

**Morris County Continuum of Care (CoC) Executive Committee Meeting  
May 23, 2019 MCDHS – 1 Medical Drive, Morris Plains**

**Meeting began at 10:04 a.m.**

**Voting Members Present:**

Mike Armstrong, Community Hope; Jeffrey Bashe, Community Rep; Terry Connolly, Community Soup Kitchen; Russ Hall, Housing Alliance of MC; Kesha Moore, Drew University; Gwen Rippey, Atlantic Health; David Scott, Market Street Mission and Rebekka Zydel, Child & Family Resources.

**Ex-Officio Members Present:**

Allison Delcalzo, Atlantic Health; Joann Bjornson, Family Promise; Janice Kaniewski, NJ211; Laurie Litt, NJAS, Dan McGuire, Homeless Solutions; Phyllis Tonnesen, MC Office of Temporary Assistance and Diane Williams, JBWS.

**Voting Members Absent:**

None

**Ex-Officio Members Absent:**

None

**Staff and Consultants Present:**

Laurie Becker, Shelia Carter, Patricia Mocarski, Sharon Yoo, Morris County Human Services and Jay Everett, Monarch Housing.

**Others Present:**

Kellie Doucette, Office of Congresswoman Mikie Sherrill.

**I. Introductions & Approve Minutes**

All were welcomed and introductions made.

Ms. Gwen Rippey made a motion to approve the March 28 minutes with correction noted on Page 4. Mr. Jeff Bashe seconded the motion. All were in favor with two abstentions and no opposition. Motion carried.

**II. Comments**

Ms. Zydel asked that for the next two hours everyone focus only on this meeting. We all wear many hats and it is important that we focus. This is part of your membership agreement.

**Committee Reports**

**Lead Agency – Report Provided Attached**

Mr. Bashe asked about the Program Review meeting. Mr. Everett said they are not yet finished. He soon hopes to see the results of the desk monitoring.

Ms. Becker said they got the planning contract from HUD. This year the grant will support technical assistance and will go to the end of next year. The usual RFA will go out in the next few months. The good news is that we got that contract again.

**Nominating-Governance – No Report  
By Laws – Report Provided Attached**

**Allocation – Report Provided Attached**

Mr. McGuire asked if this is the time to talk about the Technical Assistance (TA) session. He sent the Chairs a few comments. He was surprised to hear there will be across the board cuts and that phase out letters were sent. He thinks that is a policy decision. Ms. Rippey asked why he is concerned. He said that he has been coming to meetings and hearing that all projects would receive cuts regardless of their scores. He thinks this should have been discussed and approved as a policy decision.

Ms. Zydel said she thinks there is an interpretation problem. There was conversation about this at the planning goals and expectations meeting. We agreed to align funding with HUD priorities and said that come 2020 we would not guarantee funding. The intent is to follow HUD priorities and certain programs do not align with HUD priorities. If faced with new programs that meet HUD priorities and rate higher how will we handle this? We realize these programs are part of the system and will make every effort to be open and transparent. This was not explained in depth at the TA session but Ms. Zydel said the Allocations committee uses a scoring matrix fed by data. The reason some programs are cut is that they score low and do not align with HUD priorities. We want to bring new people in the process and try to see who else can fund some of these programs. We have to be flexible and we have not even seen the NOFA. We understand the intent of the work and are trying to balance all. We are not crippling the current system and are working in the here and now. It is not the intent of the committee to eliminate people's budgets.

Ms. Connolly said that part of the intention is that some will face cuts based on HUD's priorities. We want those folks to think creatively and apply for different programs or change the programs so they can get funding. Ms. Zydel said we are moving in the right direction. There was a great Chair meeting. We are all working together. It is exciting work behind the scenes. We are trying hard to keep things equitable.

Mr. Bashe said he feels the committee should get to see all the proposals. Ms. Zydel said that the EC needs to trust the Allocations Committee. The full committee will get cover sheets and an overview of all. If that is inadequate then we can revisit the situation. Ms. Moore said there are four values that guide the work of the Allocations Committee: 1) Values driven; 2) Score driven; 3) Transparency and 4) Systems focus.

Ms. Williams said that she found out at a meeting that JBWS was not at all the Data Quality meetings. She is concerned about there being more clear communication concerning agency expectations. It was advised she talk to Ms. Ally Wise regarding agency expectations. She said JBWS will be at these meeting if they need to be and if they are scored on attendance.

