

Home Team
General Membership Meeting Minutes
Thursday, January 11, 2018, 1:30 p.m.
at Erie County Care Management

Attendees: Chris Tombaugh, Danielle Szklenski, Autumn Wilcox, Lisa Karle, Krissy Dimitrovski, Shelby Karns, George Fickenworth, Sean O’Neill, Barry Kohler, Mike Wehrer, Ashley Franklin, Betsy Wiest, Mary Fromknecht, Jennifer Malone, Clifton McNair, Diana Ames, Margaret Simms, Dierdre Tate, Nicole Johnson, Gina Allison, Maureen Dunn, Kathy Hubbard, Linda King, Jesse Hayward, Mark Alexa, Jennie Hagerty, Eddie Martin, Kate Schaaf, Kurt Crays.

This regular meeting of the Home Team General Membership was held Thursday, January 11, 2018 at the Erie County Care Management at Griswold Plaza in Erie, PA. The meeting was run by Chris Tombaugh, Chair and the Secretary, Danielle Szklenski, was present. The meeting was called to order at 1:32 p.m. Introductions were completed.

I. Consent Agenda

A motion was made by Mark Alexa and seconded by Sean O’Neill to approve the consent agenda. All attendees were in favor with zero opposed and zero abstained. The motion carried. The agenda is as follows:

- (I. Consent Agenda)
- II. Treasurer’s Report
- III. Committee Reports
- IV. Update on Strategic Plan
- V. Coordinated Entry Update
- VI. HMIS Report
- VII. Other
- VIII. Adjourn

II. Treasurer’s Report

Linda King gave the treasurer’s report. \$4,930.

III. Committee Reports

Committee Reports were called for.

Info/Gaps Committee (Mark Alexa)

Data Report from HMIS was included in the materials emailed to the Home Team prior to today’s meeting and handouts were available today at the meeting. Mark emphasized that the data shows we need to work with consumers who exit a level of care to prevent re-entry to homelessness. Data shows persons are most vulnerable to re-experience homelessness within 6 months of exit. It was also stated that the Median is often a better representation of the data as the Mean can be skewed by a single outlying number. LOT stands for Length of Time. The data in several of the Metrics was discussed. The group was pleased to have data shared. The information will be used as a part of our strategic planning efforts.

Membership Committee (Kathy Hubbard)

Kathy reported that the Membership Committee was stepping back until the Strategic Planning was complete. It was discussed that the timing of election of officers will be taken up at the Executive

Committee and may occur following completion of the new strategic plan. The current officers were elected in March 2017.

Housing

Dave Woledge was not present, but Gina Allison reported this committee is holding to completion of strategic plan.

Children and Youth

Liz McCormick was unable to be present; however, the minutes of the Children and Youth committee were shared and distributed in advance of today's meeting. This is a very active committee looking for options and ideas to better serve young homeless persons.

Discussion occurred around how to better capture data on homeless youth, perhaps in the overflow shelter. It was asked if the shelter staff is reporting unaccompanied youth to OCY. The overflow shelter is not knowingly serving any unaccompanied youth. Although it is possible some consumers may present as older than they actually are. Mark Alexa reported most served do have identification. The overflow shelter doesn't report information in HMIS. It is staffed by volunteers and moves from church to church. Persons volunteering may not have mandated reporter training and may not be associated with the church building that is hosting the shelter. Mark Alexa reviewed the primary goal of the overflow shelter which is to provide a place for people to get off of the street in the winter to prevent freezing to death. It was intentionally designed with minimal barriers. Additional services are offered, but not forced. Several felt that overregulating may result in people not coming in and dying on the street. When the clients welcome it, they are referred to additional services and supports including permanent housing.

Outreach (Grace Kennedy)

On December 21st at 11:30 a.m., a Memorial Service was held for people who died while homeless at the Episcopal Cathedral across from the Court House. Media covered the event. Reaction to the new location was very positive. The service was held outside in front of the homeless persons' memorial statue. The statue served as a powerful visual reminder of persons impacted by homelessness. All Home Team members were encouraged to see the statue, if they hadn't already, and were reminded that Home Team made a donation to its creation.

IV. Strategic Planning – George Fickenworth

The next strategic planning meeting will be held on January 31st from 1:00 to 4:00 p.m. A location is still being sought. An email will be sent announcing the location so please watch for it.

V. Coordinated Entry Update

Lisa Karle shared with the group her excitement about the pending implementation and the importance of keeping a positive attitude about the upcoming switch to Coordinated Entry on January 23rd. There will be bumps at first, but let's focus on how the new system will improve things for the clients we serve.

Autumn Wilcox presented the Policies and Procedures for Coordinated Entry for Erie County PA Continuum of Care. The Draft was emailed out in advance. These policies and procedures were

developed with the assistance of the Housing Alliance of PA and have been revised with provider feedback from meetings held in November.

A few additional revisions were proposed beyond the draft including:

- 1) The note highlighted in yellow on page 9 will be deleted.
- 2) On page 18 the first bullet will be changed to reflect that “feedback will be solicited on an ongoing basis” for coordinated entry rather than “at least annually”, and feedback shall be given to the Chair of the Coordinated Entry Subcommittee.
- 3) There was question about the use of both the terms subcommittee and committee regarding if there was a difference. This will be changed for consistency; it was thought the technically correct term in this case is subcommittee.

It was discussed that Coordinated Entry will become a standing Sub-committee of the Home Team. The process for this change will occur in conjunction with the other potential changes that result from strategic planning.

A question was raised about the scores listed on page 13 for the VI-SPDAT, regarding whether these were for individuals or families. This will be explored by Autumn Wilcox.

A script for the VI-SPDAT is being developed. The script will be shared with SafeNet and the VA who are the only two entities besides ECCM who will be doing the assessment.

