



Eastern PA CoC Board Meeting

Agenda

April 21, 2025

10:00 a.m. to 12:00 p.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 February meeting minutes	Vote needed
10:05 a.m.	Coordinated Entry Planning Discussion - Leslie Perryman <ul style="list-style-type: none"> CE Lead Agency Future CE stand-alone meeting 	CE is a new standing agenda Item
10:30 a.m.	CoC Committees <ul style="list-style-type: none"> Recommendations from former committee members 	CoC Committees will be a new standing agenda item
10:40 a.m.	Board Recruitment-Mary Penny <ul style="list-style-type: none"> Determine how many board seats will be open Are members being recruited for the CoC board and will also serve on the 501(c)3 board Schedule an online informational event 	Develop a plan to recruit new board members. Set a timeline for a board development plan. See the draft board application and board development plans in the board packet.
11:00 a.m.	Training-Leigh Howard <ul style="list-style-type: none"> Corporation for Supportive Housing (CSH) 2025 Training Catalog NAEH Conference Requirements for different types of (non) Housing First training sessions Next steps following the Funding Webinar 	Determine if this training would be beneficial to the membership and how we could engage with CSH to provide them
11:10 a.m.	Landlord Recruitment Strategy <ul style="list-style-type: none"> The board has discussed this several times but has never determined if they wish to move forward 	Determine if the board wants to develop an LL outreach strategy. Contact Lizzy Goddard or release for RFP if they do.
11:20 a.m.	PHARE Funding Programmatic Questions- Leigh Howard	Clarify board and consultant roles. Please see the document in the board packet

11:35 a.m.	CoC Video-Mary Penny	Request for the board to approve \$5,000 to produce a video. The draft outline of the script can be found in the board packet.
11:45 a.m.	Spring Full CoC Membership Meeting	CoC update, MCO presentation, Review the questions for the breakout group sessions. Full agenda in Board packet.
12:00 p.m.	Meeting Adjourned	

**Eastern PA Coalition for Housing
Formerly the Eastern PA CoC
Meeting Minutes
April 28, 2025**

In Attendance

Alisa Baratta
Leslie Perryman
Brendan Auman
Tiffany Jones
Carol Thornton
Stephanie Meyer

Donna Manglaviti
Dede Tolson
Ash Hersh
Leigh Howard
Mary Penny

Call to Order

Alisa Baratta called the meeting to order and introduced Donna Maglaviti, who is joining the board as the representative of the Northern Tier RHAB. The board welcomed Donna and completed self-introductions. The board then unanimously approved the minutes from the February 2025 meeting.

Board Vote

Approved February 2025 meeting minutes

Coordinated Entry Planning and Transition

Leslie Perryman provided an overview of the current challenges with Coordinated Entry (CE). She noted that the CE system currently operates under multiple contracts held by five agencies. Each employs one regional manager, resulting in inconsistent salaries, benefits, and oversight. This fragmentation, according to Leslie, creates inequity and confusion.

With the transition to a 501(c)(3) underway, Leslie emphasized the need to unify CE operations under a single lead agency or fiscal conduit. The board discussed whether the lead agency should be the new nonprofit or a separate entity during the transition. There was general agreement that continuity and clarity were needed for both providers and staff.

Leslie also recommended changing the title of the proposed “Coordinated Entry Manager” role to avoid confusion with the existing regional manager titles. She suggested the term “Coordinator” or similar. This position would ultimately supervise regional managers, manage the CE system, and lead related committees.

The board discussed the possibility of temporarily continuing with United Way of PA as lead, but concerns were noted about overextending United Way and long-term funding implications. The board agreed that transitioning to a fiscal conduit model, where the nonprofit would operate through an intermediary agency, might be a practical step.

The board expressed the importance of supporting these employees with advance notice and clear communication, particularly since the current CE grant ends on December 1, 2025.