Mr. Bashe said the scoring sheet for renewals is the same as the scoring sheet for new projects. Ms. Rippey said all is working well. The Allocations Committee will be transparent with their process and provide a summary sheet and preliminary scoring. Agencies got an extension of one week. They are waiting for the NOFA to come out. Please allow the committee to do their work. Ms. Zydel said proposals will not be distributed to all because reviewing the applications is the work of the subcommittee. It is redundant if the subcommittee reviews and the full committee reviews. They have laid out a schedule and it will go out to all.

Ms. Zydel said that based on the data they will have some pre scoring done before the Question and Answer (Q & A) session. Allocations members serve two-year terms. Members meet and work together. The Q & A session is tentatively set for June 10. Ms. Bjornson said if it is only a Q & A session will a two-page addendum be allowed for new applications so a description of the program can attached. Ms. Zydel said that can be submitted with the application. Ms. Connolly said to build as much as possible into the application. The committee wants time to ask questions.

#### **Community Assistance Services Committee (CAS) Report Provided Attached**

Mr. Everett attended and said it was a great meeting. There is a lot of encouraging and engaging conversation. Ms. Delcalzo asked if there was a grievance with a provider where would a person go. It was suggested that maybe an Appeals Committee could come out of the Executive Committee, and perhaps a few Grievance Coordinators could address any complaints. Ms. Becker said if there are any VA issues, Mr. Gary Denamen, the Veterans Coordinator or the Homeless Veterans Committee could help.

Ms. Zydel said that the lead agency has an appeals process and thinks we can tie the same process to the CAS. The Lead Agency, Ms. Zydel and Ms. Connolly can meet and make recommendations. Ms. Delcalzo said that whatever the process is should go back to the Coordinated Entry to find out the trends. In addition, consumers should be notified. Ms. Zydel said we need a deeper conversation about this. At what point should consumers be given information on grievances. Should grievances first go to the local entity? Ms. Becker said we do not want to duplicate efforts. Most organizations already have a grievance policy. Ms. Zydel will put this on the agenda of the Committee Chairs meeting for further discussion.

#### **Data Quality – Report Provided Attached**

The CAS is recommending a funded person to take an active role in strategic planning. This could fall into the data quality person's position as well.

Ms. Moore asked what level of experience this person would have. Ms. Delcalzo said she is not sure. It is more about the person's skills and commitment to help organize and execute plans and strategies. Ms. Moore may have a student that would be able to assist. Ms. Delcalzo will forward the job description to Ms. Moore. Further discussion ensued.

Member asked if the CoC is supporting the Homeless Children and Youth Act Ms. Zydel indicated we will discuss this later in the meeting.

## **Veterans – No Report**

## **Project Homeless Connect – No Report**

## **Provider Resource Committee – No Report**

### **Coordinated Entry – Report Provided Att.**

Ms. Kaniewski said they have been working through this for a number of years. There is an identified committee, they have a working policy and have developed a tool. Finally, this year we have a tool and things have changed. We are looking at the performance piece, policy, procedures and guidelines. There are case management meetings and talk about those that are hard to serve. We are identifying the gaps and trying to determine how many people are re-entering the system. We need to look at the how and why.

Mr. Bashe said although Safe Haven is not a prioritized project what will we do if they close? Mr. McGuire said Homeless Solutions has plans in place to address this gap. Ms. Becker said the state is aware that Safe Haven will close in two years. Ms. Becker suggested Mr. McGuire meet with Mr. Henry Rias, DMHAS, to discuss Safe Haven.

Ms. Becker said there may be opportunities to strengthen the casework with Greystone. There is a need for more support for the people that are in the community. Homeless Solutions is expected to get vouchers for ten of the Safe Haven beds around July 1.

Mr. Hall said he met with Mr. Anthony Bucco yesterday and discussed zoning and housing. He is very knowledgeable of these things. There is a need to shift around the budget. Mr. Hall has also been talking to Freeholder DeFillippo and a local Congresswoman about the Homeless Trust Funds. We want them to know what is going on and address problems with them.

Ms. Moore said that next month funds will be requested for the next year (year 2) of the Drew Study. Mr. Hall and Mr. Bashe are working what the scope of work would be and a plan.

Ms. Kaniewski said the MOU was approved. She will send 15 different signature pages out to agencies. Ms. Rippey said the process is working and we are looking at opportunities to do things differently. She thanked Ms. Kaniewski for her time.

