



MARYLAND  
BALANCE OF STATE  
CONTINUUM OF CARE

**COC BOARD MEETING MINUTES**

April 20, 2023

[Meeting Recording](#)

Password: BOSCO

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<b>Board Members Present</b>	Allegany County: Susan Malone, Dave Nedved Cecil County: Earl Grey, Gwen Parrack Harford County: PJ Craig Garrett County: Fred Polce Southern MD: Florence Brooks, Cynthia Brown, Anna Wood 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 Education: Patricia Julianelle
<b>Board Members Absent</b>	Garrett County: April Sisler Harford County: Robin Tomechko Southern MD: Corae Young MD Department of Human Services (DHS): Vacant MD Department of Public Safety and Correctional Services (DPSCS): Vacant MD Department of Veteran Affairs (MDVA): Dana Burl
<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>	Samantha Bochinski, Jason Burns
<b>TA Staff Present</b>	Brittany Odom, Katie Peterson

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**I. Welcome & Call to Order**

Quorum was confirmed, Mark Sewell called the meeting to order at 1:03 pm. Sewell introduced new board member Patricia Julianelle who is representing the MD Department of Education and serves as the State Homeless Education Coordinator.

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

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

### **III. Committee Reports**

*Executive Committee:* Sewell reported that the CoC has completed the HMIS Lead Evaluation, as a reminder, the CoC Lead Evaluation happened in 2022. Lead Agency evaluations are a HUD and Balance of State Charter required activity; the CoC must monitor and evaluate the HMIS Lead to ensure effective administration and management of the HMIS. The BoS HUD TA Team identified the most appropriate evaluation tool & coordinated with DHCD and the HMIS Committee to implement over two months.

Brittany Odom and Katie Peterson presented the results of the evaluation to the Board, the full report will be sent to all board members.

*HMIS Committee:* Sewell reviewed the BoS System Performance Measures that were submitted to HUD and announced that the Point in Time (PIT) & Housing Inventory Count (HIC) reports are due to HUD by April 28, 2023.

System Performance Measures should be reviewed in the future at the LHC level as well as the full CoC. The CoC should look at gaps in service, including long-term services as a way to reduce returns to homelessness. The CoC needs to evaluate Street Outreach services and data, determine if the service is ineffective or if data entry is the primary concern for measure 7. Ongoing end user training and education is a concern that continues to impact data quality.

Brian Wainwright: There is concern in Harford County about recent legislation and how it will impact future performance and create a ripple effect.

Fred Polce: There is a very similar discussion in Garrett County about the Federal and State funding changes that will impact local issues that include: food and nutrition security; utility payments; housing availability; childcare; transportation and probably more.

The Frederick County LHC HMIS Merge is in the beginning stages. In the coming months, Team HMIS will move all training docs, policies, reports, etc., to the [mdboscoc.org](http://mdboscoc.org) website to streamline CoC resources. The MD State HMIS Data Warehouse (MSHDW) quarterly data uploads will now include DHCD HSP & DHCD EHP data as of 4/1, on 7/1 all HMIS data will be uploaded for all participating HMIS providers.

*Coordinated Entry Committee:* Wainwright announced that CES assessor and staff training materials are under development and will roll out before the system launches in each LHC. The topics will start with CES fundamentals and topics critical to CE operations, will add additional topics over time. The CES Committee has reviewed and approved the final HMIS workflow and required data collection. TeamHMIS is finalizing the CES Projects and developing the By Name List. There will be one CE project in HMIS per LHC to reduce confusion, easier BNL management. Washington County LHC will be piloting new the CES in early May 2023; planning & coordination are underway, planning includes reviewing the HMIS project conversion, client data mapping, update existing assessments, by name list conversion and setting up training timeline. The CoC will use the pilot phase to identify best practices & lessons learned for future LHC rollouts. The CoC will roll out the

new system to remaining LHCs in the months following the pilot; and will schedule LHC specific coordination & planning sessions to identify local needs & priorities.

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

Carolyn Curry provided a debriefing of the FFY2022 CoC Competition Score and identified areas for improvement. The CoC will develop specific action plans around the low scoring areas in the future. The FFY2023 YHDP NOFO has been released by HUD; the BoS will apply in this cycle, the application is due at the end of June. Frederick CoC is in the process of identifying representatives for the BoS Board and committees, expect to participate in the next meeting. The May Board meeting will include a review and vote on proposed Governance Charter updates and edits.

Danielle Meister reminded everyone of the April 27 MICH Workforce and Homeless Services Systems Symposium.

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

*Allegany County:* Dave Nedved reported that the LHC had the first meeting with the new Chair, Jim Rally from Archway Station and new Secretary Yvonne Perry with the SOAR program. Nedved will serve as Vice Chair. The new leadership is excited to expand reach of the board and local services. Homeless Resource Day is now called Community Resource Day. The event is under new leadership and changing the focus to be more broad based with more community outreach.

*Cecil County:* Gwen Parrack reported the LHC is wrapping up the HSP application, reviewing local applications and trying to keep everything funded. Discussing use of prevention funds to better serve those in motels; they have recently gone towards eviction assistance. The winter motel was done in March, the LHC is spending down remaining CV2 RRH funds.

*Garrett County:* None

*Harford County:* Wainwright reported the LHC is shutting down winter shelter and focusing on exiting households to permanent housing opportunities, the focus of most case management efforts. End of fiscal year focus on spending down all funding sources, working to identify the most appropriate means to spend. Project Connect was recently renamed, took out homelessness in title; scheduled for April 27<sup>th</sup>. The LHC has \$50k in TBRA funding, working to learn workflow of funds and how to spend. LHC hopes to get ESG CV reallocation, want to spend on eviction prevention.

*Southern MD:* None

*Washington County:* Sewell reported that most of the LHC met with Hagerstown city leadership to discuss gaps and challenges, scheduling dates to create action plans and identify city wide creative solutions. A strategic planning team at the LHC is meeting now and has access to the HUD TA CE Workflow report.

#### **VI. State Agency Updates**

*Maryland Department of Disabilities:* Chelsea Hayman reported no major updates at this time but have started working on how to integrate our referral system(s) with HMIS. Attended a great webinar on an aging services organization collaborating with a local CoC, would like to do something similar.

*Maryland Department of Education:* Patricia Julianelle reported she has been in her new role for three weeks, has worked with McKinney-Vento programs for 25 years.

*Maryland Department of Health:* None

*Maryland Department of Veterans Affairs:* None

*Maryland Department of Human Services:* None

*Maryland Department of Labor:* None

**VII. Future Board Meeting Agenda Items**

None

**VIII. Public Comment**

None

**IX. Adjournment**

Wainwright motioned to adjourn the meeting, Parrack seconded the motion, all approved. Meeting adjourned at 2:52 pm.

**VOTE SUMMARY:**

January 2023 Meeting Minutes Approved

**Upcoming BoS CoC Board Meetings**

May 18, 2023: 1-3pm

July 20, 2023: 1-3pm

September 21, 2023: 1-3pm