

PA-504 Continuum of Care Governing Board Meeting Minutes

12/16/2022

11:00am-12:00pm

via Zoom

Distributed Documents:

PIT Survey, PIT Methodology, 2022 YWH Program Manual & Crosswalk, Laurel House EFSP Request, YWH Annual Survey, Amazon Wish List

Attendees:

Governing Board Members: Stacey Woodland, Synethia Hill, Dennis Miller, Jason Alexander, Vera Zanders, Brain Galnick, Karin Eyrich-Garg, Cynthia Heron, Mark Boorse, Jade Utz, Barbara Wilhelmy, Joanne Washington, Meg Snead, Robert Mott, Penny Johnson, Trevor Reinhardt

Guests: Mikaela Lanford, Ruth Almy, Kayleigh Silver, Sabrina Lyons

Notes

- I. Welcome (Stacey)
- II. Emergency Food and Shelter Program (EFSP) – Laurel House (Vote) (Jason)
 - Laurel House requesting a modification of existing funding; no additional funding, rather a shift in funds
 - Motion to approve from Vera Zanders, second from Penny Johnson; motion passes
- III. Point-In-Time Count (Vote)
 - Methodology (Mikaela)
 - PIT is scheduled for 1/24/23, 6pm-10pm
 - Continued use of digital survey to log and map data; paper copies if necessary
 - Interviews and surveys will be done in ArcGIS
 - Training with PIT count teams will take place in January
 - Catchment areas have not changed from 2022

- Youth count will occur independently, from 4pm-10pm
- Code Blue shelters will be open the night of 1/24
- Masking suggested when interviews are conducted; volunteers who feel unwell should not report to PIT count
- Volunteer pool more selective this year – targeted community service providers who are familiar with populations
- Survey (Trevor)
 - Changes from 2022 – the age tier grouping has been revised from HUD; we did not need to change the format of our survey to meet HUD standards
 - Suggestion from Kayleigh S. – clarify who paid for motel/hotel if that location is selected; clarify how long someone was in an institution if that was their last place of residence; Jason A. clarifies that HUD does not require this specific data
 - Joanne W. – asks for clarification on how we are defining chronic homelessness; Mikaela – three times in the last year
 - Suggestion from Penny Johnson and Lived Experience team would be to change language around “client refused” to “preferred not to answer”

- Amazon Wish List (Ruth)
 - Items recommended by the Lived Experience Advisory Team available to be purchased as a donation for the PIT count
- Motion to approve PIT methodology from Jason A.; Karin Eyrich-Garg Seconds; motion carries

IV. 2022 YWH Manual & Crosswalk (Vote) (Mikaela)

- Final review and walkthrough of changes to YWH manual per suggestions made at the last meeting
- Suggestion from Vera Zanders about updating language and policies around Permanent Supportive Housing
- Karin E-G – Are there any specific trainings which are mandated? Synethia H. – each individual agency will have a contact with specific training requirements
- Motion to approve the YWH 2022 Manual by Robert M.; Seconded by Jason A.
- Question raised about moving on policy – this will be removed from the manual; this is pinned as a priority for continued conversation per HUD requirements and plans
- Motion to approve the manual with the removal of the move on draft – motion carries

V. 2022 YWH Annual Survey (Vote) (Ruth)

- Review of survey questions developed by Lived Experience Team
- Cynthia H. – is there a question about

	<p>relationship with landlord? Synethia H. – we would be happy to add a recommended question about landlord relationships</p> <ul style="list-style-type: none"> • Robert M. – who is this being sent to, who is being asked? Synethia H. – this is being sent out to all service providers, and is sent out annually • Ruth will follow up with Cynthia and Rob for an added question, and the survey will be sent out to the Board for a vote <p>VI. 2023 CoC Board Meeting Schedule (Dennis)</p> <ul style="list-style-type: none"> • Current > Bi-Monthly, @ 11am, Last Friday except Dec. <ul style="list-style-type: none"> • 2/24, 4/28, 6/30, 8/25, 10/27, 12/15 <p>VII. Code Blue Shelters (Synethia)</p> <ul style="list-style-type: none"> • Updates on Code Blue shelter location changes and difficulties in the last month <p>VIII. Feedback & Input, Announcements, Closing Statements (Open to Group)</p> <ul style="list-style-type: none"> • Joelle Pitts, Executive Director, The R.J. Leonard Foundation • Ruth Nieboer, Salvation Army Norristown retired in November <p>IX. Adjourn (Dennis)</p>
Action Items	
	<ul style="list-style-type: none"> • After final question review, approval of annual survey through email
Next Meeting	January 27 at 11:00am