

**Philadelphia Continuum of Care
Board Meeting Minutes**

Date: Wednesday, March 23, 2016
Time: 2:00 – 4:00 P.M.
Location: Office of Housing and Community Development (OHCD)
1234 Market Street, 17th Floor
Philadelphia, PA 19107

Voting Members in Attendance:

Nonprofit Homeless Housing Providers:

John Ducoff	Covenant House PA
Steve Culbertson	Impact Services Corp. and CoC Board Co-Chair
Rob Harrison	Stenton Family Manor

Government Agencies:

Sharee Heaven and Gary Tumolo	Office of Housing and Community Development
Marcus Kellam	Philadelphia Housing Authority
Casey McCollum	Philadelphia VA Medical Center
Carolyn Brown	Mayor's Office of Community Empowerment and Opportunity
Marcella Maguire	Department of Behavioral Health and Intellectual DisAbilities

Persons with Lived Experience:

Emmalee Smith

Community Stakeholders:

Susan Sherman	Independence Foundation
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Voting Members Absent:

Nonprofit Homeless Housing Providers:

Beth Hagan	Action AIDS
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Persons with Lived Experience:

Nyfiece Carter
Jerry Tucker

Community Stakeholders:

Bon Ku	Thomas Jefferson University Hospital
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Non-Voting Members in Attendance:

Elizabeth Hersh	Office of Supportive Housing and CoC Board Co-Chair
Joe Willard	CoC Advisory Committee and Project HOME

Mayor Kenney's Staff in Attendance:

Eva Gladstein	Deputy Managing Director for Health and Human Services
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Office of Supportive Housing Staff in Attendance:

Michelle Butler
Roberta Cancellier
Dorothy Haug
David Holloman
Michele Mangan
William McIntyre
Sara Pagni
Lauren Whitleigh

DBHIDS Staff in Attendance:

Maria Anies
James Chun

Background Materials: The following materials were sent to the Board via email on Friday, March 18, 2016: February 3rd Meeting Minutes; Summary of Philadelphia’s HUD CoC Tier 1 and Planning Award; CoC Board Assessment – *draft*; Philadelphia CoC Board Terms of Service; 2014 Philadelphia CoC Board Selection Process; CoC Nominating Subcommittee March 8th Meeting Minutes; 2014 CoC Board Application Form; and Philadelphia CoC Governance Charter.

Materials Distributed at Meeting: Meeting Agenda; Meeting Presentation Slides; Background Materials; Philadelphia’s 2015 Housing Inventory Chart and 2007-2015 Housing Inventory Trends

Welcome, Introductions, and Community Meeting

Liz Hersh began the meeting at 2:00pm with introductions and a community meeting. Liz introduced Eva Gladstein, Deputy Managing Director for Health and Human Services, to the Board.

Approval of February 2016 Meeting Minutes

Liz Hersh presented minutes from the February 3, 2016 Board meeting for discussion.

Debate:

Joe Willard asked for confirmation that every zipcode in the city was canvassed in the 2016 Unsheltered Point-in-Time Count. Marcella Maguire confirmed that thanks to a large pool of volunteers, every zipcode was canvassed in this year’s Point in Time Count.

Steve Culbertson objected to the language “significant decrease” in a preliminary report of the number of unsheltered people enumerated in Kensington during the 2016 Point-in-Time Count. Marcella Maguire confirmed that there was a 10% decrease in the number of people counted in Kensington from 2015 to 2016. Subsequent and public summaries of the count did not describe the decrease as “significant.” Below is a table comparing various areas of Philadelphia in which there were notable changes in the number of persons enumerated between 2015 and 2016.