Ms. Rippey also thanked Ms. Kaniewski for making the template for the data and understanding which clients are re-entering the system and why.

Mr. McGuire said he is looking to get ten people into apartments with vouchers. He needs to wait since he does not yet have the vouchers. He thinks he has an agreement with the town to put the ten people in a place they are purchasing.

## **Permanent Housing - Report Provided Attached**

### **Public Policy**

Mr. Hall said they are trying to get more landlords in the program (landlords that are willing to take vouchers). They are looking at the landlord program to be administered in a way that is similar to the Coordinated Entry or Ruth Davis Drive and managed by an agency that serves as recipient of grant funds. There would be a limit to the number of units in Dover or Morristown or both. These units need to be in areas that have transportation and services.

Ms. Zydel said that perhaps a concept is coming. We hope to have a consortium that will all work together and help one another. Ms. Zydel said we are still in the conceptual stage. The grants go to the entity (lead agency) to be determined. The consortium will do the recruiting and help with support services, nutrition programs, help get landlords, etc. Mr. Armstrong said why not give the money to those who are already providing services instead of creating a new group.

### **III. Discussion**

#### **Morris Advisory Leadership Group – Report Provided Attached**

Ms. Becker said that on July 17 the Leadership group will meet and get an overview of 2020 funding applications.

#### **Megan’s Law Implications –**

Ms. Delcalzo brought this up some time ago and it is not resolved. There is concern that agencies cannot serve these folks. Ms. Zydel asked her to come up with a more detailed request. Mr. Armstrong said the state is pressuring providers to push out those under Megan’s law. Ms. Delcalzo asked how we serve this population. Ms. Zydel asked Mr. Everett if Monarch can find out what other communities are doing.

#### **System Strategies –**

Ms. Zydel suggested we table this for today. We need more time for discussion perhaps we should we extend the meeting to 12:30 p.m. Ms. Becker suggested having additional meetings to work on strategic planning. Ms. Bjornson said that we could have some additional technical meetings and strategic planning meetings. Ms. Tonnesen said two hours is long enough. Ms. Connolly suggested we have the high-level discussion first and then committee reports. Mr. Scott thinks putting the committee reports last is a good idea. Ms. Rippey said the committees should be doing the work and just providing high level reports. We need to be more efficient with the process. She does not like the idea of monthly meetings. Ms. Bjornson suggested having committees make quarterly reports and only talk about the items for discussion. Mr. Bashe likes the idea of having monthly meetings. He thinks it is a good idea to have subcommittee reports every few meetings.

Ms. Zydel said we need boundaries between committee work and the EC. We need to get information and make decisions without getting stuck in the weeds. The EC meetings will only provide high level reports. Ms. Delcalzo said the meetings should be strategic. Maybe there can be fewer reports and reports can be utilized in a different way. The most important things highlighted with questions.

#### **IV. New Business**

Ms. Zydel said that Ms. Kellie Doucette (from the Office of Congresswoman Mikie Sherrill) would like to talk about the Homeless Children and Youth Act. Ms. Doucette said their office is trying to gather information. She would be happy to talk to anyone about this and bring back feedback and comments to her office. Ms. Zydel will send out the information to the EC for comment and try to create a statement from the Executive Committee to Congresswoman Sherrill.

Ms. Zydel asked that we all think about how we define success of the CoC, is it maximizing money into the system or how many people are getting housed? What is our measure of success? How are we making decisions and thinking about our systems/strategic planning? Ms. Moore said the best measurement is the number of people permanently housed. Ms. Rippey said this is a good question to think about and discuss at the community level. Can we bring this question to the committees?

Ms. Rippey said Atlantic Health use Teams Software that would allow us to track conversations, archive documents and communicate between meetings. Atlantic Health would train us on the software if we'd like to use it. It is a free product.

Mr. Bashe said we need to routinely monitor, report data, analyze and take action. He thinks we need a better process to get this done.

Mr. Everett asked if the Allocations Committee will make funding recommendations to the full EC. Ms. Zydel stated that approval will be done by the EC but it will be done electronically due to the short time frame. Mr. Everett said he has no indication of when the NOFA will be released. Last year it was the end of June.

#### **V. Adjourn**

Motion made to adjourn the meeting at 12:02 p.m. Meeting was adjourned.

Respectfully Submitted,

Patricia MocarSKI  
Administrative Assistant