



**MARYLAND**  
**BALANCE OF STATE**  
**CONTINUUM OF CARE**

**COC BOARD MEETING MINUTES**

January 19, 2023: 1pm-3pm

[Meeting Recording](#)

Password: BOSCO

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<b>Board Members Present</b>	Cecil County: Gwen Parrack, Earl Grey Harford County: PJ Craig, Robin Tomechko Garrett County: April Sisler Southern MD: Florence Brooks, Cynthia Brown Washington County: Mark Sewell, Tyrell Wilson MD Department of Disabilities (MDOD): Chelsea Hayman MD Department of Health (MDH): Priya Arokiaswamy MD Dept. of Housing and Community Development (DHCD): Stuart Campbell MD Department of Labor (Labor): Casey Tiefenwerth MD Department of Veteran Affairs (MDVA): Dana Burl MD Department of Education: Shanna Edmond
<b>Board Members Absent</b>	Allegany County: David Nedved, Susan Malone Garrett County: Fred Polce Southern MD: Corae Young, Anna Wood MD Department of Human Services (DHS): Lauren Molineaux MD Department of Public Safety and Correctional Services (DPSCS): Vacant
<b>Committee Chair Present</b>	Harford County: Brian Wainwright
<b>CoC Lead Present</b>	Becky Burrow, Carolyn Curry, Danielle Meister
<b>HMIS Administrator Present</b>	Jason Burns
<b>TA Staff Present</b>	Katie Peterson

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**I. Welcome & Call to Order**

Quorum was confirmed, Mark Sewell called the meeting to order at 1:02 pm

**II. Approval of November 2022 Board Meeting Minutes**

Sewell asked for amendments or comments on the November board minutes, none were made. Sewell asked for a motion to approve the minutes, Brian Wainwright made the motion, Florence Brooks seconded the motion. The board unanimously voted to approve the minutes.

**III. Committee Reports**

*Executive Committee:* Sewell reported that HUD and the BoS Governance Charter require the monitoring and evaluation of the HMIS Lead. The BoS is working with TA Staff to develop an

evaluation tool and will coordinate with DHCD and the HMIS Committee to implement, the timeline for completion is pending.

*HMIS Committee:* Sewell reported that the Longitudinal Systems Analysis (LSA) was submitted on January 11, 2023, and we are now awaiting HUD review. The Point in Time (PIT) and Housing Inventory Count (HIC) reports will be due in Spring 2023. The next HMIS User Forum will be on 1/24 at 10:30am. The forum will review the HMIS workflow and reporting updates on the HUD CoC APR, ESG CAPER, Data Quality Framework and Coordinated Entry APR. TeamHMIS will schedule a meeting for LHC HMIS Leads/Users to review upcoming HIC expectations and data requirements, and to review data collection procedures for the sheltered PIT count. Sam Bochinski is out on leave until 4/17/23.

*Coordinated Entry Committee:* Wainwright recapped the LHC CE Workshops in December; DHCD & TA staff had positive feedback for all sessions. LHC specific resources in development and will be sent to all upon completion. LHCs reported that participants found the sessions helpful, appreciated they could speak freely, glad to learn the CES process more granularly and how each role fits in the larger system.

The CES Committee reviewing data elements to be gathered at client entry; DHCD developing end user training materials and TeamHMIS is building the Coordinated Entry Workflow in HMIS; plan to implement in Spring,

MD Interagency Council on Homelessness: Wainwright announced that the ICH Annual Report has been finalized and was approved; the ICH will be taking a break from meeting for the first quarter of 2023 as the new administration is installed.

#### **IV. CoC Lead Report**

Carolyn Curry provided an update on the BoS level PIT Planning efforts. The committee is meeting January 20<sup>th</sup> for a final review of the timeline, tools and process.

Curry will be reviewing board member terms and will verify re-certification where necessary and will be sending BoS CoC governing documents for annual review and approval and the March meeting.

The Frederick County CoC voted in December to approve a merger with the Balance of State CoC. Curry presented an overview of the most recent Frederick County awards, programs, and performance metrics. Sewell asked for a motion to consider merger approval; Wainwright made the motion; PJ Craig seconded the motion. The item was open for discussion, Sewell requested information on who will serve as the local LHC lead, Curry reported that the city will continue to serve in the role for the next 12-18 months and other options are being actively considered at the moment. Sewell asked about the CoC NOFA funding policy, Curry confirmed that all new LHCs who join the BoS are exempt from involuntary reallocation during their first year of participation in the BoS. There was no further discussion, Sewell asked for the vote to approve Frederick County CoC to merge into the BoS CoC. The vote was presented, all voted to approve the merger of Frederick County CoC into the BoS.

