

**PA-504 Continuum of Care Governing Board Meeting Minutes**

4/28/2023

11:00am-12:00pm

via Zoom

**Distributed Documents:**

Training Flyer  
Bios of new board members Shacambria Wright and Lisa McGee

**Attendees:**

**Governing Board Members:** Stacey Woodland, Dennis Miller, Synethia Hill, Adrienne Aiken, Vera Zanders, Jason Alexander, Rob Mott, Jade Utz, Mark Boorse, Karin Eyrich-Garg, Shacambria Wright, Cindy Heron, Lisa McGee, Joanne Washington, Meg Snead, Michelle Connor

**Guests:** Kayleigh Silver, Mikaela Lanford, Ruth Almy, Sabrina Lyons, Tamra Williams

**Notes**

- I. Welcome – Stacey Woodland
- II. What it means to be a CoC Board Member overview – Dennis Miller
  - Dennis Miller covered “What it means to be a COC Governing Board member” for the purpose of a review and showing new members. He covered the COC Mission, Purpose and Guiding Principles. Member terms, roles and responsibilities, and especially the attendance rule. Also, a reminder of how our Governing Principles should guide our actions always because we are Governing Board Members.

This is what he said: The mission of the CoC is to ensure that everyone who lives, works, learns, and invests in Montgomery County, Pennsylvania has equal opportunity to live in an affordable home and a thriving community.

The CoC is a partnership consisting of community residents, people with lived experience, and public, private, and nonprofit organizations whose shared purpose is to make the experience of homelessness rare, brief, and a one-time experience for all Montgomery County residents. The CoC complies with all of the responsibilities defined in the federal Homeless Emergency Assistance and Rapid Transition to Housing Act (HEARTH Act) and the HUD Continuum of Care grant program.

The CoC is committed to the following principles:

  - Housing is a human right.
  - Homelessness and poor quality housing can negatively affect health and well-being.

- Families and individuals experiencing homelessness should be provided stable, permanent housing with a standard lease agreement and rights of tenancy, but without preconditions or barriers.
- Housing is a major driver of economic growth and essential to community development.
- People should be able to live near their places of work, worship, and social networks.
- Health, homeless, and human services that promote housing stability should be equitable, responsive, and trauma-informed.

- To highlight roles and responsibilities:
  - Amplify diverse community voices and perspectives
  - Advocate for policy, funding, and housing opportunities
  - Homeless Management Information System (HMIS)
  - Collaborative Applicant for the HUD Continuum of Care Grant program.
  - Review, score, and approve grant applications
  - Co-create, periodically review, help revise, and approve CoC Written Standards and policies for organizations
  - Establish and guide multi-sector, volunteer Advisory Teams
  - Point-In-Time Count methodology.
  - Actively participate in the creation of the Your Way Home Montgomery County strategic plan and related planning activities.
  - Monitor and evaluate the performance of CoC grantees.
  - Individual Governing Board Member Responsibilities. Elected and appointed members of the CoC Governing Board are expected to:
    - Participate in at least 50% Governing Board meetings per year.
    - Serve on at least one Advisory or Action Team per year.
    - Be actively involved in helping to increase the CoC's membership, influence, networks, and resources as best as possible.
    - Disclose any known Conflicts of Interest.
    - We are a mix of elected and appointed members
    - Elected Governing Board members will serve a three-year term of office. Members may serve one additional three-year term
    - If an elected member resigns or is removed from office for violating either the Conflict of Interest policy or fails to attend at least 50% of Governing Board meetings in a given year may be replaced by another CoC member appointed by a majority vote of the current Governing Board to complete that members term.

POSTSCRIPT

Attendance is rated by the INDIVIDUAL, not the agency. We cannot substitute others from our office to attend.

III. Introduction of all Board Members

- Name, Agency, Title
  - Which CoC Sub-Committee/Advisory Team do you serve on?
- New Board Members
  - Shacambria Wright, PSH Supervisor, Salvation Army Norristown
  - Lisa McGee, Regional Disaster Officer, American Red Cross

IV. HUD CoC Reallocation Planning – Jason Alexander

- Overview: What is reallocation and why does it matter?
  - Reallocation is a process we have not done in several years, and is a core component of how HUD decides to award new project grants. There is an expectation that we as the governing board will be putting forward renewal projects that are high performing; reallocation is the lens through which we are supposed to every year take a look at if we should reallocate funding from existing projects and either increase other existing projects or create new projects. HUD looks at ranking and also at narrative explanation around community needs. HUD asks “is the CoC recommending projects that are meeting community

needs and performing well?” There is a reallocation question every year, that CoCs should reallocate 20% to higher performing projects. Most communities struggled with reallocation during the pandemic. We are competing with every CoC in the nation for new bonus projects. We need to take reallocation seriously this year.