Area of Philadelphia	2015 # Persons Enumerated	2016 # Persons Enumerated	Percent Change
East of Broad Street, Market to South Streets	23	49	+113%
West Philadelphia (30 th Street Station, 19104, 19151, 19131, 19139)	42	69	+39%
Kensington (19122, 19134, 19133, 19125)	164	148	-10%
Concourse	88	32	-64%
North Philadelphia (Temple University area, Francisville, Brewerytown, 19121, 19122, 19140)	6	38	+84%
Airport	41	11	-73%
Market to Spring Garden Streets, 11th to 17 th Streets	38	62	+39%

Susan Sherman objected to the language “effectively ended” being used regarding reducing veterans homelessness because there are still veterans in our community experiencing homelessness. Roberta Cancellier reported that the “end to veterans homelessness” in Philadelphia refers to there being a system of resources in place that identifies veterans who enter into homelessness and moves them out of homelessness in less than 90 days. Roberta reported that the language “functional zero” and “effectively ended” is language used by our

federal partners. The minutes will reflect more specific language about reductions in veterans homelessness in Philadelphia. Steve Culbertson reported that 47 veterans entered or re-entered homelessness in the past month.

VOTE:

John Ducoff motioned for the approval of the February 3, 2016 meeting minutes, with the corrections noted. Susan Sherman seconded the motion. The motion passed unanimously.

Philadelphia’s HUD CoC Tier 1 and Planning Award Summary

Roberta Cancellier presented information about the HUD CoC award Philadelphia received for its Tier 1 and Planning projects. Philadelphia received a total of \$27,095,578 for its Tier 1 projects and \$931,805 for its planning project. Roberta announced that HUD has yet to announce its awards for projects in Tier 2. Roberta presented that the planning funding, a relatively new source of funding, was created by HUD to support CoCs accomplish the work HUD has charged them with.

	Requested	Awarded	Difference
Tier 1 Amount	\$26,427,714	\$27,095,578	\$809,208
Tier 2 Amount	\$8,004,448	\$	\$
CoC Planning	\$931,805	\$931,805	\$0
Total	\$35,363,966	\$28,027,383	\$

Boot Camp

Liz Hersh presented information about the motion passed by the Board in February to host a Boot Camp before May 15th. Liz proposed focusing the spring Boot Camp on street homelessness. This focus aligns with both HUD and local priorities. It was noted that there is a growing number of young people visible on the street in Philadelphia. Liz reported that the spring Boot Camp will lead to a larger strategic planning process to explore different models, evidence-based practices, and data-informed practices to improve our performance system-wide.

Marcella Maguire presented that Boot Camp, recognizing that addressing homelessness is every sector’s responsibility, brings together all the systems and resources needed to coordinate a collaborative response to homelessness, and sets measurable goals. David Holloman described how a Boot Camp planning process will create the opportunity to develop a shared message to educate the public, identify gaps, and build momentum by setting short-term realistic and measurable goals we can hold ourselves accountable for. Boot Camp breaks down barriers by utilizing a collective impact model, in which everyone shares the goal and responsibilities. Steve Culbertson described that Boot Camp runs a parallel process between operations and policy. Regarding who should be invited, Casey McCollum stated that it is integral to invite people in positions of leadership because they are able to make decisions, compromise, and set goals in the moment. Susan Sherman stated that people who can bring resources to the table to achieve these goals should be invited to the Boot Camp. Regarding the creation of a by-name list, it was stated that while this is not part of Boot Camp, communities successful in reducing veteran and chronic homelessness have done so using a by-name list.

The following Board members volunteered to be on the Boot Camp Planning Committee:

- Steve Culbertson
- Susan Sherman
- Marcella Maguire
- David Holloman
- Roberta Cancellier
- John Ducoff
- Representative from the Advisory Committee

The charge of the committee will be to manage the RFP process for a facilitator, the invites, and the venue. The goal is to host the Boot Camp before June 15th (before the Democratic National Convention) or by late August. The purpose of the BootCamp is to come up with 100 day actionable goals around ending street homelessness. Community education and defining the geography to be covered by the BootCamp were identified as preliminary goals.

Joe Willard announced that members of the CoC Advisory Committee may be concerned that the Boot Camp represents HUD's priorities, but doesn't include families.

