



MARYLAND
BALANCE OF STATE
CONTINUUM OF CARE

CoC Board Meeting Minutes

September 17, 2020 – 1pm-3pm

[Recording Link](#)

Board Members Present	Allegany County – Susan Malone, David Nedved Cecil County – Gwen Parrack, Earl Grey Garrett County – Carrie DiSimone Southern MD – Jacquelyn Culver, Lanny Lancaster, Cynthia Brown, Corae Young Washington County – Mark Sewell, Tyrell Wilson MD Dept. of Housing and Community Development (DHCD)– Stuart Campbell MD Department of Labor (DLLR) – Erin Roth MD Department of Health (MDH) – Priya Arokiaswamy MD Department of Disabilities (MDOD) – Chelsea Hayman MD Department of Veteran Affairs (MDVA) - Dana Burl
Board Members Absent	MD Department of Public Safety and Correctional Services (DPSCS) - Vacant MD Department of Human Services (DHS) - Vacant MD Department of Education - Vacant Garrett County - Duane Yoder
HUD TA Present	Judy Perlman
CoC Lead Present	Danielle Meister, Carolyn Curry
HMIS Lead Present	Jason Burns, Sam Bochinski

I. Welcome and Call to Order

Board Chair Carrie DiSimone called the meeting to order at 1pm. Quorum requirements were met. The Chair reviewed the meeting agenda, noting that two votes would be held to (1) approve the CoC Coordinated Entry Policy and Procedures, and (2) approve CoC HMIS Policy and Procedure.

II. Approval of July Board Meeting Minutes

The meeting minutes were approved by unanimous vote.

III. Committee Updates

a. Executive Committee – Carrie DiSimone and Danielle Meister

- Lead Agency Monitoring planning underway. TA support have provided multiple examples for review by Executive Committee who will provide a presentation to the Board at a future meeting. The BoS hopes to implement monitoring in Spring/Summer 2021.
- General Membership is required for all CoCs; the BoS must have a formal registration and roster of CoC Members, must meet at once annually and hold an annual public invitation to join. The current

Charter does not yet establish a required process. The Lead Agency will draft a membership plan and present to the Executive Committee for review.

b. *Coordinated Entry – Carolyn Curry*

- CES committee has recommended Policy and Procedures for approval by the BoS Board. Training and roll out plan in progress.

c. *HMIS - Jason Burns*

- The HMIS committee held their first meeting in early September and includes representation from each of the 5 LHCs. Membership remains open if others are interested. Reviewed the goals and purpose of the committee.

IV. CoC Lead Report

DHCD staff will be establishing a Point in Time Count Planning Committee to review existing protocols and develop a BoS-wide plan for 2021. HUD has not yet released guidance for the upcoming count. DHCD staff will be publishing Lived Experience Member Recruiting documentation to LHCs to begin to identify potential candidates. HUD has not yet released information on the FY2020 CoC NOFA or the upcoming YHDP NOFA.

V. HMIS Lead Report

The BoS Merge is pending the Southern Maryland LHC data integration. Scheduled completion tonight. The BoS will keep the existing User License Allocations for this time. HMIS Committee will review needs in future meetings. The LSA submission will be a multistep process including: submitting a draft submission, TA review, final submission and any needed TA follow up.