There was discussion about the categories listed on page 13 for types of Service Intervention Recommendation. Three categories (None, Rapid Re-Housing, or Permanent Supportive Housing) are listed. A question was raised about whether referrals will be given to Transitional Housing such as Erie Dawn or Mercy Center. These entities and all providers were encouraged to provide the eligibility criteria for their programs to Lisa Karle so referrals could be made.

All persons already residing in shelter on the implementation date January 23, 2018 will need to have a VI-SPDAT assessment done. A process is being developed to get these assessments completed and providers will be contacted about this process soon. Three providers are trained to do the assessments: (SafeNet, the VA, and ECCM).

A motion was made by Jesse Hayward and seconded by Mark Alexa to accept the Erie County PA Homeless Continuum of Care Coordinated Entry Policies and Procedures with the revisions noted above. All attendees were in favor with zero opposed and zero abstained. The motion carried.

As with any policies, these will be discussed ongoing basis and may include changes in the future.

VI. HMIS Report- Lisa Karle

HMIS data was reviewed earlier in the meeting.

The Point in Time (PIT) and Housing Inventory Count (HIC) will be January 26, 2018 and will include current unit and bed counts for each project.

The Point-In-Time count will be January 26, 2018 from 9 pm. – 4 a.m. Volunteers are still being sought to help count unsheltered homeless persons. Please sign up. You can sign up for the full night or for half of the night. Any provider who is a county funded CoC agency is strongly encouraged to have at least one representative take part in the unsheltered count. More people are needed than we have had in the past to do a full and accurate count across the entire county. This impacts our funding.

There will be training by Mercyhurst Civic Institute on how to complete the updated forms. A handout was distributed noting the one-hour training on January 17 at either 10:00 a.m. or 2:00 p.m. at St Peter and Paul Social Hall on 34th and Wallace. It was noted that HIC data will be collected only from the following: Emergency Shelters, Transitional Housing, and Permanent Housing Programs. Data will not be collected from Supportive Services this year.

VIII. Other

This is the last Home Team meeting before Coordinated Entry is initiated. Please know that on January 23rd all intakes will be through ECCM. It is business as usual until that date. The universal intake phone number that is being sought is **814-SHELTER**. There is a small chance that the number is unavailable in our region, however it appears that ECCM has been able to overcome this with Verizon and we will most likely be able to have that phone number. ECCM will know for sure on January 16th and will notify all providers of the actual phone number at that time. Marketing materials will be printed once we have confirmation of the number.

Lisa Karle noted the Coordinated Entry subcommittee has been meeting weekly with a closed group of people. However, all Home Team members are invited to attend the next subcommittee meeting which will take place next Tuesday, January 16th at 10:30 am at ECCM on Sassafras Street. Lisa encouraged all providers to have at least one rep within their agency who fully understands the coordinated entry process and has all questions answered prior to the implementation date. Any new questions can be addressed at the meeting on Tuesday.

Sean O'Neill shared how ECCM will work with clients on housing referrals and also connecting them with other services they may need. Sean wants to make sure everyone has the information they need. He shared his cell phone number and encouraged anyone with questions to contact him at 814-434-2298.

IX. Adjourn

A motion was made by Linda King and seconded by Sean O'Neill to adjourn at 3:05. The motion carried.

Minutes respectfully submitted by:
Danielle Szklenski, M.A.
Home Team Secretary

Minutes Children & Youth Sub-Committee

March 13, 2018

1:00 at the Admiral Room

1. The Minutes from the 11/14/2017 meeting were reviewed and approved.
2. Update regarding Overflow shelter and outreach: Liz reported that she went to the overflow shelter to get a better idea of the number of youth 18-24 that actually show up. She estimates between 4-6 were seen on 3 different evenings. Barb Lewis, our local Faith community Nurse conducts health screens of the homeless on Monday's at this shelter. Barb has made a connection with these youth, they have been willing to talk to her and she in turn has been able to connect some of them with agency services. She was able to help place one young couple into housing. The committee discussed these connections she has made as a possible opportunity for future referrals. Barb emphasized how fragile these youth seem to be regarding trust issues, etc., this fact will be a priority as we discuss how to help them without setting them up for disappointment if agency help is not available. The committee will continue to discuss possibly having behavioral health staff along with the physical health service Barb and her volunteers provide at the Overflow shelter next season.
3. Home Team Update:
 - a. Strategic Planning: George Fickenworth, Mercyhurst Civic Institute is the facilitator hired by Erie County (proceeds from a grant) to oversee this process. He shared progress to date. The interviews are completed, a mission and purpose statement session is complete and now the bylaws are being reviewed. The next meeting will involve the structure of the Executive committee. Best practice Continuum of Care models from other comparable communities are being referenced during this process.
 - b. Coordinated Entry: Erie County Care Management is the lead in managing referrals in our community. This process went live the end of January. The bumps are being worked out. The actual list used in referrals was briefly discussed with the committee. Youth are referred into adult settings if they seek care. Each agency participating has various criteria that could in some cases create barriers for care, for instance some will not accept a Megan's Law offender.

4. Safe Place Designation a possibility for our community?: At a previous meeting Tammy Roche with the YMCA presented this program to the committee. She reached out to the national office and obtained the National Safe Place Program Implementation Standards for the committee to review and discuss (attached). Today the committee reviewed each section looking for major barriers that could affect implementation in our community. It was a very productive conversation. The committee agreed to move forward aligning with various local groups and 'pitching' the concept. A meeting is scheduled with Unified Erie next week to seek input and possibly participation. Next week just happens to be National Safe Places week—must be a good sign! Please forward contact information for local groups that you think may have an interest in this work.

15 members were in attendance.

