Philadelphia Continuum of Care Board
Meeting Minutes

Date:	Wednesday, November 9, 2016
Time:	2:00 – 4:00pm
Location:	Division of Housing and Community Development (DHCD)
	1234 Market Street, 17th Floor
	Philadelphia, PA 19107

Voting Members in Attendance:
Community Stakeholders:
    Susan Sherman — Independence Foundation
Nonprofit Homeless Housing Providers:
    Zachary Weiss — Action Wellness
    Steve Culbertson — Impact Services Corporation
    John Ducoff — Covenant House PA
Government Agencies:
    Stephanie Pastula — Philadelphia Housing Authority
    Gary Tumolo/ Sharee Heaven — Division of Housing and Community Development
    Mitch Little — Mayor's Office of Community Empowerment and Opportunity
    Michele Wexler — Dept of Behavioral Health and Intellectual DisAbility Services

Non-Voting Members in Attendance:
    Rachel Yoder — CoC Advisory Committee and Project HOME
    Donald Jackson — Young Adult Leadership Committee

Voting Members Absent:
Nonprofit Homeless Housing Providers:
    Rob Harrison — Stenton Family Manor
Community Stakeholders:
    Traci Nesmith — Resources for Human Development
Persons with Lived Experience:
    Katherine Champlin
    Sheila Armstrong
    Emmalee Smith
Government Agencies:
    Casey McCollum — US Department of Veterans Affairs

Non-Voting Members Absent:
    Elizabeth Hersh — City of Philadelphia Office of Homeless Services

Office of Homeless Services Staff in Attendance
    Roberta Cancellier   Nicole Drake
    Michele Mangan   Lauren Whitleigh

Welcome and Introductions
Steve began the meeting with welcome and introductions at 2:05 p.m.

Approval of the September 21st Meeting Minutes
VOTE: Zachary Weise (Action Wellness) made a motion to approve the minutes from the September 21st meeting; Stephanie Pastula (Philadelphia Housing Authority) seconded the motion. The motion passed unanimously.

Young Adult Leadership Committee Update
Donald Jackson (Young Adult Leadership Committee) presented information that the Young Adult Leadership Committee is comprised of 10 members. They are working on establishing Committee goals, roles, and job descriptions.

HUD Youth Homelessness Demonstration Program – proposal due November 30th
Lauren Whitleigh (Homeless Services) presented information about what has been accomplished to date to prepare for submission of the HUD YHDP proposal on November 30th

- October 7th YHDP Planning Team meeting with youth providers, School District, DHS, and young people to strategize re: the proposal
- MOUs sent to School District, DHS, DBHIDS, members of 100 Day Challenge Team, and RHY recipients for signature; School District and DHS MOUs are signed!
- Young Adult Leadership Committee established and meeting Thursdays, 5:30-7:30pm; stipends supported by CoC Planning grant
- Narrative drafted
- Youth System Coordinator position posted for hire

Outstanding:
- November 10th: Youth System Mapping Session with youth providers, School District, DHS, DBHIDS, Homeless Services
- November 10th: sending draft narrative to YHDP Planning Team and Young Adult Leadership Committee for review and feedback
- November 17th: meeting of YHDP Planning Team and Young Adult Leadership Committee to review narrative feedback
- Identify funding commitment for space and meals for 2-day planning summit (early Spring)
- Design system map from Nov 10th input session
- SUBMIT on November 30th!

Susan Sherman (Independence Foundation) committed to funding breakfast and lunch for 100 people for 1 of the proposed 2-day planning summit.

100 Day Sustainability Review
Nikki Drake (Homeless Services) presented information about the October 6, 2016 100 Day Challenge Sustainability Review, the common themes reported from teams, and the next steps for each team.

- Common Themes Reported from Teams
  - Data sharing is key to developing a by-name list and a system to serve households effectively
  - Collective Approach: unprecedented Collaboration and communication with each other and city
  - Coordinate Outreach and Engagement strategies
  - Process mapping useful tool to identify strengths and weaknesses in the system

- o The need for additional resources as well as using existing inventory and resources efficiently and effectively
- Chronic and Youth teams decided to set new 100 Day Goals.
  - o Chronic Team: By Dec 2017, Philadelphia will end chronic homelessness, as outlined in the Federal Criteria and Benchmarks. To reach that goal, 40 individuals will be housed each month, in order to ensure more people are being housed than are becoming chronically homeless. The team will chip away at the total number and reach no more than 3 by Dec 2017.
  - o Youth Team: Over the next 100 days, 200 youth will be assessed using the TAY-VI-SPDAT. We will start regular case conferencing meetings for homeless youth. 50 of the assesses homeless youth and young adults (25%) will be transitioned into stable housing via diversion or permanent placement.
- Non-Chronic Team is informing the Coordinated Entry design re: access points
- Homeless Services is meeting with team leaders to improve 100 Day communication strategy

Priorities for Strategic Planning Consultant RFP
Lauren presented a summary of the highlights from the strategic planning processes from other CoCs.
- Washington, DC Plan Highlights:
  - o Highly collaborative led by the DC Interagency Council on Homelessness between June 2014 - March 2015 (9 months)
  - o Feedback solicited from government rep, business partners, and philanthropic community.
  - o DC engaged consultants from Corporation for Supportive Housing (CSH), ABT Associates, and Community Solutions to provide support on different pieces of the plan, largely data analysis, modeling, and costing.
  - o Timelines aligned with USICH timelines
  - o Identified program models needed within the homeless services systems
  - o Analyzed how different program models work together to form pathways through the system (from homelessness back to permanent hosing) including generating assumptions about relative percentage of housing that travel each unique pathway and the average length of time at each stop along the pathway
  - o Examined the annual cost of different interventions to identify areas for potential cost savings in order to align planning and budgeting efforts
- Chicago Plan highlights:
  - o 7-year plan endorsed by Mayor
  - o Built off success and progress made through Chicago's 2002 Plan
  - o Highly collaborative process led by Chicago's 23-member CoC governing body, City of Chicago Department of Family and Support Services, and Chicago Alliance to End Homelessness. Alliance is guided by its advisory boards: one representing providers and one representing consumers. Steering Committee had over 500 stakeholders, including 150 people who had experienced homelessness
  - o Chicago engaged consultants from Corporation for Supportive Housing (CSH) for planning process.
  - o Every goal has objectives, short-term action steps, and long-term action steps.
  - o Semi-Annual Progress Reports published
  - o Strong focus on building inventory of and identifying resources for permanent housing
  - o 4 stage planning process November 2011 – Jun 2012
    - ▪ Nov 2011: Kick-Off to review planning process principles and identify top issue areas

