

Northern Tier Regional Homeless Advisory Board Meeting – August 20, 2014, 10 am

MEETING MINUTES

1. Welcome / Roll Call / Introductions
 - There were not enough people for a quorum. Only seven agencies were in attendance.
 - Agencies represented were:
 - i. YWCA Northcentral PA
 - ii. Clinton County Housing Authority
 - iii. The Life Center
 - iv. Lycoming/Clinton MH/ID
 - v. Family Promise of Lycoming County
 - vi. Bradford County Mental Health
 - vii. Wyoming County CEO
2. Review of previous meeting's minutes
 - Since there were not enough agencies in attendance, we were unable to approve the previous meeting's minutes. Mae-Ling will post a request on Wiggio for RHAB members to approve the minutes. No members in attendance had any additions or changes to the minutes.
3. Dan Fox Resignation
 - As we have all heard, Dan Fox has resigned from DCED. No replacement for him has been identified. Until that time, the representative from the Western CoC, Madra Clay, will be providing support to our RHAB, as well as other DCED staff members as their schedules allow. However, it should be noted that it will not be at the same level as Dan was able to. Mae-Ling and Jeff will keep us informed and keep things moving through Wiggio and email.
4. Final review of the Statement of Duties and Responsibilities
 - As with the minutes, we were unable to vote to approve the Statement of Duties and Responsibilities. Diane Glenwright noted that the latest draft posted to Wiggio clarified the role of the RHAB. Mae-Ling will post a conversation to Wiggio asking for members to approve this document as well.
5. Lycoming County's Housing Symposium
 - The Housing Coalition of Lycoming county is hosting a Housing Symposium on 9/17/2014. The goal is to allow human service agencies, city and county officials, bankers, developers, landlords and other stakeholders to discuss issues pertaining to affordable housing in Lycoming and surrounding counties. There will be panel presentations, moderated questions, and roundtable discussions. There is a \$10 cost to attend, and breakfast and lunch will be provided. Mae-Ling will post the information to Wiggio.
6. Update: HMIS Workgroup
 - Tara Day provided the update. DCED has procured ClientTrack for the new HMIS. The contract is set up for three years with an option to extend for two additional years. Dan and his staff are meeting with ClientTrack to work on a plan for conversion, training, and implementation. With Dan's resignation, Brian Miller of the DCED Help Desk will be leading the execution of the project. Dan is confident that Brian is the best person to get us through this as painlessly as

possible. ClientTrack will be providing a live testing/training site for HMIS users that will mirror the actual product. Brian will be sending all HMIS users information on training, but there is no timeline as of yet.

7. CoC Board Meeting Review

- Mae-Ling Kranz provided the update. No officers have been elected yet. The group is looking for a homeless or formerly homeless person to serve as a member-at-large. If anyone has a suggestion, please contact Mae-Ling.

8. SNAPS in Focus Weekly ListServ

- HUD has been sending these updates through the ListServ, which some have said is an indication that the NOFA is coming. Jeff Rich has been following these closely. He suggests we all sign up to receive them, as they provide useful updates and training. Mae-Ling will put links out on Wiggle.

9. Discussion on whether or cancel or reschedule September RHAB meeting

- Due to the Housing Symposium in Lycoming County, several members will be unavailable for the September conference call. It was decided that the need for a September meeting will be dependent on whether or not the NOFA has been issued. A conference call was tentatively scheduled for September 24th at 10 am. If the NOFA has not been issued, the meeting will be cancelled.
- The October meeting will be a face-to-face meeting. Jeff Rich offered to host the meeting at Clinton County Housing Authority's location in Lock Haven. More details to follow.

10. General discussion/New business

- Ginny Noble asked if the Northern Tier RHAB had representation on the Coordinated Assessment workgroup. At this time, we do not. The group was asked if anyone would like to join that workgroup, but no one accepted.
- Mae-Ling Kranz discussed that we will need to grow the RHAB, eventually. As we are still working on defining our role, it is not a focus at this time but something we will do as we become more comfortable.
- Ginny Noble provided an update on the Ranking Committee. They are waiting for the NOFA to come out, but will basically be following the same process as last year. In previous years, Brian had taken the lead on the project, but since he is no longer involved, they are somewhat starting from scratch.
- Ginny Noble asked if anyone knew of new programs that would be applying for funding. Mae-Ling stated that a Bradford county program and another Tier 2 program may lose funding. If that happens, the monies would first be offered to the original county for any new programs, then to the RHAB, then to the entire CoC. We definitely want to keep the money in our RHAB if at all possible.
- Summer PIT update:
 - i. Clinton County will host their count on 8/22, as they feel the start of the school year the following week could affect their numbers.
 - ii. Lycoming County will host their count on 8/26. They are collaborating with several agencies to do their first walking count in years.
 - iii. Tioga County- United Christian Ministries will be doing at point-in-time count with their clients.

11. Motion to adjourn was made by Diane Glenwright and seconded by Michelle Chandler. The meeting was adjourned at 11:00 am.

Meeting minutes prepared and respectfully submitted by Tara Day, YWCA Northcentral PA.

ATTENDANCE- 8/20/14			
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
Vignia Boley	Tioga	X	
Lisa Boley	Tioga	X	
Edward Clemens	Tioga		X
Kevin Holehan	Wyoming	X	
Leigh Howard	Diana T. Myers & Asso.		X
Barbara Hodas	Diana T. Myers & Asso.		X
Adrienne Nash	Philadelphia		X

Melendez			
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