Erie Home Team Meeting Minutes

MEETING TIME	1:30 – 2:30 pm (3/8/2018)
TYPE OF MEETING	Erie City and County Home Team Bi-Monthly Meeting

In Attendance: Chris Tombaugh, Kurt Crays, Autumn Wilcox, Shelby Karns, Dan Pushic, Lisa Karle, Krissy Dimitrovski, George Fickenworth, Betsy Wiest, Kathy Hubbard, Jerry Gill, Nicole Johnson, Sherry Braswell, Pat Herr, Katie Schaaf, Clifton McNair III, Eddi Martin, Ashley Franklin, and Emily Francis.

1. Consent Agenda

Chris asked for approval of the Consent Agenda, which was approved.

2. Treasurer's Report

Linda Lyons King was not present, so no report was given.

3. Committee Reports

Housing Report – Housing met on 2/6 18 and 2/20/18. They will be focusing on landlord engagement, identifying housing projects and creating pamphlets for landlords. They will continue to meet twice a month.

Information and Gaps – Lisa Karle discussed the System Performance Measure reports as requested for the period 3/1/2017 – 2/28/2018.

4. Update on Strategic Plan

George reported that we are in a critical point in the discussion of CoC Governance, by-laws, and structure. We are comparing our current structure with what HUD requires and looking at other similar communities for best practices. George requested agencies to have their key decision makers get involved and attend the next meeting, which is on Tuesday, March 21st, 2018 from 1:30 pm – 3:30 pm. Autumn stated this process will shape how we function as a board and encouraged members to come and have a voice in this process. George also stated we will be defining goals for the next 5 years.

5. Coordinated Entry Update

Lisa reported that DHS and ECCM are smoothing out the wrinkles of this process. Coordinated Entry Client Referral Training with providers is scheduled for March 27th at 9 am in the Admiral Room of Blasco Library. Although this is mostly HMIS training, ECCM will be there to answer any provider questions.

6. HMIS Report

Lisa reported she is working on the HUD Housing Inventory Count (HIC) and Point in Time (PIT) reports that are due in April. The Point in Time counts a CoC's homeless population on one of the last 10 days in January, both those in shelter and unsheltered. In May, the CoC System Performance Measures are due. All these reports require Lisa to work with providers to ensure data quality in HMIS is the best it can be.

7. 2017 HUD CoC Awards

Autumn discussed the 2017 CoC Awards from HUD, supported by documents that summarized the awards and a description of each project. Fourteen (14) projects were funded, 9 Permanent Supportive Housing projects, 2 Rapid Re-Housing projects and 3 other projects: HMIS, Coordinated Entry and a Planning Grant. Stairways Act

grant was not funded in this application. In addition, the CoC received approximately \$30,000 more dollars because the grants were adjusted for Fair Market Rent. Autumn is currently working to get these grants into agreement, which is a multi-step process. She receives feedback from HUD about errors in the applications and must then work with providers to acquire grant match letters. Autumn was asked if she has any information on the upcoming 2018 NOFA and she stated no, but it is usually mid-July.

8. Any other topics of conversation

Autumn recommended that we wait for the strategic plan to be completed to vote for new officers for the Executive Team. Autumn made this motion and Kurt 2nd. Eddie opposed. The motion was carried.

Katie requested dates be added to all handouts.

Shelby mentioned an email he received from Jennifer Malone that requested speakers who can speak about youth in Erie. Jerry Gill, Betsy Wiest and Kurt Crays volunteered.

9. Adjournment

Betsy made a motion to adjourn the meeting at 2:20 pm. Katie 2nd. Motion was carried. Please note the next Home Team Meeting is scheduled for May 10th, from 1:30 pm – 2:30 pm.

Minutes respectfully submitted by Lisa Karle

HOME TEAM



“The Home Team is a community-wide alliance to end homelessness in Erie County Pennsylvania, through collaboration, strategy, advocacy, and community awareness.”

Thursday, May 10, 2018

**Community Care Behavioral Health
(Griswold Plaza)**

AGENDA

- I. Consent Agenda**
- II. Treasurer Report**
- III. Committee Reports**
- IV. Update on Strategic Plan**
- V. Coordinated Entry Update**
- VI. HMIS Report**
- VII. Other**
- VIII. Adjourn**

Home Team
General Membership Meeting
Minutes
May 10, 2018, 1:30 p.m.
At Community Care Behavioral Health

Present: Chris Tombaugh, Danielle Szklenski, Autumn Wilcox, Krissy Dimitrovski, Sheila Silman, Shelby Karns, Sean O'Neill, Barry Kohler, Dusti Dennis, Liz McCormick, Conor McCracken, Lisa Karle, Mark Alexa, George Fickenworth, Maureen Dunn, Dave Woledge, Jennie Hagerty, Debra Smith, Ashley Franklin, Eddie Martin, Amy Clabbatz, Grace Kennedy, Barbara Lewis, Jennifer Malone, Kathy Hubbard

This regular meeting of the Home Team General Membership was held on Thursday, May 10th, 2018 at Community Care Behavioral Health in Griswold Plaza, Erie, PA. The meeting was run by Chris Tombaugh. The meeting was called to order at 1:32 p.m. Introductions were completed.

I. Consent Agenda

A motion was made by Mark Alexa and seconded by Sean O'Neill to approve the consent agenda. The motion carried. The agenda is as follows:

- I. Consent Agenda
- II. Treasurer Report
- III. Committee Reports
- IV. Update on Strategic Plan
- V. Coordinated Entry Update
- VI. HMIS Report
- VII. Other
- VIII. Adjourn

II. Treasurer's Report

The Treasurer was not present, but Chair Chris Tombaugh reported that the account is at approximately \$4,000. Chris reported that there will be an upcoming expenditure. Rose Barr, a long-time Home Team member and provider of services to homeless persons, passed away recently. When arrangements are announced, a remembrance will be sent in her honor on behalf of the Home Team.