VI. Local Homelessness Coalition Reports

- Allegany:* David Nevded - The full LHC met yesterday, leadership terms are ending at the end of 2020. We are looking forward to the BoS handling the CoC administration so the LHC can be more provider centric and coordinated, more service improvement. We are looking forward to a new way of operating. I will step down as chair and serve as vice-chair to assist with the transition. We would like for a current service provider to be the new chair.
- Cecil:* Gwen Parrack - Our recent efforts have focused on eviction prevention coordination in the LHC. We are using the new CES staff and a centralized phone line for eviction prevention. Households are screened and referred as needed. We have noticed more how housing flow is directly related to evictions, the moratorium has led to no available units. No one evicted means no openings; someone else being evicted means someone else getting housed. Second what David said, we are excited to become more provider driven with no major HUD funding conflict of interest.
- Garrett:* Carrie DiSimone- I agree with Davis and Gwen. We are preparing for evictions that will come after the moratorium and are also struggling to find units. We are continuing to meet on Homeless Resource Day, still deciding if we will move forward. We also have concerns about the utility moratorium stretching further to October 1, will be interesting once moratorium is lifted.
- Southern Maryland:* Corae Young - We are collaborating regionally and within the three counties on rental assistance and prevention efforts. Each area has designated teams to help until January 2021. We have been with the courts and have identified court advocates to work towards halting evictions. Planning for hypothermia shelters to begin November 1. We will be utilizing some churches and other designated sites. Looking at county CARES funds to fill gaps. Created regional spreadsheets to avoid duplication in services. We are still planning our Homeless Resource Days - will be in late October/November. Will primarily be outside events and utilizing street outreach teams.
- Washington:* Mark Sewell - We are planning and preparing like the other counties. Have utilized radio spots and other PR to get people in for assistance on back rent. This month to date, we have already spent more than in a usual full year. We see an impact in the youth population, seeing increase in need. Youth are currently using the cold temperature shelter, full already. We are getting creative with double up

options. Collaborating with ESG funds to create new housing options. Bracing for the storm of evictions to come.

VII. New Policies for Board Discussion & Approval

CoC Coordinated Entry Policies and Procedures

HUD requires CoCs to have established Policies and Procedures to govern the Coordinated Entry System. The CES Committee has developed and recommended the policies for full board approval, with the understanding that it is a living document that may be amended in the future. Mark Sewell motioned to approve the document, Corae Young seconded the motion. The CES Policy and Procedure was approved by unanimous vote.

CoC HMIS Policies and Procedures

HUD requires that each CoC have established policies and procedures that govern the HMIS system. The HMIS Committee has developed and recommended a set of documents for approval by the board. David Nevded made a motion to approve the documents, Tyrell Wilson made the second. The HMIS Policies and Procedures were unanimously approved.

VIII. HUD System Modeling Technical Assistance Briefing

Lead Agency staff have had the opportunity to participate in an intensive 5 week workshop on system modeling and program implementation with opportunities to identify disparity and equity issues across the BoS. The sessions provide methods and tools that will support the ongoing development of the BoS, and can ultimately be implemented in each LHC to better allocate funds, improve system performance and increase overall competitiveness.

DHCD reviewed the data identified to date by LHC, discussing that disparity can look different by community. HMIS expressed concerns with future data collection. Washington County is interested in tools to identify how to best serve the entire community and identify solutions.

Erin Roth stated the efforts are well aligned with initiatives underway with workforce projects.

Allegany County feels this will be a useful tool to look for disparities. Cecil County has previously identified disparities with Veteran population, however, Cecil Co. has more VA funded programs than other areas which leads to an automatic higher number of Veterans. Southern Maryland appreciates the information and the opportunity to take a deep dive into the data. Wants to be proactive on disparity efforts and would like to combine conversations with the MDICH.

DHCD will use the tools to focus on racial equity first with Southern MD then will work with each additional LHC to review data and identify concerns. Will reach out to LHCs in the coming weeks and identify existing local committees to take on the projects.

IX. Board Member & State Agency Announcements

Board member David Nevded reminded the group that the US Census is planning to count homeless camps on the 23rd, contact your local Census representative if you haven't already.

X. Future Agenda Items

Maryland Department of Labor - Erin Roth: Would like to review the MDICH report to possibly identify how the BoS can work with the goals.

XI. Public Comment

N/A - No members of the public attended the meeting.

XII. Adjournment

The Board Chair adjourned the meeting at 2:25pm.

Vote Summary

- July Meeting Minutes Approved
- CoC Coordinated Entry Policies and Procedures Approved
- CoC HMIS Policies and Procedures Approved