Strategic Plan to End Homelessness

Liz Hersh announced that Philadelphia needs for a new strategic plan to end homelessness. Roberta Cancellier described that while Philadelphia's 2005-2015 Plan included exceptional goals, clear metrics for tracking progress/ performance were not made. It was discussed that while HUD's timelines/ deadlines for ending chronic, youth, and family homelessness are within the next four years, Philadelphia's ten year plan will include sustainability and prevention planning. Liz Hersh stated that tracking progress on the 10 year plan should be an agenda item at every Board meeting, as well as an annual assessment of progress on the plan.

Regarding the strategic planning process, it was stated that there is need to issue a solicitation for a provider to facilitate the strategic planning process. Board members requested to see Philadelphia's 2005-2015 Ten Year Plan to End Homelessness. Roberta Cancellier announced that it is on OSH's website and that Lauren Whitleigh will email it to the Board. Liz Hersh requested that a final report of the Ten Year Plan be written. Roberta Cancellier responded that this could be accomplished. In response to Liz's recommendation that the Board start preparing for the Strategic Planning process, it was decided that the Boot Camp Committee will tackle the preparations for the Strategic Planning process also so the CoC and Board are headed in the same direction.

Liz Hersh requested that the planning subcommittee report back to the Board prior to the May 18th meeting regarding progress on planning the Boot Camp. Liz also requested that the Board receive a final report from Philadelphia's 2005-2015 Ten Year Plan before the next Board meeting on May 18th.

HUD Technical Assistance for CoC Governance

Lauren Whitleigh announced that Philadelphia can engage HUD Technical Assistance to support Philadelphia improve our CoC Governance, structure, and existing processes.

CoC Nominating Subcommittee

Lauren presented information about the work of the Nominating Subcommittee. Lauren requested that the Board identify its priorities for the types of Community Stakeholders to be invited to apply for CoC Board membership. Suggestions for the Nominating Subcommittee included substance abuse organizations, child welfare organizations, the legal community, organizations serving returning citizens, and organizations serving victims of human trafficking.

Board members debated whether or not to expand the number of seats on the Board by 2 or 4 seats. Marcus Kellam suggested that the Board survey members regarding skillsets and then make recommendations based on information gathered if there is need to increase the number of seats. Joe Willard reiterated that the Nominating Subcommittee drafted a Board Self Assessment tool, which will also gather information regarding the need to expand seats or not.

VOTE:

Susan Sherman motioned to fill the current Board vacancies based on the priorities we discussed in this meeting (substance abuse treatment, child welfare, legal community, organizations serving victims of human trafficking, and organizations serving returning citizens), decide whether or not to increase the number of Board seats based

on the information collected via the Board assessment tool, and address the larger governance issues through the planning process. Gary Tumolo seconded the motion. The motion passed unanimously.

John Ducoff presented information with a request to adjust the terms of service so that the staggered 1, 2, and 3 year terms apply to Board member’s first term ONLY. Lauren announced that with this new term of service structure, ActionAIDS will not be coming off of the Board this year. Lauren confirmed that with the adjusted terms of service, the other seats are still vacant due to the current members in those seats not having attended the most recent board meetings.

Last Name	First Name	Category	1st Term (# of years)	Term 1 End Date	Term 2 End Date
Carter	Nyfiece	Individual	3	6/30/2017	6/30/2020
Culbertson	Steve	Nonprofit Homeless Housing Provider	3	6/30/2017	6/30/2020
Dingle	Stephanie	Individual	2	6/30/2016	6/30/2019
Ducoff	John	Nonprofit Homeless Housing Provider	2	6/30/2016	6/30/2019
Hagan	Beth	Nonprofit Homeless Housing Provider	1	6/30/2015	6/30/2018
Harrison	Rob	Nonprofit Homeless Housing Provider	2	6/30/2016	6/30/2019
Heaven	Sharee	Government Agency			
Hersh	Elizabeth	Government Agency			
Ku	Bon	Community Stakeholder	1	6/30/2015	6/30/2018
Little	Mitch	Government Agency			
Maguire	Marcella	Government Agency			
McCollum	Casey	Government Agency			
Pastula	Stephanie	Government Agency			
Sherman	Susan	Community Stakeholder	2	6/30/2016	6/30/2019
Smith	Emmalee	Individual	3	6/30/2017	6/30/2020
Tucker	Jerry	Individual	1	6/30/2015	6/30/2018
Willard	Joe	Nonprofit Homeless Housing Provider	2	6/30/2016	

