renewal scoring to fulfill monitoring responsibilities and ensure continuous improvement. The process also keeps the Funding Committee active and engaged, preserving institutional knowledge and supporting long-term effectiveness. The Board agreed on the importance of continuing the renewal scoring process during the off year, recognizing it as a critical tool for maintaining compliance and project quality. No further vote was required, as the existing process will remain unchanged.

Holiday Message to the Membership-Leigh Howard

Leigh presented examples of previous holiday messages and asked for input on sending a similar message this year. Nick Dennis proposed using the opportunity to introduce the CoC's new name, EPCFH (Eastern Pennsylvania Coalition for Housing), in a soft launch. All were in favor of sending a holiday message. Leigh confirmed the message would be sent the following week.

HMIS Joint Charter Update-Brendan Auman

Brendan Auman provided an update on the HMIS Governance Charter for Pennsylvania's shared Homeless Management Information System (HMIS). The charter was developed to establish clear oversight and ensure that the needs of all participating CoCs including Eastern PA, Western PA, Bucks County, and Beaver County. It also includes seats for representatives from the Department of Human Services (DHS), domestic violence providers, and individuals with lived experience. Brendan emphasized that the governance committee will oversee policies, procedures, and system enhancements to align with

Federal requirements and improve service delivery. The governance charter was developed collaboratively, with input from the Eastern PA CoC and guidance from the Technical Assistance Collaborative (TAC), ensuring it reflects both regional and statewide priorities. Attendees expressed unanimous support for the charter's goals the Board approved the charter.

Board Vote

4. The board voted unanimously to approve the new HMIS Governance Charter

Conclusion

In Closing, the board was reminded to reach out to Brendan Auman for Board Retreat overnight room reservations if needed. Jeffrey Rich thanked attendees for their participation and extended holiday wishes to all. He noted that the next meeting would take place in the new year, encouraging everyone to stay safe and enjoy the upcoming holiday season. With no additional topics raised, the meeting adjourned.