

**Morris County Continuum of Care (CoC) Executive Committee Meeting
May 17, 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.; Terry Connolly, Community Soup Kitchen; Nancy Magee, Community Foundation of NJ; Jodi Miciak, United Way of NNJ and Kesha Moore, Drew University.

Ex-Officio Members Present:

Niamh Barker, Family Promise; Joann Bjornson, Family Promise; Allison Delcalzo, Atlantic Health; Janice Kaniewski, NJ211; Meagan Quinn O'Reilly, MC Office of Temporary Assistance.

Voting Members Absent:

David Scott, Market Street Mission; Joe Gallo, Market Street Mission; Russ Hall, MC Housing Alliance; Gwen Rippey, Atlantic Health and Rebekka Zydel, Child & Family Resources.

Ex-Officio Members Absent:

Bob Davison, MHA of Essex & Morris; Jennifer Carpinteri and Dan McGuire, Homeless Solutions.

Staff and Consultants Present:

Shelia Carter, Patricia MocarSKI, Morris County Human Services and Taissa Kelly, Patricia Grocevera, Monarch.

Others Present:

Rose Brown, MHA of Essex and Morris, Inc., Diana Kurlander, JBWS, and Wes Gaynor, Homeless Solutions, Inc.

I. Welcome and Introductions

All were welcomed and introductions made.

Approval of March 22 Minutes

Mr. Bashe asked for approval of the minutes. Approval of the minutes will held over to the next meeting since there are only five voting members present. This is not enough members for a vote.

II. 2018 Program Review Results

Review general findings/observations/weaknesses

Mr. Bashe stated there are comments on the site visits but since they have not been shared with the agencies, cannot be discussed. There were some administrative issues throughout all the programs:

- Most paid attention to HUD rules regarding funding drawdowns, documentation and clients' eligibility documentation.

- Ms. Kelly stated there were many comments on chronically homeless documentation. Agencies need adequate third party documentation regarding the client's homeless history. Due to recent changes, there is a need for more self-certification. HUD requires that 75% of records need third party documentation. Even though the Coordinated Entry will identify those chronically homeless, they will not have proof of documentation. The agency also needs proper documentation of staff time.
- Ms. Kelly said that regarding the Coordinated Assessment HUD requires monitoring. The EC may want to consider local goals for the process and include some local pieces in the monitoring.

Mr. Bashe said there will be a general summary of findings later but a private summary will be given to each agency. Most of the monitoring went well and the outcomes were very positive. There were problems with only a few of the programs.

III. Point In Time (PIT) Count Preliminary Results Overview

Review preliminary data/results/status addendum

Mr. Bashe reviewed the PIT handout distributed. It shows the preliminary results but does not include the local addendum on out of county and LBGTQ information. Hope to get a final summary before the next meeting.

Discussion on the higher number of hotel placements and the higher number of homeless identified. Per Ms. Kelly, this is not necessarily bad as long as we are getting services to the people.

Perhaps we can get further information from Hope One. Ms. Brown stated that the people that come on the Hope One van are asked if they have a dual diagnosis. Perhaps the MHA outreach person can also ask them if they are homeless. Linkages to services are being made from the van. Ms. Kelly said that the numbers across the state have increased in general. This attributes partially to Code Blue. Once a Code Blue is called, warming centers are opened and people are engaged in services. This is a trend across the state. This is not necessarily bad as long as there is an increase in engagement.

Mr. Bashe stated this year we did a seven-day count. Some feel we were able to catch more of the homeless with the seven-day count. MHA captured more information but it involved more of their staff time. Mr. Bashe believes the seven-day count should be continued since it seems more accurate.

IV. System Performance Monitoring –

Review Current SPM targets/standards, recent results from HMIS, recommended target/standard changes for 2018

Mr. Bashe went over the information distributed. Three or four years ago, the EC put metrics together at HUD's direction and collectively decided the standards and targets. In most cases, we took the standards that HUD recommended. Where our results deviated a lot from HUD standards, we set local standards. We have both HUD standards and our own local standards. Each year we try to improve our own standards by 5% to make them better. Mr. Bashe believes we should set standards where we do not yet have them.

Ms. Kelly stated that when HUD updated regulations in 2012 they took a while to implement. We tried to work on them locally. HUD has seven standards and in the last three years, we have reported what our system reported to HUD. It is beneficial to set local standards. We have the ability to look at the direction we are going in and the timeline.

1. HUD wants to see people homeless for a shorter time.
2. HUD wants to see how we connect people to income – both employment income and benefits.
3. HUD wants placement in permanent housing and housing retention with successful exits. They want permanent housing, shelter and rapid rehousing.
4. HUD looks at returns to homelessness
 - How many left homelessness to go into permanent housing and then came back. They want the rate below 5% and they want the trend to go down.
 - They want to know if there are enough supports in permanent housing to help people get there and stay there.

Mr. Bashe said the question is whether the process we have for setting and monitoring standards is good. Do we set local standards realistically? There was discussion on all this at the CAS meeting. There is a need to look at the results and see what to do about them. Is CAS the right place to discuss this and figure out how to deal with the difficult areas? There is a need to look at targets and adjust them each year and question where there is a weakness and what we can do. We are still trying to figure out the best role for CAS.

Ms. Delcalzo said people in CAS do not want to talk about what the standards are. They feel that may be best for the EC to decide. People at the CAS want to talk about barriers and they want to create strategies. They want to talk about why we are not achieving the goals. Ms. Delcalzo distributed a quick reference guide she created which she extracted from the HUD information.

