

**Morris County Continuum of Care (CoC) Executive Committee Meeting  
March 28, 2019 MCDHS – 1 Medical Drive, Morris Plains**

**Meeting began at 10:02 a.m.**

**Voting Members Present:**

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

**Ex-Officio Members Present:**

Allison Delcalzo, Atlantic Health; Janice Kaniewski, NJ211; Dan McGuire, Homeless Solutions; Meagan O'Reilly, MC Office of Temporary Assistance and Diane Williams, JBWS.

**Voting Members Absent:**

Mike Armstrong, Community Hope and David Scott, Market Street Mission.

**Ex-Officio Members Absent:**

Niamh Barker, Joann Bjornson, Family Promise.

**Staff and Consultants Present:**

Laurie Becker, Shelia Carter, Gary Denamen, Patricia Mocarski, Morris County Human Services and Kasey Corgeio, Monarch Housing.

**Others Present:**

None

**I. Introductions & Approve Minutes**

All were welcomed and introductions made.

Mr. Russ Hall made a motion to approve the Nov. 15, 2018 minutes. Mr. Jeff Bashe seconded the motion. All were in favor with two abstentions and no opposition. Motion carried.

Ms. Gwen Rippey made a motion to approve the Jan. 31, 2019 Retreat Notes. Mr. William DeVore seconded the motion. All were in favor with no abstentions and no opposition. Motion carried.

**II. Comments**

**Committee Reports**

Ms. Zydel said there was a Chair meeting held last month. A committee report template was created to:

- Highlight things discussed at committee meetings;
- List things that require further discussion; and
- Note any items that require a vote.

This way details can be kept at the community level and this body can serve at a higher level in an advisory role. If anyone wants more detail, they may join the subcommittee.

Ms. Zydel distributed the Committee Roles and Responsibilities. Added to this are tasks and responsibilities of the Lead Agency. The Committee Chairs will meet quarterly.

Ms. Zydel asked if there was any discussion about the HUD scoring tool. It will be sent to all members to review again. Each year Monarch staff estimates our scores and when the HUD numbers come in they are updated. Mr. Everett is currently updating it. Ms. Zydel said at the Committee Chair meeting they went through it line by line and determined which committees are responsible for each performance measure. Mr. Everett will use the actual score we received to help identify the areas we need to work on. The total maximum score is 200 and we scored 168.5. We went up 14 points from last year.

Ms. Moore suggested the Committee Chairs do some goal setting and give updates in response to those benchmarks. Ms. Zydel said this would help us to see how we are doing. All of the work of the CAS helped improve our score. The data quality and strategic planning need improvement per Monarch. We need to highlight these areas going forward. Mr. McGuire suggested we focus on areas we can improve on and take a strategic approach. Ms. Zydel said we need to work smarter and not harder.

### **Lead Agency**

Ms. Zydel said the Lead Agency is responsible to ensure the monitorings happen with Monarch's assistance. The Executive Committee approves the monitoring tool each year. This year it will be a desk monitoring, and next year will be on-site. Ms. Carter said through the desk monitoring the agency is required to submit various documentation. Mr. Bashe said the monitoring information is useful and should be shared with this committee. Motion made by Mr. Jeff Bashe to move forward with the existing monitoring tool and have a desk monitoring this year. Motion seconded by Ms. Terry Connolly. There were no abstentions and no opposition. Motion carried.

Ms. Carter said it is a HUD requirement that all housing projects do an environmental review per the Continuum of Care (CoC). They want to be sure that the housing people are being placed in is not hazardous, or in a flood zone, etc. This has been a requirement in the past, but this year HUD will not enter into a contract with agencies unless this environmental information is satisfied. Monarch said the scattered site has a one-page form with a limited scope. Community Development is involved and is familiar with this.

The Technical Assistance Session for the Environmental Scans will be held on March 29 at 9:00 a.m. at 1 Medical Drive. The preparers are the agencies and the County is the certifier. It is a straightforward process that needs to be done as soon as possible. HUD will not initiate the grant until this review is complete. Ms. Zydel does not anticipate this will be a problem for any agency. The Executive Committee is not required to attend but are welcome.

## **Nominating**

No Report

## **By Laws**

Ms. Zydel said this is a subcommittee of the Nominating Committee. They met on April 23 and sent out the shared document in advance so all can interject thoughts and recommendations in hope of coming to a consensus. The document will then be sent to Pro Bono Partnership for review and then the committee can vote to accept the changes. The vote happens at both the CAS and at the EC.

Ms. Rippey said that Atlantic Health is not able to receive shared documents. Ms. Connolly said she will send the information in a word document and work with her edits.

## **Allocation**

Ms. Rippey said they are looking at time lines for the Allocations Committee activities. A letter regarding HUD funding priorities has been to the County for review.

## **Community Assistance Services Committee (CAS)**

It was reported that the Morris County Provider Resource Group merged with the Community Sharing Network group. Christina Romeo, Provider Chair, is working with Jessica Kirchenbauer, Community Sharing Chair, to run this group.

## **Data Quality – No Report**

**Youth Services/Child Care Workgroup – No Report**

**Veterans– No Report**

**Project Homeless Connect – No Report**

## **Coordinated Entry**

Ms. Kaniewski said there is a draft of the Memo of Understanding (MOU). There were two additions to the original draft. One is on Page 4 regarding the confidentiality piece and the other is the STAR program was added since they are now at meetings.

