

Morris County Continuum of Care Executive Committee Meeting
May 28, 2015
Meeting Notes

Meeting began at 10:15 a.m.

Voting Members Present:

Jeffrey Bashe, HSAC; Joan Bruseo, MCOTA; Jennifer Carpinteri, MCDHS; Joseph Gallow, Market Street Mission; Jodi Miciak, United Way of New Jersey.

Ex-Officio Members Present:

Mike Armstrong, Community Hope; Betsey Hall, Homeless Solutions; Lou Schwarcz, MHAMC; Patty Sly, JBWS.

Guests: Taiisa Kelly, Monarch Housing; Joanne Bjornson, Family Promise.

Staff: Laurie Becker, Shelia Carter, Patricia MocarSKI, Jo Pluchino, Morris County Human Services.

1. Welcome & Introductions

Jodi Miciak, Vice Chair, opened the meeting with welcomes and introductions.

2. Approval of March 28, 2015 Minutes

Motion to approve the minutes was made by Joan Bruseo and seconded by Jeff Bashe. All were in favor with no abstentions and no opposition. Motion was carried.

3. 5-Year Consolidated Plan – Review of CoC/ESG Section

Ms. Carter stated that the ESG/CoC section of the plan is on the county website at www.morrishumanservices.org and all are invited to view it. The CoC was involved and completed part of the plan. There was discussion on the structure and progress to date in creating the Morris CoC infrastructure.

Taiisa Kelly stated that the Performance Standards are approved with some question on the monitoring process.

Discussed the idea of wanting to increase the connection between the CoC and ESG to coordinate funding management. The CoC Executive Committee develops CoC funding priorities and provides input on ESG priorities. The HSAC reviews and provides recommendations to the Freeholder Board on ESG funding applications.

4. 2015 CoC funding

Shelia Carter stated that the HUD Executive Committee was sent the 2015 HUD priorities and the Notice of Intent before it was sent out. The deadline for responses to the Notice of Intent is May 29, 2015

There was discussion on the prescribed HUD priorities and a need to coordinate them with local priorities. Patty Sly stated that the committee used the criteria and the information received from HUD. The concern is that it may not include what the community itself needs or wants. It should include community orientation and not just be determined by HUD's criteria. Jodi Miciak stated that we are at the beginning stages of developing a document that includes multiple funding streams that address homelessness. Ms. Becker stated that originally an overall goal was to take a more holistic approach, strengthening the relationship among multiple funding streams such as CDBG, ESG, Grant In Aid. The HUD Executive Committee could then consider countywide priorities against HUD priorities.

Jennifer Carpinteri will look into finding the initial document worked on by Mary Jo Buchanan to share with the committee. Shelia Carter stated that the reality is the CoC is competitive and in order to get funding we must get a high score. Ms. Becker stated that we need to build the required infrastructure and then get to the systems work.

2015 CoC Funding timeline:

- Notice of Intent (NOI) Released May 4
 - Technical Assistance Workshop held on May 8
 - Notice of Intent due tomorrow May 9
 - Review Notice of Intent (NOI) Early June
 - SuperNOFA –awaiting its release
- Once the NOFA is released presentations will be scheduled within two weeks. All agencies applying must make a presentations to the committee. The committee will then make a decision. If necessary the committee may follow up with in a week.

The CoC submitted the registration on May 18 to inform HUD that Morris is applying for this funding. HUD released priorities:

- Ending chronic homelessness by 2017
- Ending family homelessness through rapid rehousing
- Ending youth homelessness with resources
- Ending Veterans homeless
- Permanent “housing first” models

Lou Schwarcz asked about any programs for the mentally ill. Taissa Kelly stated that there are not specific programs for the mentally ill; however, the mentally ill are often included in the chronically homeless population. On the Point-in-Time (PIT) count they are a high percentage of the population.

Taissa Kelly stated that there will be 15% bonus money available out of \$1.7 million. She will send out the summary document to Shelia Carter to forward to the committee.