Mr. Bashe said that for many years we did not have a database to do data analysis. Now that data is more complete and accurate, we can generate reports on how we are doing. Ms. Miciak is Chair of the Systems Performance Monitoring Subcommittee. Ms. Rippey was the only one that worked with Ms. Miciak on this subcommittee. There needs to be more participants.

We need to figure out who can put the story together with recommendations on how to address the weaknesses. We need steps and players. Ms. Moore thinks the subcommittee did a good job, the recommendations seem to make sense, and they set a goal. How to meet the goal would go through the CAS. Think some of the process needs to be changed. In going forward we will have a systems review. Ms. Brown asked how often we get the numbers. Mr. Bashe said he believes at least twice a year. Ms. Delcalzo stated that she thinks looking at data twice a year may be helpful. Ms. Brown said that this way everyone could see the information in a timely manner and make any corrections.

Mr. Bashe said he thinks the consensus is that 3-4 people should be on this subcommittee and they should meet at least twice a year. They can look at the data, put it forth to CAS, and talk

about systems issues. They can bring recommendations back to the EC twice a year. This way all can see how the system is working.

Mr. Armstrong said he does not think it is a good idea to create more committees. He feels that HUD's rules in regard to the Coordinated Entry are making more work. His agency is trying to reduce work. They need to keep their agency going and do not have time to analyze data or attend more meetings. Ms. Connelly stated that we need the outcomes to be better and accomplished in less time.

Mr. Bashe said we have to do these things to be part of the CoC. Ms. Kelly stated that once we figure out how to do this work the point and goal is to enhance the work of each agency. This will help get better outcomes and agencies could end up with more money. Further discussion ensued.

Mr. Bashe stated that CAS meetings are very useful and many agencies have staff members in attendance. He would like more Executive Directors to be at the table. He would like endorsement on setting standards once a year, but reviewing them twice a year. Then the committee will determine what the data tells us to do. He said we need valid observations about what we may want to change, preferably, before the NOFA comes out. Mr. Bashe would like a subcommittee to analyze the data before the July meeting. Ms. Miciak along with Ms. Rippey are the Systems Performance Monitoring team.

Ms. Delcalzo stated that CAS is not the best place to create standards. They look at systems performance data and data issues. She would like the CAS to get the full analysis. Strategies came out at the May 8 meeting (see notes). Mr. Bashe stated they are still clarifying the role of CAS and believes there should be a meeting between Monarch and the County on system performance measures.

Ms. Kelly thinks the NOFA will be coming out in mid-July. It is important to start the local process soon. Need to set priorities, review the application and release it. Once the NOFA is released, they will have a presentation. Mr. Bashe thinks they will need to do this early to mid-June. Ms. Kelly suggested a subgroup work on this and then have an email vote. Mr. Bashe said we need the scoring tool to reflect our priorities.

V. Subcommittee Updates

- CAS – Report was distributed. Ms. Barker said they had a web conference on Project Homeless Connect on May 15 at 11:30 a.m. Next year they will be making some changes.

Mr. Bashe thanked MHA for taking the lead on this but we need to build on this and really get the community to work on this. Ms. Bjornson said the community has been working together on this for years. Family Promise ran it at one time but had to give it up. The cost was about \$500 and did not include any of the staff time. The county needs to be involved – probably Ms. Laurie Becker. Ms. Carter stated the theory is that this was to be a community project.

Mr. Bashe stated one option they discussed was combining Project Homeless Connect with the Point In Time Count (seven-day count). All will discuss this further.

Ms. Delcalzo distributed information on the first Childcare Workgroup subcommittee meeting summary. The group came up with goals and shared information.

- Coordinated Entry – Report distributed. Ms. Bjornson has been Chair and working on this for two years. She would like to ask for some new leadership by Sept. Please let her know if anyone would like to volunteer or has ideas for a new Chair. There are some changes. 211 reallocated some funding for a part time manager (10 hours) that will be the CE Program Manager for Morris – this person is needed to keep the Coordinated Entry process running smoothly. The meeting structure is also changing. There has been a lot of transition in order to try to streamline things. They are back to once a month meetings.

Ms. Kaniewski stated that it helps to have all agencies in attendance so they can keep up with the changes. Ms. Bjornson said that the HMIS functionality was the biggest challenge. Monarch and 211 were involved. There were many issues and challenges fixed. There was a HMIS issue. 211 will have all in place by May 30 and then Homeless Solutions will not have to do screenings. All other agencies are referring to 211 for screenings. They created a new wait list – the voucher list is in process. This is just for vouchers not for those waiting for shelters. There is a separate list for those waiting for shelters. Ms. Bjornson said there is a voucher wait list and there are no vouchers now. They will apply for vouchers if more become available.

Data Quality – Report distributed. Ms. Delcalzo stated the committee voted to make some amendments and reintroduce to the EC. They would like to have a data quality monitor. This person would go beyond what Monarch or HMFA does. See job description distributed. Mr. Bashe raised this issue with the county. Monarch and HMFA feel it is not part of their job. The county is working on this – not sure, how this position would be funded.

Permanent Housing Subcommittee – No Updates

BTG – No Updates

Veterans – No Updates

VI. Quick Updates/New Business – None

- VII. Adjourn** – Ms. Miciak made a motion to adjourn the meeting at 12:04 p.m. Ms. Delcalzo seconded the motion. Meeting adjourned.