

Philadelphia Continuum of Care (CoC) Advisory Committee
Monday, December 12, 2016
9:30am-11:00am
Meeting Minutes

Present Committee Members

David Dunbeck (PHMC)	Rachel Falkove (Phila Interfaith Hospitality Network)
Mike Lewis (CATCH, Inc.)	Sandra Guillory (Depaul USA)
Diana McWilliams (Families Forward Philadelphia)	Toni Montier (Gaudenzia)
Lisa Gambino (Valley Youth House)	Tina Pagotto (Bethesda Project)
Jamila Harris-Morrison (ACHIEVEability)	Arlene Fernandez (WAA)
Jameel White (Friends Rehabilitation Program)	Dwayna Durham (Horizon House)
Vanessa Tercero (Dignity Housing)	Brigid McCloskey (Project HOME)
Rachel Yoder (Project HOME)	Cheryl Pope (APM)
Michelle Lopez (CCP)	Tim Massaquoi (YSI)
Ellen Graham (My Place Germantown)	Carolyn Haynes (WCRP)
Dick McMillen (Sunday Breakfast Rescue Mission)	

Absent Committee Members

Broad Street Ministries	Calcutta House
Center City District	Center for HOPE
Covenant House PA	Department of Human Services
DHHS, ACF, FYSB	HELP USA
Homeless Advocacy Fund, Inc.	Juvenile Law Center
Lutheran Settlement House	Drueding Center
Pathways PA	People's Emergency Center
Pathways to Housing PA	Philadelphia FIGHT
SHARE Food Program	The Salvation Army
The Sheller Family Foundation	The Attic Youth Center
Village of Arts and Humanities	Whoesoever Gospel Mission
YouthBuild Philadelphia	Veterans Multi-Services Center
Hahnemann University Hospital	Catholic Social Services
Resources for Human Development	Episcopal Community Services
PCRC/ TURN	UESF

Present Office of Homeless Services Staff:

Lauren Whitleigh	Nicole Drake
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Background Materials: The following background materials were sent to Committee members on Thursday, December 8, 2016: the meeting agenda; background materials; and the Vulnerability Index – Service Prioritization Decision Assistance Tools for Adults (Households without Children), Families (Households with Children), and Transition Age Youth.

Materials Distributed at Meeting: Meeting Agenda; Community Announcements handout; FY 2016 CoC Renewal Application Scoring Rubric and QIES priorities for strengthening the local renewal evaluation process; and the Vulnerability Index – Service Prioritization Decision Assistance Tools for Adults (Households without Children), Families (Households with Children), and Transition Age Youth.

Welcome, Introductions, and Community Meeting

Rachel Yoder (Advisory Committee Chair) began the meeting at 9:40am with a welcome, introductions, and a Sanctuary Model community meeting.

Approval of August 18th Meeting Minutes

The August 18th meeting minutes were not sent out ahead of time, so their approval will take place at the January meeting.

Community Updates

Lauren presented a summary of the following community updates:

- **CoC Youth Advisory Board:** On September 21st, the Philadelphia CoC Board passed a resolution to establish a Youth Advisory Board as a formal subcommittee of the CoC Board, comprised of young people under age 25 who have lived experience with homelessness. The CoC Youth Advisory Board meets weekly on Thursday evenings. To date, the Youth Advisory Board has advised Homeless Services on the preparation of the Youth Homelessness Demonstration Program application. The Youth Advisory Board will advise the Youth Point-in-Time Count Planning Committee, the CoC Board and Homeless Services on issues related to youth homelessness, and the 100 Day Challenge and future planning processes.
- **Homeless Services hiring 5 new staff in January 2017 funded through CoC Planning grant funds:**
 - Youth System Coordinator
 - Director of Performance Management
 - CoC Program Manager – Governance
 - CoC Program Manager – System Performance Analyst
 - CoC Training and Technical Assistance Specialist
- **December 15th Make Real Change Happen: End the Cycle of Homelessness:** On December 15th, 4:00-7:00pm, Homeless Services and Center City District are co-hosting an open house at the Pennsylvania Convention Center to help those experiencing homelessness by supporting service providers. Organizations that provide food, emergency and permanent housing, jobs and social services will be staffing information tables describing how they could do more to help people experiencing homelessness if they had more volunteers, resources, and money. Guests are invited to learn how they can volunteer their time, donate needed supplies or make tax-deductible charitable contributions to help end the cycle of homelessness.
- **Mayor’s Task Force on Shared Public Spaces:** The Mayor’s Office and the Managing Director’s Office are working to formalize a structure that provides the leadership team

of the 100 Day Challenge to engage in developing sustainable short and long term efforts to address panhandling, homelessness, and outdoor meal service. Working together, the City aims to make sure that our Shared Public Spaces are safe and clean while also providing various services with dignity to those who need it. The four foci of the Task Force are:

