



MARYLAND  
BALANCE OF STATE  
CONTINUUM OF CARE

**COC BOARD MEETING MINUTES**

November 16, 2023

[Meeting Recording](#)

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<b>Board Members Present</b>	Allegany County: Susan Malone, Dave Nedved Cecil County: Gwen Parrack Frederick County: Kenneth Oldham, Michelle Ott Harford County: PJ Craig Southern MD: Florence Brooks, Cynthia Brown, Jacquelyn Culver, Corae Young Washington County: Tyrell Wilson MD Department of Disabilities (MDOD): Chelsea Hayman MD Department of Education: Patricia Julianelle MD Department of Health (MDH): Priya Arokiaswamy MD Dept. of Housing and Community Development (DHCD): Danielle Meister
<b>Board Members Absent</b>	Cecil County: Earl Grey Garrett County: Fred Polce, April Sisler Harford County: Robin Tomechko Washington County: Mark Sewell MD Department of Human Services (DHS): Vacant MD Department of Labor (Labor): Casey Tiefenwerth MD Department of Public Safety and Correctional Services (DPSCS): Vacant MD Department of Veteran Affairs (MDVA): Dana Burl
<b>Committee Chair Present</b>	Coordinated Enty: Brian Wainwright
<b>CoC Lead Present</b>	Becky Burrow, Carolyn Curry, Kristen Halsey, Suzanne Korff
<b>HMIS Administrator Present</b>	Jason Burns

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**I. Welcome & Call to Order**

Corae Young called the meeting to order at 1:04 pm and reviewed the agenda, quorum requirements were confirmed.

**II. Approval of Sept 2023 Board Meeting Minutes**

Young asked for updates or amendments to the September meeting minutes, none were offered. Dave Nedved made the motion to approve the minutes, Michelle Ott seconded the motion. All board members approved.

**III. Committee Reports**

**Executive Committee:** Young reported that BoS staff will be preparing for the CoC Governance Charter annual review, staff will solicit feedback and provide proposed edits in January. Staff will also review Board member term dates and request additional information if necessary.

**HMIS Committee:** Carolyn Curry reported that HMIS staff are working with WellSky to prepare and clean system data for the upcoming LSA upload, due November 29<sup>th</sup>. The Frederick County HMIS merge is projected to be complete by December 1. The FY24 HUD Data Standards started on October 1, WellSky is continuing to update HMIS to include the updates for HUD reporting needs – any impacted projects have been instructed to notify HUD of potential delays.

**Coordinated Entry Committee:** Brian Wainwright announced that Coordinated Entry will be launched in Allegany/Garrett on November 30, Cecil on December 13 and Southern MD on January 30, 2024. Frederick will be scheduled in Spring 2024. Upcoming committee projects include identifying system evaluation metrics and planning for upcoming system updates, including incorporating domestic violence providers and diversion/prevention efforts.

Wainwright said that since the CES launch, Harford has seen progress in their local system collaboration and the by name list has been effective. The BoS CES process is set up to be plug and play – LHCs can make it work with existing processes. LHCs have to figure out their local emergency shelter entrance process, but all providers will be educated to get everyone on the same page.

**IV. CoC Lead Report:** Curry introduced two new hires – Kristen Halsey, CoC Project Manager and LaToya Arnold-Artis, HSP Assistant Director. Curry also announced that the 2024 PIT Count will be held on January 24, 2024 pending committee approval. The committee will hold its first planning meeting on Friday, November 17<sup>th</sup>. Other projects staff are planning for include the CoC monitoring plan, which should be underway in early 2024 – staff will be reaching out to the Performance Review Committee. The BoS CoC successfully completed the FY2023 CoC Funding Competition and all materials were submitted to HUD. The BoS submitted a request of \$7,103,407 including 35 renewal projects, 9 new projects and 1 CoC Planning project.

Suzanne Korff provided an update on the HSP emergency shelter evaluation plan and said staff will begin a systemic review of all submissions; participants reported that it was a lot of work, but a good exercise to review data. Young asked if additional funding would be made available for shelter compliance or facility improvements, Korff stated that generally, no additional funds won't be available, however ADA compliance for high performing shelters could be an example of an exception. Chelsea Hayman offered additional TA on ADA compliance as needed.

Curry reported that the CoC will be developing an Ad Hoc Committee to create a toolkit LHCs may use during the annual HSP funding process. Membership will include a minimum of 1 representative from each local lead agency and others based on interest. BoS staff will create a draft toolkit to the committee for review and approval and present a final draft to the Board in a future meeting. Hayman volunteered to serve on the committee.