After the MOU is approved the Policies and Procedures will be distributed. Ms. Zydel asked if the committee could adopt it as a draft. Ms. Kaniewski thinks it will always be a document that requires updating and amending. The full document will be sent out to all members.

Ms. Delcalzo asked if there is a process in place for grievances/appeals. She will email this information to Ms. Kaniewski. If there is not the CAS will make a recommendation to add an appeal process.

Ms. Zydel said any questions can be sent to Ms. Kaniewski. We can try to make a summary page and simplify things and continue to send details. Mr. McGuire said certain agencies are in attendance but not all. Ms. Kaniewski said there are some

agencies they do not work closely with but can be added (i.e. Market Street Mission and JBWS).

Ms. Zydel said we want to see clearly how Coordinated Entry is effecting the whole system. Ms. Zydel is working with Ms. Kaniewski on a consumer satisfaction survey that will be another check and balance system. Through this survey, we will get feedback from the consumers.

### **Permanent Housing Public Policy**

Mr. Hall reported that it's a goal to increase coordination between the County and the Housing Alliance. There was a productive meeting with the Housing Alliance and Freeholder DeFillippo. Mr. Bashe said the County is getting the word out about the CoC changing prioritization. There is discussion on the table with Freeholder DeFillippo about the funding gaps there will be over the next few years. The County maybe asked to coordinate funding to fill gaps.

They discussed the need for a change in the Fair Market Rate and the creation of a Homeless Trust Fund. They will talk further about this with Freeholder DeFillippo. Mr. Tansey was at the meeting and Ms. Becker asked that he keep Mr. Denamen in the loop.

Mr. Hall said the Housing Alliance is coordinating comments for the Consolidated Plan. Ms. Carter believes April is the deadline for comments.

## **III. Discussion**

### **Systems Performance Standards**

It was suggested we use our work with the Committee Chairs to monitor performance standards and determine if that process will meet our needs.

### **Morris Advisory Leadership Group**

Ms. Becker said on Feb. 22, there was an Advisory Leadership meeting that included the Chairs of the Aging, MHASAB, HSAC and YSAC Advisory Committees. It was a great meeting with a lot of good conversation. There was concern expressed regarding the implication of any changes in funding. They want to try to figure things out in advance and try to work out the problems at the same time.

Ms. Becker said that the Advisory group will meet again in mid-April. They will confirm 2020 funding priorities and make adjustments as needed.

The 2020 Request for Funding Application (RFA) will go out late May. Last year was a good year with some increases in funding. Some of that increase was from the county and some was from HUD for Navigating Hope and the STAR Program.

## **Systems Strategies**

### **Retreat**

Ms. Zydel presented the need to look at the broader system and in the future would like to carve out time to have higher levels of conversation.

### **Take Aways from the Retreat**

- Ms. Connolly – We all have dual roles. Define what the roles are and how to manage the conflicts.
- Ms. Mocarski – Try to get reports in advance so more material is covered.
- Ms. Moore – Prioritization since there are so many roles.
- Ms. Kaniewski – Prioritization. Excited to share information prior to meetings and have more dialogue. Get data and see how we can work better as a system. See how it all ties together.
- Ms. Becker – Had not been on a retreat in years. Teambuilding was good and all got to know each other more. There are many skills and talents around the table. We have really come a long way. Thanks to Ms. Zydel and Ms. Connolly for putting it together.
- Ms. Quinn – It was excellent and we got a better focus. Think mentoring new members is a good idea.
- Ms. Williams – Enjoyed collaborations and getting to know people better. Appreciate the time put into the planning by Ms. Zydel and Ms. Connolly. We need to look at the broader issues.
- Mr. McGuire – Would like to see a retreat each year and possibly a longer day.
- Mr. DeVore – Thinks we should put emphasis on recommendations.
- Mr. Bashe – It was a useful day. He was surprised strategic planning did not come up. It is mandated that we do a 10-year plan for homelessness and it's a big job and the biggest gap. We need a real plan and priorities.
- Ms. Rippey – The retreat and what happened after it was good. Important issues were raised. The result is the streamlining of all. Think we are on the right track.
- Mr. Hall – Mr. Everett lectured us on the importance of detail. We got a good handle on things. A strategic plan is a big gap. Are we here to maximize HUD money or are we here to end homelessness in Morris County. These types of conversations come up in strategic planning.
- Ms. Carter – She enjoyed the retreat and teambuilding. There is more structure because of the process. The day highlighted the importance of prioritization and getting us focused.

## **IV. New Business**

CAS is requesting funding to secure a webinar platform that will meet their training needs. There was mixed feedback on the concept of the operating budget. For now we can work collaboratively and identify organizations that can apply for grants for us. We have members who are 501-3Cs and possibly one of these members can apply for grants. Mr. Bashe said that some companies have a non-profit as a lead agency. There are many different models. Having a licensed operating non-profit could be useful. Ms. Becker said that 211 received new funds from the county; perhaps an agency can incorporate money in line with the CoC.

Ms. Rippey suggests reordering the agenda. The most important items such as votes and discussion should be first. The information piece can be streamlined. There should be questions and action items. Ms. Rippey suggested the use of Microsoft Teams software. If we had this software, we could ask questions prior to and in between meetings electronically.

**V. Adjourn**

Motion made to adjourn the meeting by Ms. Connolly at 12:00 p.m. Motion seconded by Ms. Kesha Moore. All were in favor. Meeting adjourned.

Ms. Zydel said if anyone wants to add items to the agenda they need to send the items in early May (about ten days prior to the meeting).

Respectfully Submitted,

Patricia Mocarski  
Administrative Assistant