

**Morris County Continuum of Care (CoC) Executive Committee Meeting  
May 26, 2022, 10:00 AM Meeting Minutes – WEBEX Conference Call**

**Attended by:**

	Name	Representative Category	May 2022
<b>1</b>	<b>NONVOTING</b>		
0	Archer, Amy	County/Lead Agency	1
0	Matthew, Ashni	Consultant	0
1	Errico, Kasey	County/Lead Agency	1
0	Fodali, Maria	County/Lead Agency	1
<b>10</b>	<b>VOTING – Quorum = 5 voting reps</b>		
1	Alicia Alvarez	Neighbors in Need	1
1	Calabuig, Karina	Catholic Family & Community Services	1
1	Delcalzo-Berens, Allison	Atlantic Health System	1
1	Deo, Carmine	Community Hope	1
1	Frommelt, Brian	Market Street Mission	0
1	Kirk, Chris	Norwescap	1
1	Padilla, Jessica	Housing Partnership	1
1	Saltzman, David	Legal Services of Northwest Jersey	0
1	Stevens, Kelly	Morris County Housing Authority	1
1	Sherrod, Rebecca	Child and Family Resources	1
<b>11</b>			<b>8</b>

**Guests:** Raquel Kooper

**Welcome:** Allison Delcalzo: started the meeting at 10:00am and welcomed all attendees. Everyone introduced themselves.

Ashni is out sick. Carmine has to leave early. We will address voting items on the agenda first.

**Coordinated Entry: MOU and Confidentiality Pledge:**

- Allison explained changes made. The original MOU document was separated into two different documents. MOU's are for **agencies** to sign off to participate with CE. All CoC and ESG funded agencies are required to formally participate in Coordinated Entry, but also agencies that are part of the CE process but not receiving funding can have an MOU. Confidentiality Pledge will be signed by **individuals** who participate in discussions about

consumers. Includes member of Lived Experience Advisory Board. Not just changing documentation, also changes who can come to meetings.

- Discussion was had with Case Conferencing Team, in order to move forward, consumer identifying data will need to be extracted from materials we discuss.
- Any comments or questions about these two documents:  
Carmine Deo: at bottom of the document, MHA of Monmouth County needs to be removed from footer.  
Allison: all documents will be put on our letterhead once it's approved.  
No other questions or comments were made.

### **2022 Application: Coordinated Entry Addendum and Scoring Criteria:**

- Initial application tools were reviewed at the special session in April. CE projects will be sent the Addendum to complete by June 15<sup>th</sup> and will include more specific questions about CE. Divided into two categories: Program Management and Service Provision.
- Scoring Criteria Tool was reviewed.  
Any questions or comments: Alicia Alvarez asked if agencies others than regular applicants applied? Allison answered that she didn't know. They are aiming to review applications starting June 1<sup>st</sup>.  
Carmine: Addendum mentions new and renewal applications, scoring references only new. Allison: Title will be updated. It was just a typo.

### **Approval and Voting Needed:**

- **Minutes from 3/24/22**  
Motion to approve the March open and closed session minutes by Carmine, seconded Rebecca S. - Jessica, Kelly and Chris abstain. Motion carried.
- **Coordinated Entry: MOU and Confidentiality Pledge**
- **2022 Application: Coordinated Entry Addendum and Scoring Criteria**  
Motion to approve with edits, Motion by Chris K. Seconded by Kelly Stevens.  
No one opposed, no one abstained. Motion carried.

### **Action Steps:**

- Changes to Coordinated Entry case conferencing meetings will be effective June 1<sup>st</sup>.
- All agencies will need to sign new MOU
- All participants will need to sign new Confidentiality Pledge
- CE Program Manager will assist case conferencing chairs in a process to de-identify consumer information.

### **Data Governance:**

- Data Quality Committee was under CAS since 2018.

- Vote not needed, just wanted to inform COC location is changing.
- This was moved from CAS and made a COC subcommittee.
- Chairs: Ally Wise and Rob Meredith (same)
- Name change: Data Quality to Data Governance
- Responsibilities and Structure had some changes.
- Any questions on this document and proposed changes?
- Chris K: it's not clear how this committee will share data with COC. Allison explained she will ask Data Governance committee to provide a more detailed chart that includes how data is being cycled back to Executive Committee.

**2021 CoC NOFO Application Score Presentation:** (done by Allison)

- Allison went over the presentation Ashni prepared.
- There currently is no process in place to review application before it is submitted to HUD. Allison would like to inform committee of HUD's evaluation of our application and steps we can take to review before next submission.
- Explanation of Application:
  - Tier 1: will get funded
  - Tier 2: might get funded, new applications or if we have extra funding.
  - Allocations committee decides the tiers
  - Agency can be a DV provider and get DV and general funding. But only DV providers can get DV funding.
  - Morris 2021 NOFO Score: 150.75 – lower than Weighted Mean Score. This means we might receive less funding.
  - How can we raise our score? Table showed that Coordination and Engagement and System Performance and Coordination with Housing and Healthcare Bonus Points, are the areas we need to improve on.
  - Area of Improvement:
    - Return to homelessness: this is a large issue and on the Strategic Plan
    - Health care and Housing Bonus

Any questions about this data? No

**Application Instructions:**

- Came out Aug 16, 2021
- Questions and parameters are in the document.
- Allison went over where she thinks we are losing points. Possible we are losing points not because something isn't being done, but because we are not communicating that it is being done.
- Allison will send the application instructions to everyone.
- How can we be above the Weighted Mean Score?

- Rebecca: a lot is being done, not documented
- Kelly S: is the number collaborative with PHA? We can look at a preference and not a %.
- Allison: maybe it's better to generalize more, what are the definitions? Do we have some leeway to answering some of the questions?
- Let's look at last year's application, divide it up, hand off pieces to committee members, and get input on answers.
- We can also ask Monarch for a copy of what they submitted last year.
- Rebecca: would be interested to know what was submitted last year.
- Alison will send out application and last year's application to everyone

Meeting adjourned: 11:25am.

Motion to adjourn by Rebecca Sherrod, seconded by Kelly Stevens. All in favor.

Next CoC Executive Committee: July 28, 2022 at 10am.