

Morris County Continuum of Care Executive Committee Meeting
September 24, 2015
Meeting Notes

Meeting began at 10:10 a.m.

Voting Members Present:

Jeffrey Bashe, HSAC; Joan Bruseo, MCOTA; Jennifer Carpinteri, MCDHS; Jodi Miciak, United Way of New Jersey; Patrice Picard, Cornerstone Family Programs; David Scott, Market Street Mission; Rebekka Zydel, Child & Family Resources, Inc.

Ex-Officio Members Present:

Mike Armstrong, Community Hope; Lou Schwarcz, MHAMC; Patty Sly, JBWS.

Guests: Taiisa Kelly, Monarch Housing.

Staff: Laurie Becker, Shelia Carter, Patricia Mocariski, Morris County Human Services.

1. Welcome & Introductions

Ms. Rebekka Zydel, Chair, opened the meeting with welcomes and introductions.

2. Approval of July 23, 2015 Minutes

Mr. Schwarcz made one correction to the minutes. On page 3 second paragraph fourth line down it should read “Mr. Schwarcz said the county government gives them \$14,000 for Edna’s Haven homeless resources until the end of 2016 and they have in kind in the amount of \$12,000”. He added further clarification to the original sentence. Motion to approve the minutes with the noted change was made by Mr. Jeff Bashe. All were in favor with no abstention and no opposition. Motion was carried.

3. 2015 CoC SuperNOFA: Status

Ms. Kelly stated that HUD has released the NOFA. Ms. Kelly distributed copies of the current budget numbers and the scoring criteria. There were a couple of significant changes that ensure effective planning:

- Questions are more action oriented re: planning activities. There should be evidence of collaboration with housing authorities (our CoC is working on this). There is also more focus on monitoring. These things will help garner more points.
- HUD anticipates support of all fund renewals that are designated “Tier 1” at 1,487,812. “Tier 2” is estimated at \$525,112 with 252,555 bonus money. Renewal applicants can also apply for additional bonus money. The CoC planning allocation has increased significantly at \$52,511.
- CoC applicants receive 3 bonus points for submitting by November 19.
- Priorities continue to be permanent housing with service projects rated lower.

Ms. Kelly stated that last year the bonus money was not competitive nationally but this year it is. Last year it was more reflective of overall program and the community need for chronic homeless housing. Service only or transition projects need to fall into Tier 1 for optimal chance for funding.

Ms. Zydel stated that it would be helpful to have scoring sheets that reflect the changes in HUD priorities. Ms. Kelly said that she will try to make a sheet for us and give specific examples of strategies. More work is needed in setting written policies since some areas score well and some need to be worked on.

Ms. Kelly stated that the Review Committee needs to schedule a meeting to hear the CoC applications.

Mr. Schwarcz says there is some data missing from the HMIS reports that Ms. Kelly distributed. Ms. Zydel stated that the data committee may need to have a work session to update the data. Ms. Kelly will review the homeless data and add MHAMC's information. Ms. Sly stated that JBWS isn't in HMIS at all due to need for safety/confidentiality. There was some discussion on whether or not data can be submitted without names.

Ms. Zydel stated that programs in renewal are a challenge because we don't know what the bonus funding will be. Since providers are investing time and energy into prioritizing existing programs they don't have the time to do new projects. Ms. Kelly said that some communities do renewals earlier since there isn't much turnaround time for us.

Ms. Zydel asked if we could do the request for new proposals a few months earlier. Thus when the NOFA comes out people could revise their application to fit the NOFA but the majority of the work would be done. Ms. Kelly stated it is possible to do two separate processes in the future. Further discussion ensued in regard to the possibility of doing two processes next year. Ms. Zydel stated it would give the providers more time and the ability to make decisions when not under pressure.

Ms. Carter stated there are three new projects that are for permanent housing.

Ms. Kelly said there is a strong possibility all the top ranked applications will get funded. However all the projects in Tier 2 may not get funded. The CoC has a good chance of keeping \$1.7 million given a history of good scoring.

4. Updates:

- **By-Laws**

Mr. Bashe stated that by-laws were sent out via email with notes and suggestions included. Mr. Bashe stated that Ms. Kelly, Ms. Miciak and he communicated via email. They incorporated the comments from Ms. Sly and the county and put them out to the committee for review and discussion. Mr. Bashe stated he believes the committee has reviewed the by-laws sufficiently with the only comments from Ms. Sly and the county. Some of the changes were reviewed and discussed:

- Ms. Miciak stated that Home Mortgage Finance Agency (HMFA) is the lead HMIS agency in NJ and Foothold is the technology provider.
- Ms. Carter added that as the CoC lead agency and payer of the annual HMIS fee of \$13,000, the County must sign all HMIS/HMFA agreement documents.