Liz Hersh instructed Board members to provide feedback on the draft Board Assessment tool to Lauren Whitleigh by Monday, March 28th.

Volunteers of America HUD Rental Assistance Demonstration Funding Request

Roberta Cancellier presented information about the Volunteers of America HUD Rental Assistance Demonstration Funding request. Volunteers of America has a property at 2601 North Broad Street; one section of the building consists of 108 units (94 SROs, 14 efficiencies). Roberta presented that VOA has obtained funding to convert to 56 units (14 one bedrooms, 16 efficiencies, and 26 SRO clusters, each with a common kitchen, dining area, lounge, and shared bathrooms). Roberta presented that HUD is permitting owners funded by McKinney SRO Moderate Rehab to convert to HUD Rental Assistance Demonstration Funding. Because VOA is proposing a conversion of the units, it must consult with and secure a support letter from the CoC. In the process of securing funding, VOA secured DBHIDS funding for up to \$250/month/unit for up to 25% of the units. While VOA has committed to accepting all referrals from the city’s clearinghouse/ Coordinated Entry system and most of the residents will be literally homeless, it is possible that not every person served in this project will be literally homeless. If every person served is not literally homeless, the CoC must approve the conversion of units. Both McKinney SRO and Rental Assistance Demonstration are administered by the Philadelphia Housing Authority.

VOTE:

Susan Sherman motioned to approve the support of Volunteers of America HUD Rental Assistance Demonstration Funding application. Gary Tumolo seconded the motion. Joe Willard reported the Advisory Committee supports the application. The motion passed unanimously.

Updates and Announcements:

Sara Pagni presented an update on the Coordinated Entry planning process. Sara announced that since Spring 2015, when the CoC Board delegated Coordinated Entry decisions to OSH, OSH selected her to be the full-time project manager of Coordinated Entry. Sara defined Coordinated Entry as a process designed to coordinate program participant access, assessment, and provision of referrals to homeless assistance services and housing. Sara described the vision and guiding principles of Coordinated Entry created by the OSH internal Coordinated Entry planning team. Sara announced that on March 17th-18th, an intensive planning session was held with DBHIDS, DHS, AACO, and providers who don't take referrals from mainstream referral systems. In response to Sharee Heaven's inquiry, Sara responded that providers with their own referral process are open to doing it the new way, taking referrals from the Coordinated Entry process. Sara described that Coordinated Entry provides a more streamlined process and frees up agency staff who currently spend time managing the referral process. In response to Steve Culbertson's inquiry about a time frame for selecting an assessment tool, Sara Pagni described that a major focus of the planning session was the assessment structure: when, where, and how people would be assessed. Sara reported that the group of agencies who do referrals would have to be in agreement about the tool selected in Philadelphia. Sara reports that HUD TA, who facilitated the planning session, will be submitting a report to OSH within the next 2 weeks, at which point the team will move forward with recommendations. Liz Hersh requested that Sara Pagni prepare and disseminate a document outlining the process, timing, and implementation plan to promote transparency. Sara confirmed that before the end of April, OSH will be sending information out to the community regarding what to expect and what tool is being adopted.

Joe Willard provided an Advisory Committee update. Joe announced that the Advisory Committee created 2 workgroups. 1 group will look at PSH programs and recommend policies and procedures around issues HUD doesn't provide guidelines about, specifically what to do with family households with adult children. The 2nd group will look at EH and TH family providers to recommend guidance for how to meet the needs of youth/adolescents in the families in their programs. Joe Willard announced that the work groups are open to anyone, shall Board members like to join. Liz Hersh recommended that the guidance that comes out of these workgroups be implementable.