III. Committee Reports

Gaps Committee- Did not meet per Mark Alexa.

Housing Committee- Nothing to report per Dave Woledge

Children and Youth- Liz McCormick The committee is planning to drill down to a smaller subcommittee, without agencies, in the efforts to make a case for what should be the future work of the committee. They will also be bringing to the next Executive Committee a request to fund again the Homeless Child and Youth report completed by the Allegheny Intermediate Unit two years ago. Liz has reached out to the IU as well as Mike J. at the United Way who expressed willingness for United Way to be involved in funding this report. The original report, Erie Homeless Child and Youth Needs Assessment 2012-2015, was prepared in July of 2016. It was not done last year as providers had just begun collecting the additional data points that were recommended in the report. Now that some time has passed the committee is hopeful we can collect this information again and gain additional insight into trends regarding children and youth homelessness. Liz also reported that the Women's Fund held an educational panel discussion. Barb Lewis was a member of the panel. There was an article in the paper on April 16th about the event.

Education and Outreach- Nothing new per Grace Kennedy.

Membership- Nothing to report per Kathy Hubbard.

IV. Update on Strategic Plan George Fickenworth

The group has been meeting every other Tuesday. We need diverse agency/community representation at the table. The next meeting is May 22 at 1:30 to 3:30. Please attend. At the last meeting, we reviewed data out of HMIS. We are thinking of a day-long retreat in order to get specific action steps. We would like to wrap it up by July. The plan to roll it out is that it would first go in front of the whole Home Team. It would go to the Education and Outreach Committee to assist with roll out. There is an updated mission statement, and there will be updated bylaws. We need to firm up goals and outcomes. We need active involvement of all stakeholders.

V. Coordinated Entry Update- Barry Kohler

Coordinated Entry is going fine. They are receiving between 60 and 100 calls each day. They are making referrals to the providers in HMIS. A fairly large number of referrals are in the system that have not been either accepted or declined by the provider. A request was made for providers to stay on top of accepting or declining the referrals. Barry has contacted providers individually to discuss any issues. There was some discussion about barriers providers experience in this process. Some questions were raised such as what should be done in the case of a no show etc. and whose role is it to close, etc. A written process exists for providers to follow. Sean O'Neill said ECCM will send a clarifying email regarding the process. The county is going through reports now and holding meetings in efforts to solve any problems that arise.

VI. HMIS Report- Lisa Karle

Lisa reported that the fiscal year for HUD runs from October 1 through September 30th. Information for FY 2017 will be reported out soon and is from Oct 1, 2016 through Sept. 30, 2017. A report was provided in the hand out. There was some discussion about how to make meaning of the data. Sheila Silman discussed how incarcerated populations are impacted. Anecdotal data from Coordinated Entry suggests that on most weekends we run out of shelter beds. Single fathers with children and Women with Children may be underserved. A question was raised regarding how long people are lingering in shelter. If shelter stays are too long, due to lack of permanent housing options, the shelters will seem overcrowded. Persons may be moving out of one shelter and into another shelter due to lack of housing options. The next NOFA will be coming out and will identify priorities.

There was some discussion about the overflow shelter. Mark Alexa reported that some 3 churches (Millcreek Community, St John's Lutheran, and St. Joes Bread of Life) have backed out of volunteering for the overflow shelter next year as they feel too much pressure to enter information into HMIS. Mark reported they would not say where the pressure was coming from, but it may be putting the whole project in jeopardy. This was highly concerning to many in the group. They felt the churches should not be pressured to collect/enter HMIS data as this is not required. Shelby offered the county assistance with this. It was noted that in general the persons using the overflow shelter this year are more fragile and sick than ever before. The purpose of this shelter was to be a low barrier option to shelter persons in winter who otherwise would die on the street due to lack of a shelter bed or lack of wanting to identify themselves. Regarding verifying homelessness, it was reiterated to first call Coordinated Entry for persons who need housing assistance.

VII. Other Topics

Autumn Wilcox reported that the NOFA may be released earlier this year than in previous years. While last year it was released in mid-July, it may come out sometime between mid-May and mid-June this year. It will be forwarded to all for review. The process will likely be similar to last year.

It was shared that Larissa Stolar is no longer in her former role at the V.A. Please contact Coordinated Entry for all veterans at this time.

It was shared that an RFP for a planning grant for COCs could be coming out in June, a project of the Federal H.L. Bank and the PA Housing Finance Agency.

Erie City Housing Authority will be opening up the Section 8 list in June. The County list will also be opening up in June.

VIII. Adjourn

When no other items were brought forth, a motion was made by Kathy Hubbard and seconded by Sheila Silman to adjourn. The motion carried.

The meeting adjourned at 2:42 p.m.

Respectfully Submitted by
Danielle Szklenski, M.A.
Home Team Secretary

HOME TEAM



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Thursday, July 12, 2018

**Community Care Behavioral Health
(Griswold Plaza)**

AGENDA

- I. Consent Agenda**
- II. Welcoming Remarks from the County Executive**
- III. Treasurer Report**
- IV. Committee Reports**
- V. Update on Strategic Plan**
- VI. Coordinated Entry Update**
- VII. HMIS Report**
- VIII. 2018 HUD CoC NOFA Report**
- IX. County HUD Monitoring Report**
- X. Other**
- XI. Adjourn**

Home Team
General Membership Meeting
Minutes
July 12, 2018
At Community Care Behavioral Health

Present: Chris Tombaugh, Caryl Zukowski, Betsy Wiest, Gail Detar, Chris Detar, Shawn McGrogan, Michele Sandor, Deirdre Tate, Joshua Jaeger, Jesse Hayword, County Executive, Kathy Dahlkemper, Kurt Crays, Linda King, Autumn Wilcox, Krissy Dimitrovski, Sheila Silman, Shelby Karns, Sean O'Neill, Barry Kohler, Liz McCormick, Lisa Karle, Mark Alexa, George Fickenworth, Maureen Dunn, Jennie Hagerty, Debra Smith, Ashley Franklin, Eddie Martin, Amy Clabatz, Grace Kennedy.