Jodi Miciak stated that the CoC submits Exhibit 1 describing the planning process and goals. Exhibit 2 describes the programs. That is where the committee can show its progress with the by-laws, etc.

Jodi asked if there are any particular days that don't work for review of the Notice of Intent Applications. Discussion ensued and tentative meeting date of Monday, June 22 is set for the review.

Laurie Becker asked if the group needs to talk about the presentation process as this was a suggestion from last year. Some discussion ensued.

Lou Schwarcz emphasized the importance of advocacy being part of this committee's agenda. He stated that not only do we need to meet HUD priorities but there is a need to meet the needs and concerns of the community.

5. Updates:

- **By-Laws**

By-Laws were sent around. Jeff Bashe and Betsey Hall both created drafts and are looking for the committee's input. Taissa Kelly stated there is no deadline for this since the By-Laws have already been submitted. This revision would be an update. A meeting to update the by-laws will be held on July 7 at 10:00 a.m. at Homeless Solutions at 6 Dumont Place in Morristown (behind the Post Office). Group will consist of Jeff Bashe, Betsey Hall, Jodi Miciak, Rebekka Zydel, Laurie Becker, Shelia Carter and Taissa Kelly.

- **Monitoring**

Laurie Becker stated that perhaps a site review template can be sent out to agencies to complete and then returned to the committee. Jeff Bashe stated that earlier the committee discussed in lieu of the monitoring to add a few questions to the initial application.

Taissa Kelly said the issue is having a monitoring policy and monitoring tool. The problem is to figure out how to do the monitoring. Further discussion ensued. Taissa stated that some counties hired outside staff to do the monitorings. Discussed whether the county could add this in some way to their existing monitorings. Suggested that a person from the committee could go on the monitoring with the county team and do their own separate monitoring at the same time. Shelia stated this needs to be an independent monitoring from the county's monitoring.

Betsey Hall suggested voting for this draft monitoring and then it will be checked off and done. The committee can revisit this next year. She suggested the committee vote for this monitoring policy and tool at the July 23 meeting.

Laurie Becker asked if there is enough money left for Monarch to conduct these monitorings. Perhaps the committee can revise the policy so the lead agency is

responsible but the consultant does the monitoring. Taissa Kelly stated there is enough money left and Monarch is able to do the monitorings. Jennifer Carpinteri stated that this money is earmarked and agrees that Monarch should do the monitoring for the first year and see how it goes. Patty Sly suggested if possible to simplify the monitoring tool to make it easier for the agencies to complete. Taissa stated that the monitorings normally take from two to four hours. The committee agreed that Monarch would be the best choice to conduct the monitorings this year.

- **Appeals**

Betsy Hall stated that the appeal process was voted on prior and in already in the By-Laws.

- **Coordinated Assessment**

Joanne Bjornson stated that this has been quite a challenge and the CoC subcommittee has been working on this project for about a year. OTA, Mental Health Association, Family Promise and Homeless Solutions have been involved and all have different policies.

OTA has been piloting the tool, working with clients face to face to work out any glitches. A primary concern is how to get the release of information from the client when an intake is conducted by phone. It was suggested that a lawyer be contacted to advise on verbal vs written releases. This process needs to be worked through and it may take another year.

There was discussion about the feasibility of a coordinated central intake system with one agency doing the initial intake interviews. The HUD perspective is that the most successful counties have one point of contact/one intake agency. This would not solve the main problem which is lack of sheltering resources for individuals who are homeless. In Morris County most shelters are full/have waiting lists.

Joanne Bjornson stated that Family Promise hopes to be having the NJ Coordinated Assessment Training in the fall. In order to fully implement the coordinated assessment tool, the HUD Executive Committee has to address the issue with the release of information.

- **Conflict of Interest**

Taissa Kelly reported that this statement was sent out for the committee to review. The draft is for a three year period but in the by-laws it says a one year period. This needs to be addressed since it is inconsistent. Taissa asked for comments and suggestions.

