

**Morris County Continuum of Care (CoC) Executive Committee Meeting  
January 25, 2018  
MCDHS – 1 Medical Drive, Morris Plains**

**Meeting began at 10:05 a.m.**

**Voting Members Present:**

Mike Armstrong, Community Hope; Jeffrey Bashe, Community Rep.; Terry Connolly, Community Soup Kitchen; Joe Gallo, Market Street Mission; Russ Hall, Housing Alliance of MC; Nancy Magee, Community Foundation of NJ; Jodi Miciak, United Way of NNJ; Kesha Moore, Drew University; and Gwen Rippey, Atlantic Health.

**Ex-Officio Members Present:**

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

**Voting Members Absent:**

Rebekka Zydell, Child & Family Resources; and David Scott, Market Street Mission.

**Ex-Officio Members Absent:**

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

**Staff and Consultants Present:**

Laurie Becker, Shelia Carter, Patricia Mocariski, Morris County Human Services and Mr. Jay Everett, Monarch.

**Others Present:**

James Gannon, Morris County Sheriff.

**1. Welcome and Introductions**

All were welcomed and introductions were made. Mr. Bashe thanked Sheriff Gannon for all the great work he does.

**2. Approval of November 30 minutes**

Mr. Bashe asked for the approval of the November minutes. Ms. Connolly made a motion to approve the November 30 minutes and Ms. Magee seconded the motion. All were in favor with no opposition and no abstentions. Motion carried.

**3. Updates on Current/Open Items**

**Election of EC Chair and Vice Chair - Mr. Bashe**

The Committee needs to vote for Chair and Vice Chair for 2018. Ms. Joanne Bjornson made a motion for Mr. Bashe to stay on as Chair and Ms. Miciak as Vice Chair. Ms. Nancy Magee seconded the motion. All were in favor with no opposition and no abstentions.

### **2018 Meeting Schedule – Mr. Bashe**

Meetings will continue to be on the fourth Thursday every other month. He is asking for consideration to change the May meeting date since he will be away.

### **Monarch Agreement Approved – Ms. Becker**

Monarch's contract was signed. Mr. Bashe would like to see a copy. Monarch does a lot for us and he would like the committee to know what to expect from them. Ms. Becker stated that the contract goes to 2019 but believes we are good to 2020.

Mr. Bashe would like to get out a calendar that shows the committee's responsibilities during the course of the year.

### **CoC Grant Results – Mr. Everett/Mr. Bashe**

CoC awards went out. This year all is in good shape although we did not get the bonus. Mr. Everett stated that he created a comparison from last year's awards and they are very similar. There is only one community in New Jersey that got what they asked. Some communities did get bonus money. Ms. Becker said we lost about \$7,000. Mr. Everett said since the Fair Market Rent (FMR) went down the money for rental assistance programs went down. Now that we have the Coordinated Assessment, it will help us see if our programs address the community's needs. This should strengthen our application. Prioritization speaks volumes. Mr. Bashe said we need to focus on the RFP and there is much work to do.

### **CoC/Emergency Shelter Grant (ESG) Coordination – Mr. Bashe**

It is the CoC's responsibility to set priorities for ESG funding. The ESG money goes towards homelessness prevention, emergency shelter and related services. The HSAC oversees this funding. Mr. Bashe joined the HSAC to help the Executive Committee (EC) be involved in ESG ranking and awards. Ms. Carter stated that the HSAC is involved and it fits to have the EC involved.

### **Freeholder Outreach – Mr. Bashe**

Mr. Bashe asked if anyone has talked to the Freeholders regarding the Homeless Trust Fund. Mr. Bashe has been talking to Ms. Carpinteri to try to get this on the table. Ms. Sly asked if we have a position paper on this. Ms. Becker said no but she thinks it is a good idea to discuss further with Ms. Carpinteri. Ms. Rippey said they we should put together an information fact sheet. Mr. Bashe agreed and asked if anyone would be interested in working on the fact sheet. Mr. Armstrong and several others volunteered to work on this.

Mr. Hall said in the past this issue was raised with the Freeholders and was rejected. The Homeless Trust Fund is viewed as a tax and the new Freeholders do not want to raise taxes. The Freeholders want to address this as a fee and not a tax. Mr. Everett stated that we need a plan describing what the money will be used for if we get it. It would be an extra fee or tax from someone conducting business in the county.

We need to show the benefits gained from the fund and talk about the positive aspects. Mr. Armstrong said there was a presentation to the Freeholders in Somerset County. He thinks

they had a position paper. Somerset has a resolution and a collection of information from other communities.

Mr. Bashe will work with Ms. Carpinteri and the committee will take this up again at future meetings.

