

**Morris County Continuum of Care (CoC) Executive Committee Meeting  
March 22, 2018  
MCDHS – 1 Medical Drive, Morris Plains**

**Meeting began at 10:08 a.m.**

**Voting Members Present:**

Mike Armstrong, Community Hope; Jeffrey Bashe, Community Rep.; Russ Hall, Housing Alliance of MC; Nancy Magee, Community Foundation of NJ; Jodi Miciak, United Way of NNJ; Kesha Moore, Drew University; Gwen Rippey, Atlantic Health and Rebekka Zydel, Child & Family Resources.

**Ex-Officio Members Present:**

Niamh Barker, Family Promise; Joann Bjornson, Family Promise; Allison Delcalzo, Atlantic Health; Dan McGuire, Homeless Solutions and Meagan Quinn, MC Office of Temporary Assistance and Patty Sly, JBWS.

**Voting Members Absent:**

David Scott, Market Street Mission, Terry Connolly, Community Soup Kitchen; Joe Gallo, Market Street Mission.

**Ex-Officio Members Absent:**

Bob Davison, MHA of Essex & Morris; Jennifer Carpinteri and Janice Kaniewski, NJ211.

**Staff and Consultants Present:**

Shelia Carter, Patricia Mocarski, Morris County Human Services and Mr. Jay Everett, Ms. Patricia Grocevera, Monarch.

**Others Present:**

Diana Kurlander, JBWS, and Wes Gaynor, Homeless Solutions, Inc.

**I. Welcome and Introductions**

All were welcomed and introductions made.

**Approval of January 25 Minutes**

Mr. Bashe asked for approval of the January minutes. Ms. Nancy Magee made a motion to approve the January minutes and Mr. Russ Hall seconded the motion. All were in favor with no opposition and one abstention.

**II. Quick Updates on Current/Open Items – Jeff and All**

- **Change May meeting date to May 17** – All in agreement.
- **Clarify Monarch’s role in direct technical assistance to agencies** – Mr. Bashe asked if agencies could contact Monarch directly for assistance on individual projects; he felt this was in line with the Monarch agreement. Ms. Carter said that they are not available for providing advice on a program or project, although agencies

can ask for Monarch's interpretation of HUD guidelines. Ms. Carter stated that any questions/concerns by agencies should go through the county first and not directly to Monarch. No agreement was reached on this, but it was clear that guidelines need to be issued on this point.

Ms. Everett stated that he is open to having an information session for all on HUD guidelines and procedures. In this way, all agencies can ask questions about CoC funding. Information can be given to all in order to be fair and not show any favoritism. Ms. Zydel stated she thinks it is a good idea to have conversations with all agencies. Mr. Everett said this is part of the Technical Assistance session that takes place each year. If there is a need to do more, there can be a supplemental session. Ms. Carter stated the session would be an open forum with Monarch, the Executive Committee and all agencies.

Mr. Everett stated the session would be open to all agencies within the CoC homeless system. There could be a separate session held for renewals and another session for new applicants or there could be one session for all. Anyone can come to this bidder's conference. Discussion about having the session before or after a CAS meeting. Ms. Delcalzo thinks it would be too much to add this session to a CAS meeting but perhaps it can be in place of a CAS meeting. It should be a separate session. Ms. Zydel stated that since many funds are being reduced it would be good to work together to leverage the programs needed.

- **Single Stop plan for Morris to be discussed** – No report; waiting for proposal from them.
- **Lay out plans for subgroup to meet to develop HTF case and strategy to get FH buy-in** – Mr. Bashe stated the Homeless Trust Fund is available to Morris County according to NJ law, but the FH have not moved on this. He would like to get a committee together to work on this for the future. The committee will need to put together a story about why Morris County needs this funding. Ms. Bjornson said this was discussed before and there is already a volunteer committee to work on this. The committee members are Dan McGuire, Mike Armstrong, Jeff Bashe, Russ Hall, Gwen Rippey and Joanne Bjornson. Mr. Bashe will convene the committee later this year and plan to work together with the DHS.
- **Discuss strategy for advocating for local higher Fair Market Rate (FMR) based on recent MHS effort** - Mr. Bashe said there was a letter sent to Rep. Frelinghuysen from the Mental Health Association advocating for a higher local Fair Market Rate, but nothing resulted from it. It would be good to have a CoC committee work on a similar letter to get a variance in Morris County's rate. Ms. Strater, Morris County Public Housing Authority, is willing to convene all Housing Authorities to work with us on this. Mr. Hall will coordinate this effort. He is working with the Housing Alliance. He will convene the PHA leaders. He thinks they would support this as well. Then he will try to get Congressman Rodney Frelinghuysen behind it before he leaves office.

- **Discuss HS request for a CoC support letter on shelter reimbursement payments from the state** - Mr. Bashe will ask Mr. McGuire to be the lead and work on a letter from the CoC and the County regarding Emergency Assistance shelter reimbursement payments.

Ms. Miciak asked if it is better to send one letter or multiple letters about the FMR and EA. Ms. Sly stated that all need to work on this collectively. Some discussion ensued and it was agreed that the CAS/CoC and all agencies should send separate letters and try to make this a statewide movement

- **Project Homeless Connect (PHC) revised approach under consideration by CAS** – Mr. Bashe stated the CAS is in charge and is working on a better approach. Ms. Delcalzo said that most agree on business as usual this year. They discussed incorporating PHC as part of the drop in centers on a more regular basis. Ms. Zydel said that childcare applications could be placed at the drop in centers. She feels her staff is very connected with this event. Ms. Delcalzo said there is a small work group involved with this event. Ms. Zydel said that often her agency is not invited. She thinks this may be because they are a childcare agency. Maybe other agencies are not invited. She suggested that more agencies be invited and asked to participate. Further discussion ensued. Most agree the event needs to change.
- **Discuss how to best update the 2015 10 Year Homelessness Plan** – Mr. Bashe did a report card on this. Much has been accomplished, but parts are no longer valid. There are now many benefits through the Coordinated Entry. There was no monitoring from 2014 to the present to see how well we are doing. There is a need to approach this with a new strategic plan. There are a lot of reports and information we can use to see how we are doing (PIT, monitoring, housing first, etc.) We can either start from what we have and update it or put together a new plan. Suggested we convene a strategic planning committee.