Subcommittees were proposed to move forward: Carol, Brendan, Leigh volunteered to join the CE Transition Subcommittee. The CE Consultant Hason Alexander was also added to the group. CE Transition Subcommittee to work with Leslie on structure and budget
CE restructuring will be planned for implementation in the 2026 grant cycle.
The CE job description and budget plan will be finalized before public posting.

During discussions on transitioning Coordinated Entry (CE) operations to a single lead agency, the board recognized the need for strategic oversight. To maintain continuity while formalizing the CoC's nonprofit structure, the idea of appointing an Interim Executive Director was proposed. A formal subcommittee was proposed to outline the interim ED's role, identify candidates, and coordinate next steps. Dede and Ash volunteered to support the Interim Executive Director's planning process.

Action Items

- Brendan Auman to contact LaSalle University's Nonprofit Center as a potential source for interim executive candidates.

Board Vote

The board approved forming the CE Transition Subcommittee and the Interim Executive Director Subcommittee. All were in favor.

Committee Update

During the April board meeting, the idea of forming a new Community Engagement and Network Development Committee was introduced as a way to repurpose the former DEI Committee while aligning with current federal restrictions on DEI language. Mary Penny shared background on the committee's proposed focus, which would center on relationship-building, inclusivity, and community outreach. Leslie Perryman recommended adopting the new committee structure and name, and Carol Thornton seconded the motion. However, the board did not move forward with a formal vote.

Instead, the conversation shifted toward clarifying the committee's purpose, leadership, and membership process. Several board members raised concerns about the use of sensitive language and the need for clarity around the committee's goals to ensure HUD compliance. Alisa Baratta suggested

the proposal be refined and brought back to the board for further discussion. The item was ultimately tabled, with Mary agreeing to revise the language and return with a more detailed proposal at a future meeting.

Landlord Engagement

The board held an in-depth discussion on developing a more structured landlord engagement strategy across the CoC. Alisa Baratta emphasized the importance of requiring ESG or CoC-funded entities to participate in collaborative landlord incentive efforts, as practiced in the Lehigh Valley. Leslie Perryman and Tiffany Jones agreed, noting that participation and case management support should be mandatory components for accessing landlord funds. There was consensus that stronger coordination and shared expectations were needed across all five Regional Advisory Boards (RABs).

Alisa discussed re-engaging Lizzie Goddard, who had previously developed standard operating procedures and incentive frameworks for landlord engagement. She noted Lizzie's effectiveness and proposed sharing existing Lehigh Valley materials if others were comfortable. Leigh Howard offered to work with Lauren from DMA to gather questions being raised across the RHABs and convene a group to consider whether Lizzie or another consultant should be brought in. The idea of creating a centralized landlord registry was also raised, with Alisa stressing the long-term value of maintaining landlord relationships over simply spending incentive funds quickly. No vote was taken, but the group agreed to revisit the conversation and identify a clear process moving forward.

Action Items

- Alisa Baratta to confirm with Lehigh Valley stakeholders whether it was appropriate to share their existing landlord engagement materials that Lizzie had helped develop. These materials include standard operating procedures and incentive frameworks.
- Leigh Howard volunteered to work with Lauren from DMA to begin drafting standardized guidance

Stephanie Meyer raised concerns about the potential early expiration of Emergency Housing Voucher (EHV) funding, citing speculation that federal support could end as soon as 2027. She emphasized the need for the CoC to begin planning for sustainability, especially with over 1,500 vouchers currently leased in Pennsylvania. Leigh Howard noted that outreach had already begun to the Allentown and Centre County Housing Authorities, which received EHV allocations, and highlighted the importance of ensuring continuity for households using EHV for move-on strategies. The board agreed to keep this issue on the agenda for future discussion.