Stuart Campbell announced that the new Governor was sworn in and has nominated Mayor Jake Day to serve as the Secretary of DHCD. Day has most recently served as the Mayor of Salisbury and

has been instrumental in city efforts on homelessness and has shifted the community wise approach away from a criminalization focus to a more Housing First approach. Day's confirmation is pending.

## **V. Local Homelessness Coalition Reports**

*Allegany: None*

*Cecil County, Earl Grey & Gwen Parrack: Code Blue event two days before Christmas, everything went very smoothly, all partners carried out their roles, good communications the whole time, there was enough funding, and we were able to contact and support all who reached out. Seeing an increase in evictions in the county. CES Site Visit was the first large in person meeting since pre-pandemic, nice to have all together, good timing.*

*Garrett County, April Sisler: No big shelter locally so many going into hotels during cold weather. We are seeing unit damage; motel owners don't want people to stay – looking for new ideas on how to cover damage and maintain relationships. Wainwright: Harford County created an agreement for clients in hotel/motel settings to review intention of program, rules and guidelines, will share document.*

*Harford County, Brian Wainwright: December CES workshop was phenomenal, the LHC has good momentum. Freezing weather event happened in December, street outreach team identified camps and people living in cars; worked to move them into the code blue overflow shelter, it is about at capacity – there are 14 rooms set aside from individuals & families. Preparing for PIT Count next week. Struggling with housing inventory, harder to liquidate housing roster.*

*Southern MD, Sandy Washington: There was a bad weather event in December; all three counties were able to review freezing weather plans and combine efforts, plan was sent to local partners and law enforcement, was the first time the plan was collectively put together. The LHC site visit helped to ID gaps including in our real time bed availability, there was a lot of talk about the current process to find a bed and we realized it's a gap, have been having ongoing conversations to better manage availability. Looking at access options and removing barriers to service, much thinking and planning (while dealing with ongoing crisis, challenging). Working to mimic the BoS goals and objectives plan, want to localize. Working on the PIT Count and rollout. We are expecting an uptick in homelessness with increased rents and evictions, want to identify ways to share the information and impact with the communities in the next 3-6 months at LHC and BoS level.*

*Washington County, Mark Sewell: LHS is looking at local strategic planning, making it a community wide effort, the local Red Cross is involved. PIT Count mobilization is underway. The Mobile Services team has started to reach those who can't get into Hagerstown, going to the people, and take everything they might need for help. The team is currently established at 10 different sites, covering the full geography of the county. We are seeing good participation and traction and can identify more camps in the rural areas.*

## **VI. State Agency Updates**

*Maryland Department of Disabilities, Chelsea Hayman: We are working with DHCD to deploy remaining Weinberg Apartment funds from our Calendar Year 2020 grant. All projects have been identified. We want to determine ways to integrate our waitlist database with HMIS systems and determine strategic partnerships with CoCs and am open to talking about this further with anyone*

on this call. Also seeking individuals to help with leading the ICH's Lived Experience Advisory workgroup, so please reach out to me if you have a person you'd like to identify for this.

*Maryland Department of Education: None*

*Maryland Department of Health: None*

*Maryland Department of Veterans Affairs: None*

*Maryland Department of Human Services: None*

*Maryland Department of Labor, Casey Tiefenwerth:* LABOR has a new secretary, Portia Wu from Microsoft via US Department of Labor and has worked on Federal Policy, employment, and training, and has a wealth of experience. The Department plans to review homelessness efforts with her. The symposium is planned for April 27 and is intended to bring together homeless services and workforce staff to learn more and find ways to integrate systems. Save the dates going out next week, and there are reserved spots for BoS members. The event will include panel presentations. Thirty-eight individuals in the BoS have been served by the new workforce grant. We are early in the cycle, but are already seeing individuals gain employment, complete training, etc.

**VII. Future Board Meeting Agenda Items**

Wainwright recommended the board review the challenges of identifying and securing housing opportunities and brainstorm effective strategies for landlord recruitment efforts for RRH participants.

**VIII. Public Comment: None**

**IX. Adjournment:**

Wainwright motioned to adjourn the meeting, Tyrell Wilson seconded, all approved. Meeting adjourned 2:20 pm.

**VOTE SUMMARY:**

- November Meeting Minutes Approved
- Frederick County CoC Merge into Balance of State CoC Approved

**Upcoming BoS CoC Board Meetings**

April 20, 2023: 1-3pm

May 18, 2023: 1-3pm

July 20, 2023: 1-3pm