Young presented the need to establish a CoC Advocacy Committee to review upcoming legislation and serve as a way to have a footprint on state policy. Wainwright, PJ Craig and Tyrell Wilson each expressed interest.

**V. Local Homelessness Coalition Reports**

*Allegany County:* Dave Nedved reported the LHC is getting ready for 2024 Community Resource Day, LHC met yesterday and CES training is scheduled for November 30<sup>th</sup>. There is local discussion about landlords raising the rent and thinking they can have the same rents as other areas, units sitting empty. Landlords are starting to realize they cannot charge these prices and are starting to come down. Seeing an increase in people buying property in the area since it's cheaper but can't charge the high rents. Housing as an issue creating a critical mass – considering what can we do; there is a lack of middle-income housing- there is a need to build more units to free up lower end units; a new developer coming in and will develop on county owned land. Locally there is a need to get back into housing rehabilitation, backed off in 2010, but need to ramp it back up. Cumberland is going to spearhead over the county, more need in the city vs outside municipalities. There was a discussion about homeless youth in the education system – currently about 55 student; good to know the size of the problem.

*Cecil County:* Parrack is preplanning for the CES rollout on December 13<sup>th</sup>, meeting went well – the greater the people hearing the info the better. LHC has completed the HSP ES review tool, had several committee members assist with process and shared results with organizations. Winter shelter will be 11/29 – 3/15, the LHC will use hotel beds.

*Frederick County:* Michelle Ott reported that the LHC is in process of merging the HMIS in the BoS system, the LHC went to their first CES Committee this week. Also seeing a lot of landlords increasing rent, unable to get clients into units, also seeing an increase in evictions, tenants can no longer afford. Young stated the need to bring in Diversion training so the CoC can be strategic.

*Garrett County:* none

*Harford County:* Wainwright reported that the LHC is focusing on the freezing weather plan, hashing out the after-hours efforts when law enforcement locate household when the weather is freezing, there has been an afterhours intervention to help the past few years. Cold weather shelter starts in January, working with faith-based providers, creating policy and procedures, security protocol. Pre-covid the LHC had rotating shelter with area churches, this is the first year getting back to that original model. Working to improve local day shelter, drop in to get out of the elements during day. The LHC has had three case conference meetings and are seeing most efforts focusing on PH opportunities. Craig requested freezing weather plans from each LHC as a reference.

*Southern MD:* Young reported that the LHC spent a lot of time on the shelter HSP assessment. The LHC is working on individual hypothermia shelter plans, Calvert started in November, St. Mary's is starting in December, Charles is starting in January. Talked to the LHC emergency shelter beds about the CES process and bed availability. Looking to make bed access easier for clients. St. Mary's and Charles have held their Homeless Resource Days, Calvert will be March 1.

*Washington County:* Wilson reported the LHC is having a sleep out. Basic supplies and thanksgiving meals will be distributed next week. Shelters haven't been at capacity yet, might be related to timing and SSI checks.

**VI. State Agency Updates**

*Maryland Department of Disabilities:* Hayman is working with Danielle Meister and the Department of Health and Aging on an ACL application due 12/1, the purpose is to better coordinate services for aging and disability with those who are at risk of or are currently homeless. The HUD 811 Vouchers NOFO is due 2/12, currently working with DHCD and MDH on the application.

*Maryland Department of Education:* Patricia Julianelle reported she is in process of reviewing the McKinney Vento sub grants, there are 18-19 applications, awards will be announced over the next few weeks. Working with schools to spend down AR funds in the next 10 months. Working on list of counties that need help spending.

*Maryland Department of Health:* None

*Maryland Department of Housing & Community Development:* Korff reported that HSP is working to get the FY24 grants active and executed, hope to come through this week.

*Maryland Department of Veterans Affairs -* None

*Maryland Department of Human Services – seat vacant*

*Maryland Department of Labor -* None

Young would like to consider inviting the Department of Aging to join the CoC Board.

**VII. Future Board Meeting Agenda Items:** None

**VIII. Public Comment:** None

**IX. Adjournment:** Wainwright made the motion to adjourn, Nedved seconded the motion, all approved. Young adjourned the meeting at 2:09 pm.

**Vote Summary**

September 2023 Meeting Minutes Approved

**Upcoming BoS CoC Board Meetings**

January 18, 2024: 1-3pm

March 21, 2024: 1-3pm

May 16, 2024: 1-3pm