William McIntyre provided an update on HMIS implementation. William announced that OSH has conducted multiple HMIS trainings for end users and will be hosting refresher trainings through June. William announced that the go-live date has been pushed back per delays in data migration, as data cleaning and deduplication are ongoing. William estimates ClientTrack will go-live the end of April. William announced that Plan B, which will go into effect only if the cleaning of the migrated data is not complete, is to go live without the migrated data.

Adjourn

Steve Culbertson motioned to adjourn at 4:00pm. Rob Harrison seconded the motion. The motion passed unanimously.

Philadelphia Continuum of Care Board

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WEDNESDAY, MARCH 23, 2016
2:00PM - 4:00PM

1234 MARKET STREET, 17TH FLOOR

Agenda

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- Welcome and Introductions
- Approval of February Meeting Minutes – *VOTE NEEDED*
- HUD CoC Tier 1 and Planning Grant Award Summary
 - Boot Camp
 - Strategic Plan to End Homelessness
 - CoC Governance and Transparency
 - CoC Performance
- CoC Nominating Subcommittee
 - CoC Board Self Assessment
 - May 2016 Election
- Volunteers of America HUD Rental Assistance Demonstration Funding
- Updates and Announcements
 - Coordinated Entry
 - CoC Advisory Committee
 - Voices of Youth Count
 - CoC Quality Improvement and Evaluation Subcommittee

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February 3, 2016 Meeting Minutes– *VOTE NEEDED*

HUD CoC Tier 1 and Planning Award Summary

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- Philadelphia was awarded **\$28,027,383** in Tier 1 projects.
 - Funding for 86 renewal projects currently operating 2,242 units of transitional and permanent housing
- Philadelphia was awarded **\$931,805** in planning funding.

	Requested	Awarded	Difference
Tier 1 Amount	\$26,427,714	\$27,095,578	\$809,208
Tier 2 Amount	\$8,004,448	\$	\$
CoC Planning	\$931,805	\$931,805	\$0
Total	\$35,363,966	\$28,027,383	\$

CoC Planning Eligible Activities

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Coordination Activities	<ul style="list-style-type: none"> • Governance • Strategic Planning • Communications
Project Evaluation	<ul style="list-style-type: none"> • Project and system performance • Training
Project Monitoring Activities	<ul style="list-style-type: none"> • Monitoring CoC projects
Participation in the Consolidated Plan (and CAPER)	
CoC Application Activities	<ul style="list-style-type: none"> • Point-in-Time Count
Determining Geographical Area to Be Served by the CoC	
Developing a CoC System	
HUD Compliance Activities	<ul style="list-style-type: none"> • Coordinated Entry

Philadelphia CoC Board Meeting – March 23, 2016

Philadelphia CoC Nominating Subcommittee

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- **Vacancies for 2017**
 - Person with Lived Experience – 2
 - Nonprofit homeless service provider – 1
 - Community Stakeholder – 1
- **Board Selection Process**
 - Recruit applicants based on Board's priorities
 - Each application will be independently reviewed and scored by 3 committee members
 - Based on score, 3 nominees for each vacancy will be selected
 - Board will receive information about each nominee 1 week prior to May Board meeting
- **Board Self Assessment - feedback**

Philadelphia CoC Board Meeting – March 23, 2016

Philadelphia CoC Board Selection Process

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- **HUD's CoC Membership Categories**

Local Government Staff/ Officials	CDBG/HOME/ESG Entitlement Jurisdiction
Law Enforcement	Local Jail (s)
Hospital (s)	EMT/ Crisis Response Team (s)
Mental Health Service Organizations	Substance Abuse Service Organization
Affordable Housing Developer (s)	School Administrators/ Homeless Liaisons
Victim Service Providers	Street Outreach Team (s)
Homeless Subpopulation Advocates	Agencies that serve survivors of human trafficking
Public Housing Authorities	Youth Homeless Organizations

