

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

DATE 12/15/2023

TIME 11:00-12:00pm

LOCATION Zoom

**Distributed Documents:**

- Your Way Home Operations Manual updated December 2023 [Draft]
- Quick Guide, Your Way Home Operations Manual Updates
- Biographies for new governing board appointees
- 2024 Point-in-Time Count Methodology
- RFP for PSH

**Attendees:**

**Governing Board Members:** Synethia Hill, Christopher Brzovic, Stacey Woodland, Whitney Drukier, Jason Alexander, Robert Mott, Karin Eyrich-Garg, Mark Boorse, Meg Snead, Joanne Washington, Vera Zanders, Lisa McGee, Jade Utz, Michelle Connor, Penny Johnson, Brie Wright, Patrick Walsh, Dennis Miller

**Guests:** Ruth Almy, Mikaela Lanford, Kayleigh Silver

**Notes**

- I. Welcome - Stacey Woodland
- II. New YWH Data & HMIS Manager - Christopher Brzovic
- III. 2024 PIT Count Methodology Vote – Mikaela Lanford
  1. Point-in-Time Count 2024 will take place on Tuesday, January 23<sup>rd</sup>, 6pm-10pm. Retrospective surveys will continue into Wednesday, January 24<sup>th</sup>.
  2. Karin E-G asks – how to know when to add a new catchment zone? Mikaela L. – we rely on the Street Outreach team to provide updates, and catchment areas cover the entirety of the county. We are mindful of areas where we know the PIT canvas teams will find more individuals
  3. Jason A. – board responsibility to formally vote to approve. Motion to approve from Stacey W.; second by Dennis M.; motion passes
- IV. CoC Governing Board Membership Vote - Jason Alexander
  1. Both chairs (Dennis Miller and Stacey Woodland) have offered to run for another term
  2. New appointed members: Jade Utz, Department of Commerce; Anne Leavitt-Gruber, Planning Commission; Theresa Rimes, Office of Community Connections

3. Vote to approve new appointed chairs: Karin Eyrich-Garg motions to approve all members; Brie Wright seconds. Motion carries
  4. Still in the process of recruiting other appointed positions which are new to the charter, including representatives for the VAWA organizations and Housing Resource Centers
  5. Open seats for general nomination and elections - we have received applications for open seats and will work on identifying a slate of applicants from those candidates at the first Governing Board meeting in 2024.
- v. 2023 YWH Policy & Procedure Manual Vote - Mikaela Lanford
1. Review of all updates and changes to the YWH operations manual for December 2023
    - a) Data for Montgomery County housing affordability updated for 2023
    - b) Updated definition of category 4 homelessness to reflect updates to VAWA
    - c) Coordinated Entry update: Coatesville VA will transition to being the provider for Veterans Street Outreach
    - d) Code Blue and Code Red weather emergency policies have been added to the manual
    - e) Additional follow-up communication expectations added for enrollment in RRH programs
    - f) These changes and clarifications reflect findings from Housing Resource Center review team and 2023 monitoring visits
    - g) Updated Eviction Prevention and Intervention Coalition policies added
    - h) Policy added that all adult household members should have identification and documentation
    - i) Clarified the expectation of all CoC staff to participate in all meetings and programs
    - j) Updated and clarified policies related to VAWA are aligned and follow the updates for 2022

- k) Clarified expectations around inspections and process for ensuring necessary repairs
- l) Updates to align Coordinated Entry policies with update to the call center number and provider
- m) Update to VA guidance and services for households reporting military history
- n) Updated Gender Identity Non-Discrimination Policy for most current and inclusive language under the Equal Access Rule; updates include more thorough examples and clear language
- o) Clarification of policies for RRH introductory period
- p) Expanded and updated landlord mitigation policies
- q) Glossary has been added to the manual with programmatic definitions and general terminology

2. Vote to approve updates to the manual. Dennis M. motions, Whitney Drukier seconds. Motion carries.

VI. RFP for PSH – Salvation Army Norristown - Jason Alexander

- 1. To be issued in January (applications due January 31, 2024) to transfer an existing HUD CoC PSH project from Salvation Army Norristown to a new agency. The governing board must select a new project recipient through an RFP process. The funds and service delivery is fixed to the terms of the original project. The new agency will have to negotiate new leases with the landlords. Households enrolled in the project will transition to new case managers.
- 2. Motion to approve from Dennis M. Seconded by Stacey Woodland. Motion carries.

VII. EFSP/FEMA Spend Down Period Extension - Synethia Hill

	<ol style="list-style-type: none"> <li>1. The CoC has received an option to extend EFSP grant spend down period. The recommendation is to keep this the same and retain a December 2024 deadline.</li> </ol> <p>VIII. 2024 CoC Board Meeting Schedule – Bimonthly, Fridays 11am – Noon - Synethia Hill</p> <ol style="list-style-type: none"> <li>1. Confirmation of Board approval of this schedule.</li> </ol> <p>IX. Code Blue Threshold – Pending increase to 32 degrees – Synethia Hill</p> <ol style="list-style-type: none"> <li>1. This increase has been passed by the county commissioners as of 12/14/23 and will be implemented starting 12/18/23</li> <li>2. Vera Z. is concerned by the quick turn-around. There is an acknowledgement of concern around budget</li> <li>3. Mark B. suggests keeping an eye on the effect. There are shelters who have already been opening at that threshold. The new shelters who were not operating on that threshold will likely need the most support. Hoteling can become complex and the burden may increase on volunteer providers and street outreach services. Acknowledgement that pressure will be put on a system</li> <li>4. Patrick W. asks – can street outreach provide transportation for code blue shelter? Kayleigh S. – there is not funding available to provide across the board transportation to code blue shelter. Mark B. states a volunteer structure for this could be built, but it would take time. We need to partner well when asking volunteers to do more than we were originally requesting</li> </ol> <p>X. Veterans – Service Delivery (Next Meeting – Feb 2024) – Synethia Hill and Dennis Miller</p> <p>XI. 2024 – Your Way Home 10<sup>th</sup> Anniversary - Ruth Almy</p> <p>XII. Feedback &amp; Input, Announcements, Closing Statements</p> <p>XIII. Adjourn - Stacey Woodland</p>

Next Meeting	<b>February 23, 2024, 11am</b>