**PHC Model to be Reviewed – Mr. Bashe**

The Mental Health Association will reassess and see if there is a better way to do this. This will be addressed at a future meeting.

**New Policies & Procedures Discussion/Approval:**

**Data Quality Standard Operating Procedures – Ms. Delcalzo/Mr. Everett**The DQSC, led by Ms. Delcalzo, put together standard operating procedures for those using HMIS. Mr. Everett has been working with this committee and reviewing their work. The Site Administrators will use these operating procedures. Mr. Bashe requested a vote to approve this. If necessary, the operating procedures can be updated in the future. Ms. Connolly made a motion that the EC adopt these policies and procedures and make them a part of the CoC Data Quality Procedures. Ms. Nancy Magee seconded the motion. All were in favor with one abstention and no opposition. Motion carried. Ms. Becker would like the Stigma Free logo added to the standard operating policies and procedures.

Ms. Delcalzo, Ms. Carter, Ms. Beauchamp, Mr. Everett, HMFA, HUD and many others have been working together on this for two years. Mr. Bashe congratulated Ms. Delcalzo and her team on the great work done. Ms. Carter stated that agencies were also involved. The state is looking to us to be the model and this will affect our score.

**LGBTQ Policy Statement – Ms. Miciak/Mr. Everett**

Mr. Everett said HUD is looking to ensure non-discriminatory language in the Coordinated Entry policies and procedures. HUD has asked what actions were taken to provide equal access to LGBTQ (Lesbian, Gay, Bisexual, Transgendered, and Queer). They also want us to do trainings. HUD emphasized this point especially related to homeless youth. Ms. Miciak said since additional questions were added to the Point in Time and we will soon collect more information. Ms. Barker sent information to CAS. She is asking the group to recommend a policy. Ms. Delcalzo said it will also be going to the Provider group. We will hear more on this at the next meeting.

**Point In Time Count Feedback – Ms. Carter/Mr. Everett**

Mr. Bashe stated that there is no feedback yet as it is early. Ms. Connolly thought the process worked well. The Soup Kitchen had 14 people. Ms. Barker said that Family Promise had 8 people. Mr. Everett said they are monitoring through the survey monkey and need to be sure all folks are using the right link. Hoping for a report at the next meeting.

**Code Blue Process Update – Mr. Bashe**

Thanks to the County (Ms. Carpinteri, Mr. Jeff Paul, Sheriff Gannon) and all that stepped up to make this happen. The Morristown Fire Department on Speedwell Avenue has been opening as a warming center when a Code Blue is called. Ms. Miciak said that Dover also

has a warming center and they are doing well. Code Blue is called when the weather is at below-freezing temperatures and weather conditions pose a danger to the homeless population. The Code Blue Alert allows authorities to take homeless people to local shelters or other agencies, known as warming centers. These shelters make additional beds and space available until conditions improve and the alert is called off.

Code Blue is a mandated but unfunded project. The Morristown Fire Department and firefighters as well as local agencies have been at the firehouse helping when the warming center is open. There have been from 14-20 people at the firehouse at various times when the Code Blue was called.

Ms. Bjornson said that most the people that came to the firehouse got help and services. The Office of Temporary Assistance is getting motel placements and helping these people. Ms. Rippey suggested sending volunteers there. Ms. Bjornson said she or anyone interested could send out an email asking volunteers to help in the evenings from 9:00 p.m. to 11:00 p.m. when a Code Blue is called. The firefighters have been very helpful. It would be nice if we could present them with an award.

#### **Annual CoC Program Review – Mr. Everett**

Mr. Bashe said we hope to have the site reviews done by March. Mr. Everett said they will need two or three EC members to go out with Monarch on each site visit. They will be looking at:

1. File Reviews – this includes all documents.
2. Review of operational issues/programs/leases.

Mr. Bashe stated that a program performance sheet for each program will be sent out in advance. We need to be sure the program reaches the population it is supposed to and produces the proper outcomes. Ms. Delcalzo said the Data Committee helped by creating a monitoring tool to ensure the agencies are in compliance. The monitorings will probably be in March. Mr. Bashe asked Mr. Everett and Ms. Carter to lay out a work plan. Mr. Everett will coordinate the visits with the agencies and email the EC members the schedule so they can sign up. The visits are restricted to EC voting members only.

#### **System Performance Review Strategy – Mr. Bashe/Mr. Everett/Ms. Miciak**

Mr. Bashe believes the system performance review is critical. We need to know what the service gaps are and to look at the data a few times a year to see if we are on track to meet our goals. Ms. Everett stated that they will probably have a full submission report from October to September. Mr. Bashe said we should have a system performance worksheet and maybe do this in May and again in the fall.