Training Opportunities

Leigh Howard led a comprehensive update on training options available through the Corporation for Supportive Housing (CSH), particularly in response to needs identified during the board retreat. He

explained that CSH offers live, in-person, and pre-recorded webinar options, and that they had provided a catalog of training for review. These offerings were seen as timely, given the availability of unallocated planning grant dollars and provider demand for skill-building around topics like trauma-informed care, harm reduction, and assertive engagement. Leslie Perryman agreed to pursue CSH trainings, especially modules focused on trauma-informed approaches and motivational interviewing. She suggested that local mental health providers could also offer free training for topics like Mental Health First Aid. Discussion followed about pricing, potential CoC subsidies, and whether training should be free to all providers or limited to grantees. Leigh suggested sending out a CoC-wide survey to gauge interest and prioritize content. Alisa Baratta supported the idea and asked him to draft a list of top training and a cost-sharing plan. Leigh agreed and said he would follow up with a proposed model and survey questions.

Action Items

- Leigh will draft a list of top recommended CSH trainings for CoC members and create a short CoC-wide survey to assess interest in those trainings. Leigh will explore cost-sharing models (e.g., 50/50 splits or full subsidies) to make the training accessible.

Board Recruitment

Mary Penny presented draft application and onboarding plan materials that were included in the board packet, and proposed creating a Microsoft Forms-based application to standardize submissions. Alisa clarified that this process was meant to recruit at-large members, with RHAB-elected members being handled separately. The board agreed to initiate recruitment by announcing the opportunity at the upcoming Spring Membership Meeting on April 29. This announcement will include a QR code for easy access to the application. Mary indicated that she is reaching out to potential candidates, and Alisa confirmed that Lehigh Valley has a possible nominee prepared.

The Governance Committee, now consisting of Mary, Leslie, Brendan, and Donna, has been tasked with reviewing the applications and presenting a slate of candidates to the board. Although no formal vote was taken, the process was agreed upon by consensus.

The board also discussed the importance of recruiting new members in line with its nonprofit governance goals. Members agreed to host a virtual informational session to engage potential candidates.

Action Item

- Initiate board recruitment by announcing the opportunity at the Spring Membership Meeting on April 29, 2025.

PHARE Funding Programmatic Questions

Leigh Howard presented several questions related to the PHARE funding implementation, particularly the roles of board members versus consultants. Clarification was requested on decision-making authority and the best approach for handling regional program questions and modifications. Leigh noted

that some questions had emerged around allowable uses of funds, eligible populations, documentation requirements, and how to handle unspent allocations within each Regional Homeless Advisory Board (RHAB). He explained that although DMA staff had been fielding questions informally, there was a growing need for consistent, centralized guidance to ensure alignment with PHFA guidelines and the CoC's original PHARE application. To address this, he proposed re-convening or formalizing a PHARE implementation work group. This group could help standardize processes, review questions, and ensure responses are vetted and uniform across the five RHABs. Leigh also suggested developing "one-pagers" to clarify eligibility, allowable activities, and reporting expectations. He sought guidance on whether DMA should continue leading this work directly or whether new members should be appointed to a formal PHARE oversight group. The board expressed support for convening a dedicated work group or task force to guide implementation and respond to future questions, though this group was not formally established at the meeting.

Action Item

- Leigh to draft a memo summarizing questions and a proposed framework for PHARE program implementation roles for review by the board.

CoC Promotional Video Proposal

In response to a board discussion at the March Board Retreat, Mary Penny created a proposal to allocate \$5,000 from the CoC budget for the production of a promotional video. The draft script, included in the board packet, would highlight the mission and impact of the CoC. The discussion was tabled for a future meeting due to a lack of meeting time.

Spring Full CoC Membership Meeting

The Spring Full CoC Membership Meeting will be held on April 29, 2025. The board reviewed the proposed agenda, which includes an update on HUD's two-year NOFO cycle, a presentation on the Governor's Housing Plan, and a panel discussion featuring Managed Care Organizations.

Adjournment

Alisa mentioned follow-up tasks connected to the task spreadsheet that Mary had shared earlier. She highlighted that the Executive Committee should prioritize this matter soon, particularly as July is nearing. Mary acknowledged that prioritizing the spreadsheet was already scheduled for the Executive Committee's May 28th meeting agenda.

There was no additional business. The meeting was adjourned