

Northern Tier Regional Homeless Advisory Board Meeting – June 18, 2014 @ 11 am

MEETING MINUTES

1. Welcome / Roll Call / Introductions – meeting started at 11:08
2. Update on relevant items from State Homeless Steering Committee Meeting
 - What we know about FY2014 application process: We don't really have an update yet. The concept is that HUD will be releasing the information for the 2014 NOFA any day. It appears that all programs will be flat-funded. All renewals should be funded at maximum amounts, but it is possible that some McKinney funding will be carved out for special programs.

Ranking – 18 people have been identified to participate in a sub-committee for the ranking process. The first meeting was held at the beginning of last week. They will be working on this issue, and we will be hearing more from that group in the near future.
 - Steering Committee re-structuring -Things are changing throughout the state. Now that there will be an official board, the steering committee is no longer needed to provide governance for the CoCs. This leaves the challenge of getting state agencies to work on homelessness as a whole, rather than focusing on silo issues.
3. Summer PIT (August 2014)-Participation is not required, but there appears to be an increased interest in participation. No date for the count is set yet.
4. Update: Coordinated Assessment Work Group - This group met for the first time last month. Dan has posted a copy of the PowerPoint and recording of the meeting in the PA Eastern Wiggo groups. HUD TA provided us an overview of what Coordinated Assessment is and what it is not. The idea is that the committee will split into two smaller groups. Group 1: Primarily responsible for systems mapping. They will be contacting providers, discussing how they provide referrals, and how to coordinate that. This will help to better understand how people are moving throughout the continuum. Group 2: Will be reaching out to other communities that are similar to our areas, and working to identify best practices and tools can we use for coordinated assessment. The Coordinated Assessment Work Group is a large group and has representation from the five new RHABs. Each RHAB has a voice on this group. Ginny Noble & Mae-Ling Kranz both are part the group.
5. Ongoing Environmental Review discussion – All CoC members are required to do an environmental review. If a project can be categorically excluded (will sign off on that the program is excluded from certain activities), the person who signs off needs to be someone from local government. Best practice is that a CBDG representative should be signing off on this if you go for categorical exclusion. There may be some question around payment to this person. It was recommended to not wait long if you plan to start that process and reach out to your local county government.
6. Future Meeting Schedule –

For the remainder of 2014 we will be holding meetings on the 3rd Wednesday of each month at 10am. It was suggested the next meeting should be held in person so that the vote for co-chairs and a secretary can be completed. Suggestion was that the next meeting should be at the YWCA Northcentral PA in Williamsport, but confirmation will be sent to the entire Northern Tier RHAB. Additionally, it was suggested that we meet quarterly in person at locations TBD.

Remainder of the Year Meeting Schedule: July 16, August 20, September 17, October 15, November 19, December 17.

7. First/ Next steps for RHAB – pressing items:

Northern Tier RHAB Chairs/ CoC Board Representation – Dan will send out a survey through Wiggo where the members of the Northern Tier RHAB can self-identify if they are interested in serving as a co-chair or the secretary. A vote will be held at the next meeting.

Responsibilities of the Co-Chair(s): Will start off with very general duties as related to the governing board as spelled out in the charter. They will be responsible for attending meetings of the governing board on behalf of the RHAB. The entire RHAB dictates what we want the co-chairs to do locally. The new co-chairs do not need to be experienced in how the old CoCs operated because everything is changing. They would need to be available to attend board meetings and keep the RHAB moving forward and on the right track.

We are also in need of a secretary. The secretary, as part of a small steering committee with the co-chairs would decide monthly agendas. The secretary would be responsible for sending out the agenda and the minutes and providing support for general group organization.

We also need to hammer out our RHAB by-laws/Roles & Responsibilities. Jeff Rich and Diane Glenwright volunteered to work on this for the group. This document will outline how we would want to handle things locally, votes, what officer positions there would be, meeting schedule, etc. It would be very specific to how the Northern Tier RHAB would do business. Bylaws should reference the CoC charter.

8. Continued Development of RHAB –

We want to continue to grow and develop the Northern Tier RHAB. Continue to invite applicable community agencies, member, business, etc. to join and participate.

9. HMIS Presentations –

We are still getting a new HMIS provider. A software product was just selected on 6/12/14. Vendors need to be notified; they then have 7 days to appeal. If there is no appeal, DCED will issue a purchase order for the product. Dan will develop a group in Wiggo directly for the HMIS transition that individuals can participate in.

10. New business – None discussed.

11. Meeting adjourned – 12:00pm

Minutes respectfully prepared & submitted by: Mae-Ling Kranz, YWCA Northcentral PA

ATTENDANCE/PATICIPATION – 6.18.14			
Name:	County:	Present:	Absent:
Michelle Chandler	Bradford		X
Maria Garlick	Clinton	X	
Jeff Rich	Clinton	X	
Mae-Ling Kranz	Lycoming	X	
Ginny Noble	Lycoming		X
Diane Glenwright	Lycoming	X	
Tara Day	Lycoming	X	
Melissa Magargle	Lycoming		X
Karen Parish	Tioga		X
Viginia Boley	Tioga		X
Lisa Boley	Tioga	X	
Edward Clemens	Tioga		X
Kevin Holehan	Wyoming	X	
Dan Fox	DCED	X	
Leigh Howard	Diana T. Myers & Asso.		X
Barbara Hodas	Diana T. Myers & Asso.		X
Adrienne Nash Melendez	Philadelphia		X
Karen Kispert	Diana T. Myers & Asso.		X
Charles Burke	Luzerne		X
Athena Aardweg	Chester		X
Dawn Yates	Bradford		X
Darlene Prutsman	Northampton		X
Melinda Stanley	Luzerne		X
Gary Baker	Lackawanna/ DCED - NE		X
Kevin Cope	Northampton		X
Noel Duffy	Luzerne		X
Kathleen Remington	Susquehanna		X
Nancy Perri	Susquehanna		X