- Planning Questions: The reallocation planning process has to answer two major questions:
  - What is the largest gap in our housing inventory - and for what populations?
  - What are the poorest performing OR least necessary renewal projects?
  - We will eventually need to decide which projects to reduce or eliminate. These choices will impact existing programs, but no one will lose their case management or housing solution from this reallocation.
- Planning Process: Reviewing and approving new projects and reallocation of existing projects
- We want to be thoughtful about this process and it will be data driven. The review team will come back to the governing board with recommendations.
- Dr. Tamra Williams asks if the committee is considering emphasizing programs that are more holistic in nature. Jason indicates yes, absolutely

– for the last 3 years, HUD has signaled through increasing points for services which have formal documented partnerships with wraparound services and evidence based practices and services.

- Vera Zanders – What is the definition of performance in this situation? There are some services which serve individuals with more complex challenges, and appear to be lower performing, but are working with highly complex needs. Jason indicates that yes, there are separate score cards for different types of grant projects; for instance, Rapid Rehousing projects are scored with each other, while Permanent Supportive Housing projects have a different scorecard. Kayleigh Silver offers additional comments and data, and reminds the board that every year the Board designs and approves the rating metrics for each program. Last year we did see some particularly low scoring projects.
- Kayleigh Silver presents data via a shared excel spreadsheet which has also been presented to the County Commissioners. She reminds the Board of what eligible projects the CoC grant competition will fund: Coordinated Entry (CE), HMIS, Rapid Rehousing (RRH), Joint Transitional Housing/Rapid Rehousing (TH/RRH), and Permanent Supportive Housing (PSH). She updates the Board on the Point in Time Count data, including 329 people found total with 215

sheltered and 114 unsheltered, and a map of locations unsheltered individuals were encountered. There still exists a large racial disparity in those experiencing homelessness in Montgomery County. Homelessness year round data shows an increased need for provider capacity in Montgomery County and an increase in people using the system. We're seeing an increased need without an increase in resources. Increase in number of people experiencing homelessness for the first time, as well as people increase in individuals enrolled in emergency shelter and exiting Street Outreach. Kayleigh hopes this data will help the Board decide where to reallocate funding.

- Adrienne Aiken asks about unsheltered children year round, and Mark Boorse and Rob Mott offer perspective from street outreach about how outreach resolves cases of unsheltered children.
- Jason closes by asking board members to consider joining the review team and to reach out to him with any questions. At least 3 members are needed.

V. CoC Semi Annual Membership Meeting – Jason Alexander

- We used to have regular CoC membership meetings, we've convened them many ways over the years but stopped during the pandemic. We are proposing one meeting this year after the NoFo is complete. This is proposed as a virtual meeting because of the size of the county. We

can provide updates and provide strategy conversations. We want to inform and engage our membership.

VI. LGBTQIA2S+ Your Way Home Training – Ruth Almy

- June 22, 2023, 1-3pm, Colmar PA
- All provider representatives, please tell your staff to register for this important training!  
<https://www.eventbrite.com/e/your-way-home-lgbtqia2s-competency-and-equal-access-training-tickets-612277186547>

VII. Emergency Food and Shelter Program (EFSP) Phase 40 Update – Jason Alexander

- Spending Period Extended December 31, 2023 (ARPA-R, 39, 40)
- Montco Received \$353,050.00 (Agencies Requested \$1,002,289.20). We have always prioritized shelter, a review team has already completed scoring all 20 applications. They will meet May 8<sup>th</sup> to prepare a list of recommended projects. Will bring those recommendations to the Board for a special vote in May.
- Recommend that we vote to approve the extended spending period to December 31, 2023.
- Stacey Woodland makes the motion to approve. Karin Eyrich-Garg seconds. Motion passes.

VIII. Guest Speaker: Dr. Tamra Williams, Director of Health and Human Services

- Food Security – Dr. Williams wants the Board to be aware of County programs on food security.

	<p>Recently, the County has taken an interest because of the unwinding of the public health emergency. The County will be posting for a new position of Food Policy Program Coordinator. The position will be in the Department of Health and Human Services and will provide strategic and operational leadership, along with policy development, to the county around food security. This person will convene and oversee a new food policy council. The County is streamlining contracts and looking to the MAHN and SHARE for the leads on food security in the county. If organizations are members of the MAHN and SHARE networks, they are indirectly receiving support from the county.</p> <p>IX. Feedback &amp; Input, Announcements, Closing Statements</p> <p>X. Adjourn</p>
Action Items	
	<ul style="list-style-type: none"> <li>• Please reach out to Jason Alexander and Synethia Hill if you would like to join the Reallocation Review Team</li> <li>• Please reach out to Jason Alexander and Synethia Hill if you would like to join in planning for the annual CoC membership meeting</li> </ul>
Next Meeting	<b>April 28 at 11:00am</b>