- ▪ Jan 2012: Weeklong Community Planning Charrette and Public Feedback identifying actions for issue areas
- ▪ March – June 2012: 8 community decision-making bodies review and provide feedback to drafts of plan
- ▪ June 2012: Chicago Planning Council reviews and approves Plan 2.0
- • Austin Plan Highlights:
  - o 10 year plan with the goal that within ten years homelessness will be rare, short-term and non-recurring in Austin and Travis County.
  - o The Ending Community Homelessness Coalition (ECHO) will achieve the strategic planning goals by providing leadership, coordination, information, and advocacy and creating **two-year** action plans that include specific strategies.
  - o updates and expands upon Austin's 2004 Plan to End Chronic Homelessness
  - o Austin engaged consultants from Corporation for Supportive Housing (CSH) for planning process.
  - o Each focus area has goals, strategy options/ potential action steps, and metrics for how progress will be measured
  - o During the fall and winter of 2008-2009, Steve McKee, an ECHO consultant, conducted research that included a review of previous needs assessments, face-to-face interviews with representative community leaders, held structured focus groups with local stakeholders, and surveyed homeless individuals to identify the vision and create community goals and strategies.
  - o The planning process involved identifying problems, pointing out barriers, and suggesting solutions, and represents an important move toward coordination and systematic change.

Given that all 3 communities used CSH as a consultant, Susan Sherman suggested reaching out to said communities to inquire about their satisfaction with CSH for their strategic planning processes.

FY 2017 Point-in-Time Count Methodology

Michele Mangan (Homeless Services) presented information about the PIT Count Planning Committee's response to the Board's September 21st request to:
- • Reconsider the time of the unsheltered count to the early morning hours (e.g. 5am – 7am) with the goal to improve survey response rate and ensure people who are counted are truly experiencing homelessness; and
- • Consider using the VI-SPDAT in addition to the PIT Count Survey Questions to get more "actionable data"

Michele reported that the PIT Count Planning Committee surveyed volunteers regarding their ability to volunteer at the new time frame 5am-7am to ensure we would have sufficient volunteers for the night of the count. Michele presented that the Unsheltered Point-in-Time Count will take place on morning of Thursday, January 26th, 4am-7am using the following methodology:
- • Complete Coverage: Canvass every zipcode in Philadelphia, targeting hotspots identified via outreach data
- • Not using the VI-SPDAT on the night of the Point in Time Count because it is too long to use on the night of the count. The expectation is that the VI-SPDAT will be used routinely by Outreach once consent form is finalized by the City.
- • Teams will use a survey that collects all HUD-required data elements and make efforts to collect identifying information to make data actionable/ use it to build and manage a by-name list of persons staying on the streets and places not meant for human habitation.

Michele presented the youth-specific unsheltered Point-in-Time Count will use the following Methodology:
- Canvassing Know Locations/ Hotspots identified based on outreach data and confering with young people with lived experience; intend to recruit large number of young people with lived experience to be enumerators (75-100)
- Based on the experience with the Voices of Youth Count, the Youth Count will use a much shorter survey than in previous years; the survey will include the HUD-required questions with one or two additional questions.
- Conduct the count on Thursday, January 26th, likely in 2 shifts: one 6am-10am and one evening: 6-8pm

Michele presented that the Sheltered Point-in-Time Count will use the following methodology:
- Project-based surveys will be sent to every homeless-dedicated project in the city of Philadelphia and analyzed by Homeless Services staff

VOTE: Susan Sherman motioned to approve the proposed sheltered and unsheltered Point-in-Time Count methodologies. John Ducoff seconded the motion. The motion passed unanimously.

Quality Improvement and Evaluation Subcommittee

Lauren Whitleigh presented that the Quality Improvement and Evaluation Subcommittee (QIES) reviewed the renewal processes in 5 other CoCs to identify ways to strengthen Philadelphia's process. Below are the major takeaways identified by the QIES:

- Performance benchmarks project and population specific
- Scoring rubrics are streamlined and accessible (simple table format)
- Cost effectiveness was associated with points
- Projects received points for serving HUD's priority populations
- Local Formal Appeals Process
- 1-2 pager summarizing the renewal process, methodology, context, decision-making process, etc.
- Separate evaluation of the agency and the project
- Simple yes/no questions get at how the project is moving toward HUD's policy priorities without using narratives
- All project scored on the same calendar year, not the APR year
- Consumer inclusion and feedback is scored or used as threshold question
- Priorities built into scoring tool, weighing items based on their level of priority

Board member suggestions:
- Omit the Case Study or make it part of the project description
- Scale down the points for the project description
- Cultural Competence: solicit support from the Young Adult Leadership Committee to develop a consumer feedback survey to be implemented community-wide
- Use a sliding scale scoring rubric.

VOTE: John Ducoff motioned to adjourn the meeting. Steve Culbertson seconded the motion. The motion passed unanimously.