This regular meeting of the Home Team General Membership was held on Thursday, July 12, 2018 at Community Care Behavioral Health in Griswold Plaza, Erie, PA. The meeting was run by Chris Tombaugh. The meeting was called to order at 1:33 p.m. Introductions were completed. County Executive, Kathy Dahlkemper in attendance

I. Consent Agenda

A motion was made by Kurt Crays and seconded by Sean O'Neill to approve the consent agenda. The motion carried. The agenda is as follows:

- I. Consent Agenda
- II. Treasurer Report
- III. Committee Reports
- IV. Update on Strategic Plan
- V. Coordinated Entry Update
- VI. HMIS Report
- VII. Other
- VIII. Adjourn

II. Treasurer's Report

The Treasurer was not present, but Chair Chris Tombaugh reported that the account is at approximately \$4,950.00.

III. Committee Reports

Gaps Committee- Did not meet per Mark Alexa.

Housing Committee- Nothing to report per Dave Woledge

Children and Youth- Liz McCormick

The committee is planning to drill down to a smaller subcommittee, without agencies, in the efforts to make a case for what should be the future work of the committee. They will also be bringing to the next Executive Committee a request to fund again the

Homeless Child and Youth report completed by the Allegheny Intermediate Unit two years ago. Liz has reached out to the IU as well as Mike J. at the United Way who expressed willingness for United Way to be involved in funding this report. Liz met with Mike Jarusewicz from the United Way to discuss the original report, Erie Homeless Child and Youth Needs Assessment 2012-2015, was prepared in July of 2016. There is still \$2,300 of unused grant money in this account. Now that some time has passed the committee is hopeful we can collect this information again and gain additional insight into trends regarding children and youth homelessness. Further discussion about understanding complexity and identifying homeless youth. An additional \$836.75 is necessary to fund this project (to include extracting data from the Erie School District). Liz asked the Home Team for the additional funds and motion was granted by Kurt Crays and seconded by Krissy Dimitrovski. **Please note the allowable monies are not to exceed \$870.00.**

Education and Outreach- Nothing new per Grace Kennedy.

Membership- Not present

IV. Update on Strategic Plan George Fickenworth

The group has been meeting every other Tuesday. We need diverse agency/community representation at the table. The next meeting is July 24 at 1:30 to 3:30. Please attend. At the two meetings strategy plans began to come together. Discussion of areas of concern were narrowed down to 8 topics. At future meetings the goal will be to reduce the 8 established topics even further. The importance of attending the meetings was stressed in moving forward in the final stages of the Strategic Plan.

Coordinated Entry Update- Barry Kohler

Coordinated Entry is going fine. They are receiving between 75 and 100 calls each day. They are making referrals to the providers in HMIS. Barry asked providers to contact the on-call supervisor at (814) 434-1326 to inform them on bed availability on the weekend. There are 4 to 5 families calling in each day with no place to sleep. It was noted the importance of additional shelters for fathers and children. There is a Master List meeting scheduled for July 18th at ECCM. Also, the ECCM staff noted they are available to drive to the client if they have no means of transportation.

V. HMIS Report- Lisa Karle

Lisa reported that the fiscal year for HUD runs from October 1 through September 30th. Information for FY 2017 will be reported out soon and is from Oct 1, 2016 through Sept. 30, 2017. Seems overcrowded. Persons may be moving out of one shelter and into another shelter due to lack of housing options. The next NOFA will be coming out and will identify priorities.

Lisa took a few minutes to review the graphs collected by HMIS. The charts will be updated fiscally and implemented as a facet of the Strategic Plan.

There was some discussion about the overflow shelter. Millcreek Community is pulling out but would like to be an overflow to the overflow. This would be for those people that are banned from the overflow shelters. The location is to be determined.

Other Topics

Autumn Wilcox reported that the NOFA may be released earlier this year than in previous years. The application for ongoing applicants is due to Autumn on July 20, 2018. New applicants must turn applications into Autumn by July 27, 2018. New this year are \$264,000 bonus monies for Domestic Violence. They will consider consolidation projects. The project must begin and end together. This only works for 2 current projects.

The recipients of HUD monies will provide an on-site report. Autumn shared that 11 findings were noted at EUMA and the Community Shelter. (Lack of policies, annual service needed and inspection of housing.)

Emily Francis from the United Way did a brief overview of the survey. The Profile of Providers has been updated. She included a 211 hand-out as a visual. Emily noted that outreach materials are always available.

VI. Adjourn

When no other items were brought forth, a motion was made by Mark Alexa and seconded by Sean O'Neil to adjourn. The motion carried.

The meeting adjourned at 3:17 p.m.

Respectfully Submitted by
Jennie Hagerty

**Erie County Home Team
Executive Committee Meeting
August 9, 2018, 1:30 p.m.**

Present: Linda King, Kathy Hubbard, Sean O'Neill, Shelby Karns, Emily Pushic, George Fickenworth, Chris Tombaugh, Clifton McNair, Liz McCormick

Chris Tombaugh chaired the meeting which took place at SafeNet.

Strategic Plan Update

George Fickenworth provided an update. About 12 to 14 people are attending each meeting, The Strategic Planning group has identified 5 key areas and are building the objectives for these areas. Objectives have begun to be defined under the areas of Data and Marketing. The next meeting is on Aug 21st from 1 to 4 pm at Family Services downtown office 240 W 11th St Suite 402. We are in the heart of creating the Objectives and action steps for the plan so please join us. The bylaws have yet to be fine-tuned along with the Governance section of the plan. It was suggested that the Executive Committee could work on these bylaws apart from that meeting and take a draft to the larger group for further discussion. A meeting to accomplish this could take place after the NOFA is completed, which will be after September 18th.