Ms. Bjornson suggested updating the current plan for now. A lot of work has been done and for now, we can update the current plan. Then in 2019, we can work on a new plan and a new idea. Mr. Hall agreed since there is so much going on now. Mr. Bashe also agreed that we update the current document during the second half of 2018. In the fall of 2019, we can start with a new process.

### **III. Finalize Plan for 2018 Program Reviews – Jay/Shelia –**

**Jay pre-distributed materials** – Thanks to those who responded to the monitorings. Anyone who is a voting member and not in conflict can participate. Mr. Everett went over the dates of the monitorings. Mr. Bashe suggested he send out information via email and asked two to three members to sign up for each monitoring. Mr. Everett will send out information via email. Mr. Everett sent out some information to the

agencies already. The Project Performance information will be forwarded to each agency and to those signed up for the monitoring. He will also send out the rest of the materials and the approved forms.

This year is the on-site monitoring. Last year was the desk monitoring. The same questions are being asked as last time. Ms. Zydel said she thinks it is important to limit the time for the monitoring. Ms. Bjornson said since it is only every other year she feels the monitoring is very valuable and helpful and does not mind if it takes some time. At the last monitoring, Ms. Kelly found things that helped them and gave them suggestions on ways to improve.

Ms. Delcalzo talked about the Data Quality tool. Mr. Everett said he is not sure if the data quality tool will be part of the scoring. The program monitoring team has many forms. Mr. Everett said that last year the committee adopted the Housing First policy. Handout distributed. However, this may take too long to include. Discussed narrowing it down to a few questions. Ms. Carter said that if the agency is supposed to follow Housing First then it is a yes and there may be a need to go through all the questions for the monitoring. If not then we do not need to ask all the questions.

Further discussion on Housing First and on the incorporation of this or a portion of it into the monitoring. Mr. Bashe suggested the questions be part of the application. Ms. Zydel said in fairness to the current programs, we cannot hold them responsible this year since they were not told about this. This tool can be used moving forward. We cannot penalize them this year. They will be told that in the future this will be part of their score. Mr. Everett said that within two weeks of the on-site review agencies will receive a formal letter letting them know of any problems/things they need to correct.

Ms. Delcalzo said this is all good and that we need to implement these tools prior to the application process so agencies are informed. Ms. Moore suggested making an easier tool. Mr. Everett said we will try to simplify this some. Further discussion ensued.

**IV. System Performance Monitoring Review – Jodi/Jay - Present recent results; discuss implications – No Report. Deferred to next CAS and EC meetings.**

**V. Sub-Committee Updates -**

- CAS – Report was distributed. Ms. Bjornson stated that the more the CAS accomplishes the less detail this committee needs to discuss. Ms. Delcalzo thinks the group needs measures that are more specific. Ms. Miciak asked all to look at the system performance standards at home and bring them back to the CAS for review.

Ms. Zydel said it is the same handful of people/organizations contributing and having valuable conversations. There are many people at these meetings but not many contributing. There are several people having the conversations that are the working

group. Others are required to be there to hear the information. Not sure if this group is functioning right or that the people attending the meetings are the right people to answer the questions. There is a lot of great information shared. Perhaps the expectations of the group needs to be adjusted.

Ms. Carter said the CAS is restructuring and it takes time to work out things. The group is more focused and people are more comfortable. Ms. Bjornson feels things are really improving. Ms. Delcalzo said they have changed to monthly meetings since there are many expectations. They made the meetings a little shorter. They have learned from Mr. Everett about what they should be doing and what the Executive Committee expects from them. They need to look at better use of the subcommittees.

- **PHSC on Meeting with Jenn and plans for landlord program and Kesha's update** – Information from Mr. Hall was distributed. There is a summary of the meeting with Ms. Carpinteri. They are trying to get her to see what we want to accomplish and would like the county's support. They followed up with a smaller group and will need to present the information to the EC.

Ms. Moore said she will send the Power Point presentation of the pilot study results. They got about 20 completed surveys. Some landlords expressed interest in helping people out and some wanted to learn more. Maybe there can be a pilot project and we can put those interested in the network. They wanted to do a study specific to Morristown. They applied for a grant from the National Community Service. They fund projects like this. They submitted an NOI for this grant. They are hoping to do a two-year project and expand landlord engagement. The CoC would be the community partner. She will send the draft of the proposal and would like any comments and a letter of support from the CoC. Application is due on April 10.

- **CE on status and issues from start-up** – Ms. Bjornson asked all to support the staff that is doing this. There are meetings weekly and they are doing a lot of work in between. There is one meeting monthly and case conferencing on three Fridays. Each agency that is taking people needs to submit their email and address. There are many HMIS issues and a need to address problems faster. There are many functionality issues and people are frustrated. There have been HMIS delays and technical problems. Nevertheless, they are making slow but good progress.

- **Data Quality –Discussed Prior**

**VI. New Business – None**

- VII. Adjourn** – Ms. Bjornson made a motion to adjourn the meeting at 12:05 p.m. Ms. Kesha Moore seconded the motion. Meeting was adjourned.