

Northern Tier Regional Homeless Advisory Board Meeting – October 15, 2014 @ 10 am

MEETING MINUTES

1. Welcome / Roll Call / Introductions
 - The meeting was called to order at 11:15. Six out of 16 members were in attendance, so we did not reach a quorum.
 - Madra Clay from DCED attended the meeting. Kevin Holehan from Wyoming County joined us by telephone.
2. Review of previous meeting's minutes
 - Since we did not reach a quorum, we were unable to vote on the minutes from the last meeting. Therefore, we will have to set up a poll on Wiggio to try to have them approved. No one voiced any additions or changes to the minutes.
3. HIC & PIT Count Information Review
 - PIT & HIC Data Collection – Madra posted information from the HUD exchange on the 2015 PIT count. We should log on to Wiggio to review the information in the direct links. Jeff summarized that HUD has “fine-tuned” the definition of homeless, which may include or exclude some people. Members should review to be sure the people we are counting are eligible to be counted. We will review again closer to the January count.
 - There was some question on whether or not to count people in campers/cabins. Currently, we are counting them if the conditions are habitable, meaning they have heat and/or running water. Additionally, many members discussed reaching out to campgrounds to try to increase numbers.
4. New HOWPA Confidentiality Requirements
 - New FAQ's were posted to the HUD exchange which cover confidentiality requirements for HOWPA providers. No members in attendance were HOWPA providers, so it is best to go to the exchange and review the information individually.
5. DCED Updates – Madra Clay
 - Madra is the interim lead person for the Eastern CoC, and she also serves in that role for the Western CoC. She is also the program manager for ESG. DCED has a staff of three for ESG, and they have split Dan's responsibilities. DCED recognizes that Dan went above and beyond in his position, but they do not have anyone who is able to put in the amount of time that Dan did at this time. However, they intend to fill Dan's position.
 - Current split of Dan's former responsibilities is:
 - i. John Cherry – He typically does not work with the RHAB's or CoC's. He is currently maintaining the Wiggio site due to his technical skills, but he receives direction from Madra and MJ on what to post. DCED may be looking for a new site other than Wiggio due to some complaints they've received from the Eastern CoC. At this time, it is just in talks.
 - ii. Brian Miller – He is DCED's HMIS consultant. He worked very closely with Dan and is keeping the HMIS transition moving forward. Supposedly, the new system will reduce time and resources used collating data. The training and implementation is coming soon.

- iii. Madra Clay – Madra is our interim contact and liaison with DCED. We should be reaching out to DCED to let them know when we need direction or have questions. The board for the Eastern CoC is having a meeting with DCED on 10/20/14 to clarify DCED’s role and responsibilities. A list of concerns was presented, and the groups will be discussing which requests can be met.
 - o Madra noted that DCED announced the solicitation for the ESG application. They had intended on having winners by 8/30, but they did not meet that due to a delay in receiving the award from HUD. Once they get the award, they will announce winners. They received \$10m in requests, but only had \$4.7 mil to give. They are also monitoring previous winners. If you are a previous ESG winner, and have not yet been monitored or received a letter about monitoring, you will probably be contacted by the end of the year.
- 6. November Meeting – In person or conference call?
 - o The next meeting is scheduled for 11/19, and will be a conference call. All parties agreed that it would probably be best to do conference calls through the winter months due to weather. The conference call number will be posted to Wiggin.
- 7. General discussion/New business
 - o HUD Renewals – Jeff wanted to mention that our RHAB has not yet been recognized by HUD, so he and Mae-Ling do not have a lot of power to help us at this point. The hope is that by the next grant cycle, we will be recognized. Madra encouraged us to continue to reach out to DCED if we need help.
 - o Diana T. Myers – Some questions were raised about the role that DTM plays. Madra clarified that Diana T. Myers is a consultant for DCED. DCED is the lead applicant for the CoC, and DTM collects the information needed for DCED to apply for HUD funding. If we have needs, we should go through DCED so they can properly delegate. DTM can answer questions about the application/renewal process, but anything else should go to DCED. Madra hopes that the meeting with the board will help to clarify the role DTM. The question of whether or not we could contract directly to DTM was posed. Madra stated that DCED provides match funds for HUD, but could not go into more detail before the meeting.
 - i. It was suggested that training on best practices be provided. Madra stated that training is part of this year’s budget for the boards and other members. They are looking to do three face-to-face meetings and a few other webinars.
 - o RHAB Participation – It seems that the RHAB and the details of our role are not well known. Jeff and Mae-Ling are still planning to “tour” the other counties to discuss the RHAB with other organizations.

Meeting was adjourned at 11:00 am.

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

ATTENDANCE/PARTICIPATION - 10/15/14

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	
Madra Clay	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