Housing Committee

There was discussion about having a Housing Providers Group meet for purpose of encouraging more collaboration in terms of project -creation, sharing/ implementing best practices, designing collaborative/combined projects and grant writing. This idea is coming out of the Housing Committee. Clifton McNair shared that Bill Grove would be willing to host the first Group at the MHA. Shelby shared that the county is encouraging more collaboration among providers. While providers' costs are rising, funding dollars are not increasing. Merely keeping funding levels from shrinking is considered a success. We have to make the most efficient use of our funding dollars. Discussion occurred about clarifying the purpose of the provider meeting. There had been discussion about creating a forum in which to present difficult cases. This group may be from the same housing agencies but be different staff people than those best suited for the previous purpose. A list of all of the housing providers will be obtained to ensure everyone is aware and included in the invitation. Clifton and Chris shared contact info and will coordinate a date and time.

County Updates

Shelby reported Autumn Wilcox is hard at work on the NOFA. The county is pleased with the data numbers they are able to pull out of HMIS, but this is only a piece of the overall NOFA scoring. Erie only has very few projects not putting info into HMIS, which is positive.

Children and Youth Committee

Liz reported that there is a snag with getting the data to Yolanda from the Allegheny IU in order to complete the unaccompanied youth assessment report. It has to do with maintaining privacy of the

information and compliance with HIPAA regulations. The county is consulting their attorney about the situation. Time is of the essence in getting an answer as Yolanda is only available for a limited amount of time and we will miss the opportunity if we don't get an answer soon. Shelby thought that we should have an answer in a week or less. It was suggested that perhaps a Business Associate's Agreement could be used. Shelby reported the county has offered to "unduplicate" the data themselves if necessary. The remaining aggregated info would be able to be released to Allegheny IU for purposes of analysis and generating a report. Liz will follow up with Lisa Karle on Tuesday of next week. Perhaps the Release of Information should be modified for future use.

Coordinated Entry Update

Sean O'Neill reported that Coordinated Entry has been in operation for 6 months now. They are trying to streamline everything and fine-tune the process, as it started up quickly and the volume of calls is very high. Sean took questions from others present. Clifton shared that Sean has been very helpful with the process. It was clarified that providers are allowed and encouraged to discuss/explain their services directly with potential clients, before referring them to the 814 –SHELTER line.

Other

A few additional questions were raised about Strategic Planning. We will determine what committees are needed on the Home Team after we identify what the goals and objectives are, and see what committees are needed to accomplish those goals and objectives.

Agenda items

Agenda items for the general Home Team meeting were called for. 211 didn't get much time last time to present. Emily Frances had set this up with Autumn. They may want additional time. Items will include Strategic Plan, NOFA and Committee reports.

Meeting adjourned.

Respectfully Submitted by
Danielle Szklenski
Home Team Secretary

**Home Team
General Membership Meeting
Minutes
September 13, 2018, 1:30 p.m.
At Community Care Behavioral Health**

Present: Chris Tombaugh, Danielle Szklenski, Krissy Dimitrovski, Sean O’Neill, Barry Kohler, Liz McCormick, Lisa Karle, Mark Alexa, Grace Kennedy, Jennifer Malone, Mike Wehrer, Kurt Crays, Emily Francis, Nicole Lees, Margie Olszewski, Dierdre Tate, Jesse Hayward, Clifton McNair.

This regular meeting of the Home Team General Membership was held on Thursday, September 13, 2018 at Community Care Behavioral Health in Griswold Plaza, Erie, PA. The meeting was run by Chris Tombaugh. The meeting was called to order at 1:35 p.m. Introductions were completed.

I. Consent Agenda

A motion was made by Liz McCormick and seconded by Clifton McNair to approve the consent agenda. The motion carried. The agenda is as follows:

- I. Consent Agenda
- II. Treasurer Report
- III. Committee Reports
- IV. Update on Strategic Plan
- V. Coordinated Entry Update
- VI. HMIS Report
- VII. 211 Update
- VIII. County HUD Monitoring Report
- IX. Other
- X. Adjourn

II. Treasurer’s Report

The Treasurer, Linda King, was not present and a report was not given.

III. Committee Reports

Most committees have been on hold while the Strategic Planning process is occurring.

Children and Youth Committee- Liz McCormick. Liz reported that this committee continues to be facing roadblocks to getting an update to the Homeless Child and Youth Needs Assessment Report that was done previously by IU3- The Allegheny Intermediate

Unit. Questions persist about what is required to release information to Allegheny IU to complete the report. Erie County is working with an attorney out of Philadelphia to resolve this. An expected timeframe for resolution is unknown.

The committee also requested a report from HMIS to include number of persons aged 18-24 who call 814-SHELTER/use coordinated entry. Lisa Karle shared that there have been other requests for data reports and that it would be helpful if a process were developed to request data reports which identified parameters, time frames, etc. The topic of data is being discussed in the strategic planning meetings. Not all data requested is available through the “canned” reports that come with the system. Building custom reports may be required for certain data requests and is complex and costly. The county is being trained on a new platform and it is hoped that this will improve the ability to get the data as needed. Additionally, the implementation of coordinated entry has had to be the priority. The reports out of HMIS are only as good as the data being entered by providers. Monitoring by the county will hopefully help improve the data going forward. There was discussion about the possibility of the county contracting with ECCM or another entity with I.T. expertise to do custom reporting. Lisa and Liz will discuss this committee request further outside the meeting.

IV. Update on Strategic Plan

The group has been meeting every other week. George Fickenworth was not able to be present today but sent an update which was shared by Chris Tombaugh.