- Codes of conduct: Developing clear sets of expectations for the behavior of individuals, food providers, the government and businesses.
 - Housing: Improving access to emergency and permanent housing opportunities for individuals experiencing homelessness.
 - Food access: Build off the current work of the Food Access Collaborative.
 - Marketing and public relations: Strategies to engage the public in how to approach panhandling and homelessness, including strategies on how to interrupt the economic activity.
- **City of Philadelphia Youth Funding Award:** City Council's Committees on Children and Youth and Housing, Neighborhood Development and the Homeless, secured an additional \$700,000 to address the crisis of youth homelessness in this year's budget. Through a competitive process, the Office of Homeless Services selected a unique and powerful Coalition to End Youth Homelessness as the grantee. The Coalition is a collaborative comprised of the following 5 member organizations: Valley Youth House, Covenant House PA, PathWays PA, Youth Service, Inc., and The Attic Youth Center. The project will add to the current system: 25 emergency/ crisis beds for youth, 25 rapid re-housing slots for youth who identify as LGBTQ, 2 slots of 24 hours crisis day care for the children of youth served by the new project, job training and employment support for 75 youth, and specialized counseling and mentoring services for 40 youth who identify as LGBTQ.
 - **Voices of Youth Count:** Preliminary data from the Voices of Youth Count August enumeration have been shared with Homeless Services and providers who participated for review and feedback. A final report will be published in Spring 2017.
 - **Building Early Links to Learning Project,** funded by the William Penn Foundation: Using the Early Childhood Self-Assessment for Family Shelters to: (1) Increase early education enrollment and (2) Measure Philadelphia's emergency shelter and transitional housing programs environments for developmental appropriateness for children 0-5. A final report will be published in December 2016.
 - **Family Homelessness, Identifying the Need:** Office of Homeless Services is contracting with Focus Strategies, and will work with the Family Service Provider Network in January 2017 to identify our community's data analysis priorities in an effort to establish baseline data about the extent of the problem and the unmet need. This information will be used to make recommendations for how to address family homelessness in Philadelphia.
 - **January 25th Point-in-Time Count:** The 2017 PIT Count, an annual enumeration of people experiencing homelessness (sheltered and unsheltered), will take place on

Wednesday, January 25th. Volunteer registration will take place starting mid-December 2016. Lauren to send out volunteer registration link to the Committee.

- **People's Emergency Center Stoneleigh Foundation Emerging Leader Fellow (Lauren to send out job description to the Committee):**
 - The Fellow will work to develop the capacity of youth and youth-serving agencies to advocate for improved policies and generate new resources to address youth homelessness.
 - Specifically, the Fellow will:
 - Establish a youth-led coalition working directly with young people who have experienced homelessness, empowering them to advocate for improved policy solutions by facilitating trainings on leadership development, public policy, and community organizing.
 - Formalize a sustainable coalition of youth-serving agencies that will work together to share knowledge, coordinate services, develop an aligned advocacy agenda, and undertake coordinated public policy campaigns.
 - Help facilitate learning, collaboration, and collective policy action among the young people and the service providers.
 - Work closely with partner agencies to design and implement a sustainability plan for this work.

Quality Improvement and Evaluation Subcommittee (QIES) Report Out

Tina Pagotto (Bethesda Project) presented that in preparation for the FY 2017 renewal process, the QIES reviewed the renewal processes of 5 other CoCs to identify ways that Philadelphia can strengthen its FY 2016 renewal process and scoring rubric. Highlights from other CoCs that the QIES would like to implement locally are outlined below:

- Benchmarks based on project type and population served
- Accessible/ streamlined scoring rubrics
- Costs effectiveness was associated with points
- Points for serving HUD's priority populations
- Formal appeal process
- 1-2 pager outlining the process, the methodology, the context, the decision-maker, etc for the renewal process
- Separate evaluation of the agency/ organization
- Questions that get at how the project is moving toward HUD's policy priorities without using narratives
- All projects scored on the same calendar year
- Consumer inclusion and feedback being scored or used as threshold
- The CoC's priorities are built into its scoring, weighting items based on their importance

Breakout Discussion Exercise

The Committee broke up into 3 groups to practice administering the Vulnerability Index – Service Prioritization Decision Assistance Tool on each other and prioritizing based on the score they were assigned by the tool.

The following feedback was provided:

- The assessment can not be completed in 7 minutes.
- Training will play an integral role in ensuring staff are asking the question appropriately/ getting the information the tool is looking for; committee members found some of the language unclear or making assumptions.
 - Example: the income question mentions “Under the Table”; participants may be reluctant to respond honestly if they think responding honestly will get them in trouble.
- Participants, particularly youth and young adults, are going to want to know what they will potentially get out of answering these questions/ what the purpose of the assessment is.
- Clarity and sensitivity around pregnancy question; this question puts the onus on staff to assume what the sex and gender of a participant is
- For chronic health conditions, can we add an opportunity to list the specific chronic health condition(s) instead of a simple “Yes” or “No”
- Can we add observation opportunities for staff to provide information?
 - Example: a participant responds “No” to having a mental health issue, but staff knows that participant has a mental health issue. How can we record this in the assessment?
- Income: Can we add a place to record the total household income?
- Regarding prioritization tie breakers for households with the same score, it was suggested that for households with the same length of time homeless, to consider family composition and size. The input was mixed: one person suggested prioritizing households with younger children, while another committee member suggested prioritizing households with older children.