

**Delaware Continuum of Care
Board Meeting
November 4, 2020**

Attendance: Brandy Nauman, Tyler Shade, John Bates, John Whitelaw, DeBorah Gilbert White, Jo Allegro-Smith, Susan Kent, Paula Witcher, Stephen Metraux, Marcey Rezac, Deb McKenna, Kim Ellis, John Whitelaw, Carrie Casey, Orenda Poindexter, Marlena Gibson

Board Members Not Present: Kim Brockenbrough, John Cook, Renee Beaman, Ruthann Messick,

HAD Staff: Erin Gallaher, Rachel Stucker, Sarah Rhine

Call to Order: Carrie C. 2:06 PM

1. Welcome and Introductions

2. Approval of September 2, 2020 Minutes

- a) Motion – Tyler Shade
- b) Second – Jo Allegro Smith
- c) Approval – Unanimous
- d) Abstention – Paula Witcher, Stephen Metraux

3. Business

- a) 2021 Board Membership
- b) Vision Grant: Family Homelessness
 - i. Recall meeting with guests from DANA
 - ii. HAD submitted application to develop plan for response to family homelessness in Delaware. Awarded 25K and have contracted with DR. Metraux, CCRS, and Dr. Cullhain from UPEN for the research and planning work
 - Will be identifying what family homeless looks like in DE, how things have changes since COVID 19, and how we can improve our response going forward. Will also be making recommendations and identifying potential funding to support those recommendations
 - CoC is our most significant partner in project; Board members can expect to be contacted throughout the project for various things such as interviews.
 - iii. Rachel will send out Scope of Work to Board after meeting

4. Planning for 2021

- a) CoC Committees and Engagement
 - i. Discussion on what the committees are, who is on them, and making sure we have full board participation. If you are not on a committee please contact Carrie or Erin
 - Policy and Advocacy – DeBorah Gilbert White and Tony Sierzega
 - Building upon the community forum and the connections we made with the legislators
 - Meeting Scheduled for November 17th to identify priorities and how to push the work of the CoC
 - System Performance
 - Need to circle back with Kim B on if she would like to continue as the committee chair

**Delaware Continuum of Care
Board Meeting
November 4, 2020**

- Service Solutions – Jo Allegro Smith
 - Update the Service Solutions guidebook
 - Request for Co-Chair from NCC
- Membership and Nominations – Brandy Nauman
 - More strategic look at membership and gaps in membership
 - Targeted outreach to needed groups and organizations
 - List of current membership for CoC
- Coordinated Entry (CI) – Marlena Gibson and John Bates
 - More structure and the goal with it being more effective. Looking for this to be more of a governing body
 - Membership description attached to meeting invite, needs discussion around strategic membership. Would like Board to brainstorm, review and approve
 - Susan Kent would like to participate and also suggested that someone from McKinney Vento or a school therapist because they are working directly with clients
 - Orenda suggested Helen Anderson from Christiana School District, she is currently on the Racial Justice and Equity Committee
 - Marcey has contact from DOE and would like to participate as the DV and Sussex or she can make other suggestions for this group
 - Paula would like to see veteran representation
 - DE Homeless Liaison Connection for youth or the Kids Department
 - Will take this back and workshop with Marlena and John, will form a proposal to bring to the Board at the next meeting
- Veterans Committee – Paula Witcher
 - Homelessness and COVID will be main focus
- Racial Justice and Equity Committee
 - Kim Ellis will chair the committee but would like to request a co-chair
 - Would like for there to be a close relationship with the Advocacy Committee to bring racial justice and equity advocacy to

b) Governance

i. MOU's and Charter

- Rachel has reached out to DMA for proposal on a contract using CoC planning dollars to help with governance challenges
 - Look at MOU's that Board has with HAD and make any updates or changes necessary
 - Priority as they expire on Dec 31st of this year
 - Can distribute to any Board member who needs them

**Delaware Continuum of Care
Board Meeting
November 4, 2020**

- Charter review to make sure we are compliant with HUD and have a good structure in place
 - Expecting proposal next week, will bring to board for discussion and decision-making
 - Carrie requests that entire Board be very engaged in this whole process
- ii. Succession Planning
 - This will be last year for Carrie to Chair the CoC
 - Will work with whoever signs on for transition
 - Will we vet current Board member or recruit outside of the Board?