- Next meeting is set for Tuesday Sept 18th, 1:30 – 3:30 pm; ILP Conference Room
- Thanks to Danielle S and her staff for making this room available – it’s a great location and having access to it has been beneficial.
- Thanks to all those who have been participating... it’s been a long process, but a lot has been accomplished (reminder: many planning processes take up to 2 years, so we crammed a lot in).
- We’re on the tail-end of the process now and wrapping up soon
- Group has worked through numerous exercises and whittled it down to 5 key strategic areas of focus that commonly came up.
 - o Client/consumer services (both enhancement of what we have, as well as how to fill ‘gaps’)
 - o Data (better all-around use and collection processes)
 - o External Community Engagement and Community Alignment
 - o Strategic Marketing and Awareness
 - o CoC Governance and funding
- Attendees have spent the past few meetings working on objectives to accomplish under each (keeping in mind both local needs and HUD-based strategies).
- Will review these at next meeting and fine-tune.

- Develop subcommittee recommendations off of finalized objectives
- Picked up on reviewing and rewriting the bylaws. Had a productive meeting a couple weeks ago. MCI has been rewriting based on suggestions and edits. Another meeting to be called so on this to finish up and put up for adoption.

V. Coordinated Entry Update- Barry Kohler

Coordinated Entry is going fine. They are receiving approximately 100 calls each day. Calls on weekends are skyrocketing. There has been some staff turnover and there are new staff being trained now. Three people are fully dedicated to this project, and four others are used occasionally as need arises. A new phone system is going in next week, so this should correct the problems providers had been experiencing. There had been times when homeless families were placed in a hotel in specific circumstances. There are clients calling requesting hotel rooms but unwilling to go to shelter. Hotels are no longer being offered at this time. Anecdotally it appears that there are more Erie families in need of shelter earlier in the year this year. Higher numbers are being observed now in August/September while in previous years the spike was first seen when the weather turns cold in October/November. This is also the case in Allegheny County per Jesse Hayward who reported that changes in food and cash assistance programs seem to be having a big impact on many families' ability to maintain their housing. Erie has gotten some calls regarding housing from persons trying to escape Hurricane Florence. There was discussion about persons from other counties visiting Erie/Presque Isle who were possibly using the shelter as a way to extend their stay at the beach.

VI. HMIS Report- Lisa Karle

Lisa Karle provided a written HMIS report to attendees, which she discussed. Lisa reported we are working to improve the process and share information. There are over 2,000 referrals in the system for which we are not sure what the outcome was. Providers and ECCM are working to improve communication, and to identify a process to move clients to an inactive status to reduce this number. The AHAR is due in December. An HMIS Fall training will be occurring soon.

VII. 211- Emily Francis

Emily reported that there are translation services available through 211 for both workers calling with a client and clients calling directly. An intermediary translator is available. Providers were encouraged to update their information on 211 and a contact sheet was circulated for this. 211 received state funds to add additional staff to the call center in Venango and to update the database for process improvements. Please let Emily know your feedback about the updates.

VIII. County Monitoring Report- Krissy Dimitrovski

The county has recently provided monitoring for five providers including Community of Caring, Community Shelter Services, EUMA, City Mission, and MHA. Providers reported that the process was very helpful and a positive experience. Various findings and concerns were identified at each provider. A finding indicates a regulation that was not met, and a concern indicates an area that could be improved that does not have a regulatory requirement. A summary of the common themes was provided and included lack of documentation of chronic homelessness, supportive services, and referrals; lack of proof for rent reasonableness; lack of Housing First language, housing inspections, disability verification; incorrect income calculations; and untimely entry into HMIS. George Fickenworth from Mercyhurst will become involved. Gaudenzia is the next provider to be monitored by the county. Providers reported that the process was beneficial and are submitting plans and processes are being clarified to improve compliance.

In response to a question, the County reported that in terms of the monitoring of Erie County which was done by HUD, there was one finding regarding a fiscal issue related to a website portal. The issue has been resolved.

IX. Other

Jennifer Malone shared informational hand-out regarding 811 Project Rental Assistance and shared that there are 3 units now in Erie County under this program with ECCM.

Mark Alexa shared that he is hosting an informational meeting for providers who may be interested in implementing the Sanctuary Model, and reps from the Sanctuary Institute will be there to share information. This group is exploring cost sharing strategies and seeking grant funding as a group to offset expenses of implementing a trauma-informed process. The meeting will be October 2nd from 6 to 8 p.m.

Jesse Hayward shared information regarding Section 8 Vouchers. Mike Wehrer also discussed Vouchers through the VA for veterans.

It was shared that Chautauqua Opportunities will no longer provide the SSVE program for rapid rehousing for veterans. This project was not renewed at Chautauqua Opportunities but will now be provided by Soldier On. It does not appear that the level of service available will change, just the provider.

Information was shared about the Maximizing Housing Opportunities Conference which will happen in Grantville PA on September 19th. **Kurt Crays discussed making a possible motion for Home Team funds to be used as a scholarship to fund an**

agency's registration fees and travel expenses under the condition that the information would be shared with the Home Team. There was a tight time frame to register for this conference. After some discussion the motion was tabled, until more details could be worked out in terms of which are the priority conferences, reasonable costs, procedure for application, etc. This item will be discussed further at the next meeting. It was noted that there is another conference coming up in late October called the Homes In Reach Conference.

X. Adjourn

When no other items were brought forth, a motion was made by Jesse Hayward and seconded by Clifton McNair to adjourn. The motion carried.

The meeting adjourned at 3:03 p.m.

Respectfully Submitted by
Danielle Szklenski, M.A.
Home Team Secretary

HOME TEAM



“The Home Team is a community-wide alliance to end homelessness in Erie County Pennsylvania, through collaboration, strategy, advocacy, and community awareness.”

