Morris County Continuum of Care Executive Committee Meeting
March 26, 2015
Meeting Notes

Meeting began at 10:05 a.m.

<u>**Voting Members Present:**</u>
Jeffrey Bashe, HSAC; Joan Bruseo, MCOTA; Bill Byrnes, F.M. Kirby Foundation; Jennifer Carpinteri, MCDHS; Jodi Miciak, United Way of New Jersey; Patrice Picard, Cornerstone Family Programs; Patty Sly, JBWS; Rebekka Zydel, Child & Family Resources, Inc.

<u>**Ex-Officio Members Present:**</u>
Mike Armstrong, Community Hope; Betsey Hall, Homeless Solutions.

<u>**Guests:**</u> Taiisa Kelly, Lynda Wald, Monarch Housing.

<u>**Staff:**</u> Laurie Becker, Patricia Mocarski, Jo Pluchino, Morris County Human Services.

1. **Welcome & Introductions**
   Rebekka Zydel, Chair, opened the meeting with welcomes and introductions.

2. **Approval of January 29, 2015 Minutes**
   Motion to approve the minutes was made by Jeff Bashe and was seconded. All were in favor with one abstention and no opposition. Motion was carried.

3. **Revisiting By-Laws to Consider Changes**
   Rebekka Zydel passed out copies of the by-laws with redline notations and comments noted.

   Major points:

   - By-Laws should be "sleek and clean." Key question: What minimum guidelines do we need to include in By-Laws to be in compliance with HUD requirements?
   - Betsy Hall stated dual leadership by the Chair of the CoC and the CoC Executive Committee is too much work. Standing committees should be minimal and other committees should be created as needed.
   - Two primary areas to consider for revision this year: (1) Role of the CoC Executive Committee chair, (2) Composition of membership.

   The committee agreed to continue this discussion at the next meeting.

   Rebekka will email the by-laws to the board so they have further time to review. Betsey Hall volunteered to draft revisions of the by-laws in May/June to present to the committee for consideration.

Additional discussion points:

- Joan Bruseo added that after the last full CoC meeting, members conveyed that they would like become better educated on the local CoC. Some of the newer members attend primarily to gain information.
- Rebekka Zydel suggested that a benefit to participating in CoC meetings is the opportunity to build relationships with so many different agencies.

4. **2015 CoC Application Process – Development of a Timeline**
Executive Committee must be prepared to make funding recommendations in June.
Taiisa Kelly stated that HUD started the 2015 Application process. The grant inventory worksheet was submitted in February. The NOFA is anticipated to be released in June.

Next steps:
- Start the local selection process.
- Approve the local application.
- The application can be sent out electronically primarily to the same people as last year.
- Approve and update priorities. (They can be the same as last year but must be approved by the committee during month of April.)
- Develop and approve the time line for application– suggested release in May. Once released it is a 30 day process. Give applicants at least two weeks notice re: date of presentations to committee.

Taiisa stated that the full application cycle is two months. There is one month to make a decision and one month to submit the application on ESNAPS. People need a lot of time to work through ESNAPS and this does not give them much time.

Taiisa stated that renewal projects don't change unless there is a change in the project. HUD notifies what is allowed for new projects and has restrictions on new projects. HUD is likely to allow new projects this year. Jodi Miciak asked if the committee wants the full CoC's input on this. It was agreed this should be discussed at the April 14 full CoC meeting.

Motion was made by Bill Byrnes that the Notice of Intent be released on May 4 with a response deadline of May 29 and a Bidders Conference on May 8. The motion was seconded. There were no abstentions and no opposition. Motion was carried.

5. **Updates:**
- **Monitoring** – The Executive Committee should establish a plan for monitoring of HUD projects.

Patty Sly asked if the County could add these monitorings to existing monitorings. Laurie Becker stated that in addition to lack of staffing capacity, there is a question as to whether or not this is the role for the County as these are not County funds.

Rebekka Zydel stated that she was concerned about lack of Executive Committee participation in the drafting of a monitoring tool. Two people spent a lot of time working on the tool and no one submitted feedback. After discussion, Rebekka suggested that we can minimally fulfill our HUD obligation by adding one or two monitoring related questions to the application. It was suggested to:
- Structure the application to include questions to obtain the needed monitoring information i.e. has the agency been asked to respond to HUD, is the agency in compliance, etc. This might work best due to the short timeline.

- **Appeals** - Establish a firm appeals process in writing. (Confirm criteria to determine who gets funding.)
  - Come up with the procedure for proper, timely notification and evidence of the process.

- **Coordinated Assessment –** Joan Bruseo stated that she believes OTA is the only agency using the assessment tool and the plan is for other agencies to use it once OTA works out the kinks. Betsy Hall stated that Homeless Solutions is also using this tool for intake.

  The goal is for all CoC funded agencies to use the tool in a coordinated way as requested by HUD.

- **Conflict of Interest –** Taiisa will email the draft to the committee. Discussion as to whether this should be sent to all or just the voting members.

Laurie Becker and Shelia Carter will meet with Monarch after the meeting today to further discuss what tasks to include in the next County/Monarch agreement, funded for $15,000 in the 2013 HUD planning grant. A question was asked if the county might have additional funds for Monarch. Ms. Carpinteri stated there is no additional funding for 2015. There was additional discussion regarding the role and responsibilities of the CoC lead agency with consensus that duties should be clarified.

6. **New Business**
   - **ESG Funding Endorsement** – The committee endorsed the CoC priorities for use during the ESG program review process. They are posted on the Human Services website.

   - **2015 Meeting Schedule** – The revised meeting schedule was sent out. Extra copies are available.

7. **Old/Other Business**
   - **Systems advocacy**
     Ms. Sly stated that she thinks there should be a better connection with the Housing Alliance since they deal with a lot of the same issues.   Mr. Bashe also thinks this committee should be expanded. Further discussion ensued. Ms. Sly stated that though Affordable Housing is just one of our road blocks, our priorities overlap. Mr. Armstrong stated that although the Housing Alliance helps to get affordable housing this committee's focus is more on the chronically homeless. It was suggested that we get more information from Russ Hall of the Housing Alliance. Ms. Sly reaffirmed that we should be working closely with this group. Ms. Zydel stated that perhaps a good start would be to have a guest presenter from the Alliance come to a meeting to give a presentation and discuss their services.

Adjournment
 The meeting was adjourned at 11:35 a.m.

The next meeting will be held on May 28, 2015 at 10:00 a.m. in the Red Room.