5. Outreach Pilot Update

- a) DSHA, NCC, and CoW have all committed to funding an outreach pilot
 - i. DSHA is officially accepting applications for ESG CARES
 - ii. NCC and CoW still pending
- b) Brandywine Counseling has agreed to be the state-wide operating partner
- c) Stephen will share the drafted Scope of Work and standards with the Board

6. Executive Session – 2020 CoC Scoring and Ranking Finalization

- a) Non-Conflicted Board Members: Carrie Casey, Brandy Nauman, Deborah Gilbert-White, Jo Allegro-Smith, Marcey Rezac, Susan Kent, Kim Ellis, Deb McKenna, Stephen Metraux, Paula Witcher, Marlena Gibson
- b) Consultant Support: Christy Rubenstein (DMA)
- c) This meeting took place immediately following the scheduled November COC Board Meeting. HAD Staff and conflicted Board Members left the zoom meeting after the Board Meeting concluded. Hosting duties were turned over to Christy Rubenstein. Christy and Brandy jointly welcomed the group.
 - i. **DE COC Funding Process**
 - Christy provided a brief overview of the normal process
 - There is no NOFA from HUD as of right now
 - The goal is to review and evaluate existing projects, as is required annually
 - DE COC decided to move forward with annual renewal evaluation and scoring process
 - During the summer, funding policies were updated, and the Scoring Committee reviewed and approved the updated Evaluation and Compliance Tools
 - Projects were given time and instructions on filling out the Evaluation and Compliance Tools and then submitting the information to HAD
 - As part of this, they were given several weeks to review and clean up their project data in CMIS
 - ii. **Review Process**

**Delaware Continuum of Care
Board Meeting
November 4, 2020**

- HAD staff and DMA did a first review of all renewal project applications based on the data-driven criteria using the approved Scoring Tools
- HAD staff and DMA did a first review of all renewal project applications based on compliance using the Compliance Tool and provided any notes or concerns to the Scoring Committee
- The Scoring Committee then met to review each project's data and compliance results and to score non-data driven criteria (i.e. Housing First, Low Barrier, and Support Services).
 - The Committee ultimately met 3 times to complete the review
 - One of these meetings was used to score HAD HMIS and CI projects without HAD staff being present
 - DMA conducted a two-person compliance and data review and facilitated the meeting where those projects were reviewed and scored

iii. Ranking process

- Christy makes mention of the documents sent to the non-conflicted members in advance of the meeting, which included summary and detailed versions of the preliminary ranking as recommended by the Scoring Committee
- Projects given a weighted score because some projects were not eligible for all of the points. Weighted scores were sorted from highest to lowest and ranked by score. Where there was a tie, the Committee looked at the Compliance issues and cost effectiveness. The project that had fewer compliance issues and lower cost per HH served and cost per permanent housing exit were ranked higher. Two ties only.
- The CoC's funding policies state that the non-conflicted members of the Board make final decisions on scoring and ranking. For that, a vote is needed to approve the scoring and ranking.

iv. Corrective Action Plans

- Agencies receiving Corrective Action Plans: Ministry of Caring House of Joseph II (TH), West End Neighborhood House Life Lines Housing Program (PSH), YWCA Delaware Rapid Rehousing Project (RRH), and Housing Alliance Delaware HMIS (HMIS).
- Rationale for corrective action included HUD monitoring findings, issues with underspending COC funding, and concern about quality of application and tool completion
- Not intended to be punitive, but rather a technical assistance tool

v. Discussion

- Marlena mentions that the transitional housing projects appear to be ranked higher than in years past.
 - Brandy answered that there were added/improved narrative sections of the tools. The new required data submissions are now reflective of the APR.

**Delaware Continuum of Care
Board Meeting
November 4, 2020**

- Christy points out that issues with compliance are hard to quantify for scoring purposes, which is why we utilize the Corrective Action Plans.
 - Marlina points out that the RRH projects are both ranked low.
- vi. HAD Corrective Action Plan**
- The Scoring Committee recommends a Corrective Action Plan for HAD's HMIS, largely based on findings from their recent HUD Monitoring Report.
 - One finding, which will be resolved by HAD paying back about \$11,000 to HUD. This was the result of issues related to documentation of expenses and tracking of HMIS fees collected by users.
 - Recommendation that a status report of the Monitoring visit be presented to the full COC Board at a future meeting.
 - Another concern was related to the expired HMIS Lead MOU between HAD and the COC Board. The Committee felt that it was incumbent on HAD to take the lead on renewing the MOU prior to the annual project evaluation process. It was noted that DMA has been engaged by HAD and the COC Board to assist with updating all MOUs between HAD and the COC Board.
 - Also, HAD reported being a day late on their APR submission to HUD. Agencies have up to 90 days after the annual contract end date to submit the APR. The committee wants to ensure systems are in place to meet these administrative requirements.
 - Carrie points out that our Corrective Action Plan policy discusses implementation of the plans as the responsibility of HAD. There is no mention of implementation when HAD is the recipient of a Corrective Action Plan.
 - Christy indicates that it will likely be representative of the Scoring Committee and the COC Board that will be responsible for implementation and check-ins with HAD.
- vii. Final Scoring & Ranking**
- Because not all non-conflicted Board members were able to attend the meeting and a few had to jump off the meeting prior to conclusion, it was determined that an e-vote would be conducted. The e-vote will seek approval of the final scoring and ranking as presented and recommended by the Scoring Committee.
- viii. Next Steps**
- Brandy will send out an e-vote tomorrow and inform HAD that there was no vote called at today's meeting.

Meeting was adjourned at 4:10 pm with thanks to the Board members for attendance and participation.

Executive Session minutes submitted by Brandy Nauman

Minutes submitted by Erin Gallaher