Patty Sly suggested adding a statement such as “I have read the policy/as a member of the board and am currently not aware of a Conflict of Interest. I will notify the board if conflict arises.” Discussion ensued about whether this

statement is for voting or not voting members. The consensus was that it was not necessary to add anything about non-voting members.

Committee agreed on the following changes:

1. Add a statement of acknowledgement
2. Discuss the conflict of interest policy each year
3. Change the term from three year to one year to be consistent with the by-laws

Jeff Bashe made a motion to make the three changes previously discussed. Joan Bruseo seconded the motion. All were in favor with no opposition and no abstentions. Motion was carried.

- **CoC report** – Jodi Miciak

Abram Hillson, HMFA reported that there is a need to have the housing authorities to be part of HMIS. It was suggested Roberta Strater or Russ Hall, Morris County Housing Authority, be invited to a HUD Executive Committee meeting to answer some of our questions. Russ is on the board of the Housing Authority. Jenn Carpinteri will invite the Housing Authority to a future meeting.

Jodi Miciak asked Taissa for a list of HUD requirements to measure the CoC's progress to meet these requirements. Jodi stated the CoC subcommittees will be addressing the objectives of the 10-year plan on an ongoing basis.

Jenn Carpinteri stated that perhaps there can be an annual meeting of all the Chairs of the Morris County Advisory Committees to coordinate goals and objectives/service needs. This would help the committee to look at the funding priorities across the continuum of care.

Jodi Miciak stated that perhaps in addition to an annual meeting the committee could schedule a half day meeting that would be a planning retreat. Jodi stated there needs to be timelines specific to the 10 year plan. There is a need to create groups to work on this. Laurie Becker suggested perhaps the planning retreat could be held in the fall. Jodi stated the retreat would be a great time to look at strategies and goals for 2016.

Early this year, the CoC discussed looking at the Tenant Based Rental Assistance (TBRA) stats. Joan Bruseo stated that their office (OTA) keeps stats of people coming into the office and where they go. Joan stated they average 300 TBRA's a month. This month the number is 270. OTA could track where the people go and follow them to permanent housing. OTA only follows them for one month.

Joan Bruseo said that OTA is now overseeing the inspection of boarding homes and rooming houses. This provides them with additional opportunities to find rooms for clients and to see the condition of the boarding homes and rooming houses. She will send information on this.

Jodi Miciak asked if there was an update on SOAR. Lou Schwarcz said there is no update at this time.

6. New Business

Patty Sly stated that Tuesday is the primary Freeholder elections. Please be sure to vote! This race is very important to our community!

7. Old Business

Jodi said that the Appeals is part of the CoC Selection Process and this does not need to be voted on since it was already voted on.

Jeff Bashe said since Bill Byrnes resigned and Betsy Hall is retiring, both their spots will need to be filled. Jodi Miciak stated that the committee may have up to 9 members. The committee should think about how to fill the empty slots. It was suggested that Russ Hall from the Housing Authority would be a good candidate for membership. Candidates for membership should be on the next CoC agenda as this process starts with the CoC.

Adjournment

The meeting was adjourned at 11:45 a.m.

The next meeting will be held on July 23, 2015 at 10:00 a.m. in the Red Room.

Next steps:

- Finding initial homeless funding stream document per MJ Buchanan – J. Carpinteri
- By-Laws Update meeting, July 7, 10 a.m., HIS—J.Bashe, B Hall, J.Miciak, R.Zydel, S.Carter, T. Kelly, L.Becker
- Vote on Monarch conducting HUD monitoring – HUD Ex Com, July 23 meeting
- Invite Housing Authority rep to future HUD Ex Com meeting—J. Carpinteri
- Send information to HUD Ex Com on OTA inspection of boarding homes, rooming houses –J. Bruseo
- Candidates for HUD Ex Com membership/CoC agenda item—next CoC meeting