

Northern Tier Regional Homeless Advisory Board Meeting – September 24, 2014, 10 am Meeting Minutes

1. Welcome / Roll Call / Introductions
 - Seven out of 16 members were present; therefore, we did not reach a quorum for this meeting.
2. Poll to accept 8/20/14 Meeting Minutes and Statement of Duties & Responsibilities
 - As best we can tell, the Northern Tier RHAB has 16 different representative agencies that we would consider in good standing. As we need 50% of those memberships to reach a quorum and vote on business, we were able to pass the Rules and Responsibilities and the meeting minutes from our previous meeting.
 - Jeff Rich noted that Madra at DCED refers to our Statement of Duties & Responsibilities as our bylaws, and suggested changing the name as such; however, it was decided that we will keep the name and clarify the wording during our face-to-face meeting.
3. NOFA
 - The NOFA has been released. We were given a two-week turn around by DMA to update and submit the information in eSnaps. DMA has a final submission date of October 30, 2014. Although the application is said to be very similar to last year, there are some changes, so please read through the grant information very carefully. The option to import information from last year's grant is available to those programs that are renewing.
 - It has been noted that we are facing a 2% cut this year. Both the old Central RHAB and the old Northeast each have projects that will not be funded this year. It was previously suggested that the funding from those projects make up as much of the difference for the cuts as possible.
 - Central is looking at a \$111,346 cut & Northeast at a \$106,689 at this time.
4. Ranking Committee Update
 - Ginny Noble provided the update.
 - Anyone operating a DV program and NOT entering into HMIS will need to pull together their own data. DV programs will be asked to submit data after all the ranking criteria has been approved.
 - Ginny stated that any email from DMA went out on 9/12 that contained the ranking criteria, finalized scoring procedure, as well as tie-breaker procedure. Ginny will be sending this to Tara Day to post to Wiggio. The procedure is very simple this year. The committee will be looking at RHAB participation, HMIS data quality, housing stability performance, and total income performance. Brian Miller from DCED and the HMIS update group is to input the info so that it will automatically "kick out" the ranking order for us.
5. Capacity building RHAB participation/solicit new members –
 - As the merger continues and groups are continuing to work within their new RHABs we in the Northern Tier are made up of the all new partners. Attendance at the last few meetings has been small and it makes it extremely difficult to get any business accomplished, such as accepting meeting minutes and other voting that we anticipate will be needed in the future.

- Jeff and Mae-Ling plan to do a tour of the Northern Tier counties that have minimal or no participation to gain buy in from them. Additionally, the Board of Directors is asking active members to think about other agencies who may be interested in joining the RHAB. Please feel free to talk with these agencies about the RHAB and what we do to garner some basic idea of interest. We are requesting that Northern Tier RHAB members provide suggestions to Jeff and Mae-Ling prior to the next meeting, so they can reach out to them.
- Lisa Boley suggested sending out additional reminders to garner more support from existing RHAB members.

6. Update: HMIS Workgroup – TARA

- Tara Day provided the update.
- There is very little activity in this group; however, Brian at DCED has been sending out updates to all HMIS users regularly.
- The last update stated that they will only be issuing one free license to active HMIS users. HMIS users who have logged in during the last three months are considered active. Those who have not logged in for 3-6 months will be contacted to assess their needs, and those who have not logged in for 3 months or more will be considered inactive.

7. AHAR Data

- The Annual Homeless Assessment Report provides Congress with demographical information on homelessness in the country. DCED will be gathering this data from HMIS and submitting it.

8. Coordinated Assessment Workgroup Update

- We currently do not have representation in this workgroup. Mae-Ling will look into what we need to do to get someone on the group.

9. ESG

- DCED is not able to announce awards until they receive notice from HUD.

10. Summer PIT Count – Individual County Reports

- Lycoming County held their count on 8/26. This year's approach was much different than previous years, as they held a "walking" count. Approximately 25 volunteers went to different areas of the county, and were able to find 66 total people (47 adults and 19 children).
- Clinton County did not do a "walking" count this year. The county, instead, used a network of school officials, police, churches, and hospitals to identify countable persons. The total number of identified homeless was 22 (14 adults and 8 children). This was the first year they had identified people living in campgrounds, so they will be looking into those locations again next time. They did find that the start of school made a difference in numbers, as they found that after school started nearly all of the people they initially identified had found housing.
- Tioga County was unable to do a count.

11. General Discussion/New Business

- There was no new business.

12. The next meeting is scheduled for 10/15/14 at 10:00 am. This will be a face-to-face meeting in Clinton County. The address is 180 Bennage Ave, Lock Haven, PA 17745.

13. The meeting was adjourned at 11:00 am.

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

ATTENDANCE/PARTICIPATION - 9/24/14			
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