Ms. Miciak said she would like to bring the systems performance results to this group. She would like to start with a preliminary report now to see where we are and work out any issues. We can pull data from March and bring it here. We need to discuss what we want to do and whether we want a subcommittee to handle or if we can use the full EC. A review of SPM data and a discussion will be scheduled at the next EC meeting.

### **Coordinated Assessment Start Up Review – Ms. Bjornson**

Congratulations, we have an active Coordinated Entry System that started a few days ago. This has been in the works for over two years. The committee has been meeting twice a month during the review period and put a lot of time and effort into this. The meetings are scheduled through June and after that, they will take a recess. There needs to be more consistency in meeting attendance especially now since the System is starting up. They will add a case review component. It may be possible to fit folks into different programs. We will need different participants.

The screening tool was finalized and Ms. Miciak will send out. Mr. Everett said the deadline was the 23. We will also do prescreening and prevention referrals. There may be a onetime payment or diversion component for those that stay with family, friends, drop in centers and 211. Only 211 may put folks on the waiting list if they are truly homeless.

We have been telling people there is a new system and new process. The timeline is set and there will be testing in Jan. and Feb. We hope to have some data after that. They will transfer all those on the shelter list to the wait list. Once they have an active wait list they will call each of the people on the list and have 211 screen them.

At the last meeting, they finalized the MOU between the participating agencies in the Coordinated Entry. They will review this yearly and have a consent form for each agency. The MOUs must be signed and be part of the system. The EC will approve and the Coordinated Entry committee will review. Ms. Bjornson said she will send this out with the minutes. She would like all to review. Ms. Miciak said she would like all the Executive Directors to sign.

Mr. Bashe believes the EC is responsible to make sure things are working properly with the Coordinated Assessment project. We will deal with the problems, gaps and any issues.

The CE PR and marketing plan is in the making. They are getting the information out on websites and locally. They are notifying hospitals, jails, schools and radio stations.

#### **4. Work Item – 2018 CoC Priorities & Strategic Plan Update – Mr. Bashe** **EC Goal – set clearer priorities for 2018 application; set basis for update of the 10 Year Plan to End Homelessness**

We would like to update the EC's goals, objectives and priorities prior to the 2018 application to HUD. The County is working on a strategic plan. There already is a 10-Year Plan to End Homelessness, which was done in July 2014. There is also a DHS 5-year Consolidated Plan. The County DHS has several other plans. The Coordinated Entry will change and improve what we do. Mr. Bashe would like to get the homelessness plan updated in the next year or so to reflect where we are and how we are doing. Mr. Bashe suggested that next year we have a strategic planning sub-committee. Perhaps they can plan a one-day retreat.

Mr. McGuire thanked the CoC for the support letter concerning the National Housing Trust Fund. They were awarded \$700,000 for eight housing units.

Ms. Rippey stated that she appreciates being on the committee. Atlantic Health is willing to help but they do not collect that type of data. She is working with Ms. Bjornson to see what they can do with Family Promise. They would like to work closer with agencies and work on the landlord study.

### **5. Committee/Sub-Committee Reports –**

#### **CAS Report:**

The CAS has heard of issues with the Housing Authority. They reached out to the Hope Somerset, Morris County Housing Authority, since they do not come to meetings. There are some issues and some openings are not being filled. There are barriers/and a priority wait list. Please share any information on this with Mr. Hall and Mr. Bashe. They will take it up with the Housing Authority.

After the disaster in Puerto Rico many young (180 students) came here since they were displaced. They mostly came to Dover area. This has been an issue. Mr. Bashe said we should work with Bridging the Gap. They are 17-24 year olds. Perhaps Ms. Becker can provide further information.

Mr. Bashe said he is meeting with the WDB trying to get them engaged to get more employment representation at CAS and on the EC.

#### **PHSC Report:**

Mr. Hall reported that a meeting is scheduled with Ms. Carpinteri to discuss County participation in a Landlord Recognition Program.

Ms. Moore described some changes in the scope of the Drew University landlord survey project. The area included has been narrowed to Morristown. Some data has been collected. Twenty landlords agreed to complete the survey. There were 43% that worked with vouchers, 43% will not work with vouchers and 12% do not work with vouchers but are interested. They asked the landlords about the benefits of participating. The top answer was to provide support to families, veterans and for rent payments. They think it is good to engage folks and get more landlords to use housing vouchers. A more complete report will be presented at a later meeting.

### **Adjournment –**

Mr. Bashe asked if anyone has suggestions on improving the meeting to let him know. The meeting adjourned at 12:12 p.m.