Philadelphia CoC Board Meeting – March 23, 2016

Volunteers of America (VOA) HUD Rental Assistance Demonstration Funding

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- **The Lofts at 2601 North Broad Street**
 - One section of the building consists of 108 units (94 SRO, 14 efficiencies)
 - PHA McKinney SRO Moderate Rehab funded subsidies for 32 units
 - Project originally rehabbed with LIHTC
 - ✦ Project has completed compliance period and is in need of rehab
 - VOA has obtained funding commitments to convert to 56 units
 - ✦ 14 one bedrooms
 - ✦ 16 efficiencies
 - ✦ 26 SRO clusters, each cluster has common kitchen/ dining/ lounge, and shared bathrooms

Philadelphia CoC Board Meeting – March 23, 2016

Volunteers of America (VOA) HUD Rental Assistance Demonstration Funding

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- VOA was awarded CoC Program funding
 - 10 rental subsidies for men/ women experiencing chronic homelessness
- DBHIDS commitment
 - \$250/unit/month for up to 25% of the population
- In June 2015, HUD issued a Notice permitting owners funded by McKinney SRO Moderate Rehab to convert to HUD Rental Assistance Demonstration (RAD) subsidies
 - VOA seeks to request these subsidies for 100% of the units; it will be a more sustainable and better funded source
 - RAD applications for conversion require consultation with and support letter from the CoC if there is a reconfiguration of units or population to be served is not covered under the HEARTH Act
 - VOA agrees to accept all referrals from the City's centralized clearinghouse/ coordinated entry

Philadelphia CoC Board Meeting – March 23, 2016

Updates and Announcements

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- Coordinated Entry
 - **Vision:**
 - ✦ Philadelphia's Coordinated Entry System (CES) will ensure individuals and families at-risk of or experiencing homelessness have access to a streamlined and standardized process that links households to appropriate resources to end their housing crisis.
 - **Guiding Principles:**
 - ✦ Housing First – households at-risk of or experiencing homelessness are housed quickly without preconditions or service participation requirements
 - ✦ Housing Focused – assistance provided to households at-risk of or experiencing homelessness is focused on moving to and maintaining permanent housing
 - ✦ Prioritization – assistance is prioritized based on vulnerability and severity of service needs to ensure households needing help the most receive it in a timely manner
 - ✦ Person-Centered – a trauma-informed approach that is dignified, safe, and incorporates participant choice is utilized

Philadelphia CoC Board Meeting – March 23, 2016

Updates and Announcements

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- CoC Advisory Committee
 - Creation of PSH and adolescent work groups
 - Philadelphia's Housing Inventory Trends

Philadelphia CoC Board Meeting – March 23, 2016

Updates and Announcements

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- Voices of Youth Count
 - In-depth national study on runaway and homeless youth
 - Philadelphia is among 20 cities participating
 - Conducted by University of Chicago's Chapin Hall Center for Children
 - ✦ research and policy center focused on improving the well-being of children and youth, families, and their communities.
 - Supported by the Health and Human Services Cabinet, with OSH to play a coordinating role.

Philadelphia CoC Board Meeting – March 23, 2016

Updates and Announcements

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- **CoC Quality Improvement and Evaluation Subcommittee**

- Work completed to date:
 - ✦ Updated local project application for 2016 renewal process
 - ✦ Updated local performance measure standards
 - ✦ Drafted timeline for local renewal process
- Goals:
 - ✦ Oversee renewal process
 - Host renewal briefing
 - Create and train review committee
 - ✦ Communicate project score and ranking
 - ✦ Address underperforming projects

CoC Advisory Committee

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Next Meeting:

Wednesday, May 18, 2016

2:00PM – 4:00PM

OHCD, 1234 Market Street, 17th Floor

Thank you!