Thursday, November 8, 2018

Community Care Behavioral Health (Griswold Plaza)

AGENDA

- I. CONSENT AGENDA
- II. TREASURER REPORT
- III. COMMITTEE REPORTS
- IV. UPDATE ON STRATEGIC PLAN
 - UPDATE ON STRATEGIC PLAN/ VOTE TO APPROVE
 - UPDATE ON BYLAWS/ VOTE TO APPROVE
- V. COORDINATED ENTRY UPDATE
- VI. HMIS REPORT
- VII. 2-1-1 UPDATE
- VIII. COUNTY HUD MONITORING REPORT
- IX. OTHER
- X. ADJOURN

**Home Team
General Membership Meeting
Minutes
Thursday, November 8, 2018
At Community Care Behavioral Health**

Present: Chris Tombaugh, , Krissy Dimitrovski, Sean O’Neill, Shelby Karns, Liz McCormick, Lisa Karle, Mark Alexa, Grace Kennedy, Jennifer Malone, Mike Wehrer, Kurt Crays, Emily Francis, Nicole Lees, Margie Olszewski, Dierdre Tate, Jesse Hayward, Clifton McNair, Maureen Dunn, Eddie Martin, Karrie Laih, Barbara Lewis, Rita Scrimenti, Colleen Hammon, Dave Woledge, Amy Clabatz, Ashley Franklin, Chris Detar, Grace Kennedy, Linda King, Jennie Hagerty, Amy Johnson, Debra Smith, Kathy Hubbard, George Fickenworth.

This regular meeting of the Home Team General Membership was held on Thursday, November 8, 2018 at Community Care Behavioral Health in Griswold Plaza, Erie, PA. The meeting was run by Chris Tombaugh. The meeting was called to order at 1:37 p.m. Introductions were completed.

I. Consent Agenda

A motion was made by Liz McCormick and seconded by Clifton McNair to approve the consent agenda. The motion carried. The agenda is as follows:

- I. Consent Agenda
- II. Treasurer Report
- III. Committee Reports
- IV. Update on Strategic Plan
 - Update on Strategic Plan/Vote to Approve
 - Update on Bylaws/Vote to Approve
- V. Coordinated Entry Update
- VI. HMIS Report
- VII. 211 Update
- VIII. County HUD Monitoring Report
- IX. Other
- X. Adjourn

II. Treasurer’s Report

The Treasurer, Linda King, was not present. The report was presented by Kathy Hubbard. The Home Team currently has **\$4,820.00**.

III. Committee Reports – Nothing to report on

IV. Update on Strategic Plan

George Fickenworth shared his appreciation to the Home Team for 10 months of successful Strategic Planning. A total of 22 sessions with over 50 participants.

- George reviewed the PowerPoint step by step with the home team. He presented comprehensive measures with the committee. George discussed the 5 strategic areas of focus and key components in each area.
 - Strategic areas and key components in each area:
 - (1) Ensure the COC membership and governance structures are efficient and have a built-in capacity to provide leadership, funding and support for the community.
 - (2) Meet the needs of our clients by offering a “tool box “action plan of new and existing services and housing based upon best practices.
 - (3) Developing and efficient and effective practice of data collection and use to base upon forward thinking, decision making, and program implementation.
 - (4) Increase our community awareness and marketing efforts with the external community and with our internal stakeholders.
 - (5) Strategic engagement and align the COC within the community with those initiatives that best meet our clients’ needs. (Committees to include Marketing/Communication, Data Evaluation, Client Services, and Funding)
 - The motion to adopt the Strategic Plan was motioned to be approved by (1) Dave Woledge and (2) Gail Detar
 - **Please note this is a 3 to 5-year plan. In 2019, under new leadership with committee chairs for each focus point**
 - (B) Update on the By-Laws/Vote to Approve
 - Update every 5 years. The last update was in 2004. The By-laws of other COC’s are a part of this final product.
 - The 9 sections of the By-laws were reviewed.
 - A discussion about a name change for the Home Team was debated. This was brought to the attention of the members, because do the community members know who and what the Home Team is? A few names were recommended but upon further discussion the Executive Committee will review in 6 months.
 - Motion to accept the By-law’s as written but to include additions: (1) Kurt Crays, (2) Kathy Hubbard. All Home Team members agreed except for David Woledge.
- V. Coordinated Entry Update- Sean O’Neil
- Sean reported the next meeting for the COC is on November 14th at ECCM.

VI. HMIS Report- Lisa Karle – No Report

- It was asked if Lisa could email the September report for youth ages 18-24.

VII. 211- Emily Francis

Emily reported that there are translation services available through 211 for both workers calling with a client and clients calling directly. An intermediary translator is available. A question was asked about free holiday meals for the community. Emily shared that a phone call to 211 or social media updates under the United Way.

VIII. **County Monitoring** Report- Krissy Dimitrovski

- Still monitoring ECCM. For the COC to work, client must call the Shelter number. Did not draw down on the contract because the contract was not signed by the provider.

IX. **Other**

- The Overflow Shelter will begin on November 21, 2018. Church of the Covenant and Holy Trinity will be the first this year for the overnight shelter. Volunteers are needed. Please email available times to the Home Team.
- Diedre Tate shared that if the ESG referrals are not completed correctly, they will be returned by GECAC
- Homeless Awareness month is December 21st at Saint Paul Cathedral. Please meet at noon to show your support. Grace Kennedy to follow-up with an email
- Jen Malone suggested funding for conference from the Home Team. This is to be included on the agenda at the next meeting

X. Adjourn

When no other items were brought forth, a motion was made by Jesse Hayward and seconded by Grace Kennedy to adjourn. The motion carried.

The meeting adjourned at 3:05 p.m.

Respectfully Submitted by
Jennie Hagerty
Home Team Member