- Mr. Bashe stated that the Executive Committee should select a nominating committee to take ownership of the membership process and to create a staggered membership so that terms are staggered.
- Mr. Armstrong stated that the full CoC/CAS votes on Executive Committee membership.
- Ms. Kelly stated the CoC/CAS has to vote on the Executive Committee members but does the Executive Committee elect the Ex-Officio members? Mr. Bashe said the Nominating Committee identifies the Ex-Officio members and presents them to the full membership for vote. The Ex-Officio members can be selected yearly or as needed.
- Ms. Becker stated that perhaps Mr. Armstrong can now become a voting member. There would need to be a vote.
- Further changes were discussed.

Ms. Zydel asked if the committee is agreeable to now approve the by-laws with the changes. Ms. Picard made a motion to approve the by-laws. Ms. Bruseo seconded the motion. There was no opposition and one abstention. The motion carried.

- **Monitoring –**

Ms. Zydel stated that the full on-site monitoring tool needs to be approved. This is not the desk tool since the committee doesn't have that yet. The desk tool will be done in year 1 and the onsite tool will be done in year 2. The onsite tool needs to be approved every other year. The desk tool is reflective of the full tool. Ms. Kelly stated that the monitoring tool needs to be approved for the NOFA. Motion was made by Mr. Bashe and seconded by Ms. Carpinteri to approve. There was no opposition and no abstention. The motion carried.

- **Appeals –**

Ms. Kelly stated this is already approved.

- **Coordinated Assessment Tool –**

Ms. Bruseo stated that the committee doesn't have a draft of this yet.

- **Conflict of Interest –**

Ms. Kelly stated this is complete.

- **Membership –**

Ms. Zydel requested that nominating committee be pulled together. Mr. Bashe suggested perhaps this be included on the November meeting agenda. Mr. Bashe asked how we elect the nominating committee. Does the committee ask for volunteers. Ms. Zydel said the committee will start identifying the process via email since this needs to get done.

5. Systems Advocacy –

Mr. Schwarcz mentioned that MHAMC requested an advocacy letter from the MHSAAB and other local leadership addressed to Congressman Rodney Frelinghuysen urging him to advocate against the proposed cuts in funding to the Projects for Assistance in Transition from Homelessness (PATH). PATH are the homeless outreach services from the Division of Mental Health and Addictions (DMHAS). MHAMC provides case management for the homeless individuals. These cuts would have a significant impact on the homeless in MC. It would impact two of their

full time case managers that help 100 people in Morris County. Ms. Becker stated the MHSAAAB sent out a letter of advocacy in regard to this. Mr. Schwarcz asked if she would send him a copy. Mr. Schwarcz asked if the HSAC and CoC Executive Committee could send similar letters. He believes the more letters Congressman Frelinghuysen receives the better. Mr. Schwarcz offered to speak to the Freeholders directly if that might help. Ms. Carpinteri will work on that. Mr. Schwarcz will send a copy of the sample letter to Ms. Zydel.

6. Other Business –

- Ms. Kelly stated there is a new HUD policy regarding coordination and collaboration planning. There was a letter sent in regard to coordination of ESG funds and other funding. This document on coordination and collaborative planning needs to be voted upon. Ms. Becker noted that this new document includes increased responsibilities for the lead agency. Ms. Zydel asked if the committee wants to vote on this or vote electronically in November. Ms. Becker suggested an email vote within a week since the application is due Nov. 19. Ms. Zydel stated that the committee should set an October vote.
- **½ day planning retreat -**
Ms. Zydel stated that there was consensus to have a retreat at the last CoC executive committee meeting.
- **SOAR (SSI/SSD Outreach, Access, Recovery) forum –**
Ms. Zydel reported that there was a presentation at the last CoC meeting. Perhaps the half day retreat can be combined with the SOAR presentation. The CoC full committee and Executive committee can meet together for this forum and retreat. Ms. Miciak stated she has space reserved at the Public Safety Training Academy on Nov. 17 if the committee thinks they can have this retreat by then.
- **Veteran’s Committee –**
Ms. Miciak was invited by HUD to go to the Mayor’s challenge. She asked about the CoC creating a Veteran’s committee. After discussion on how key stakeholders of the CoC are already involved in Veteran’s services, it was decided that Veterans reports be made to the Executive Committee quarterly. Potential reporters are Patrice Picard, Cornerstone, Mike Armstrong, Community Hope, and guest reports from the County Veteran’s Officer and Jenn Stivers of Community Hope.

Adjournment

A date needs to be set for the NOI project presentations, review and ranking of applicants. Ms. Zydel suggested this be scheduled via email. The committee is looking at the week of Oct. 5. The agencies presenting need to be notified two weeks prior to their presentation. Ms. Kelly advised that the whole process be done within thirty days. The process must be completed by Oct. 17. Discussion ensued about possible dates and names of those that will be attending the review. Final date will be scheduled via email.

The meeting adjourned at 11:40 a.m.

Next meeting: November 19, 2015.