

Attendance: Carrie Casey (Chair), John Bates (Vice Chair), Brandy Nauman, Deborah Gilbert White, Debra McKenna, Jo Allegro Smith, Kimberly Brockenbrough, Kimberly Ellis, Marcey Rezac, Ruthann Messick

Call-in: Marlena Gibson

Board Members Not Present: John Cook, Paula Witcher, Renee Beaman, Stephanie Staats, Susan Kent

Had Staff: Rachel Stucker, Cher Chandler, Lisa Forever, Erin Gallaher

Call to order: Carrie C. 10:01 AM

- Welcome HAD New Executive Director, Rachel S.
 - Introductions and Sub-Committee Involvement
 - Rachel S. provided her background, experience, and vision for HAD
- Board Member Resignations and Status
 - Dmitry P., Community Legal Aid Society, Inc. (CLASI)
 - Julio S., Sussex County Probation & Parole
 - 16 current board members
 - Co-Chair needed for Advocacy & Policy Sub-Committee
 - Solicit board members from CLASI and reentry sector
- HAD Transition
 - Rachel began with HAD on 03/02; Sara W. will remain onboard to help w/transition until 03/27
 - Carrie C.- ‘Thank You’ card for all to sign to present to Sara W.
 - Tyler Berl, Manager of Community Development & Advocacy, departure from HAD 03/05/2020; Rachel S. will be looking to hire for this position
- Approve January Minutes
 - Corrections to be made
 - Ruthann M. to be added to attendance record
 - 11/06/2019 board approval date changed from 11/06/2020
 - Quarterly Mtg date change from 01/2019 to 01/2020
 - **MOTION** by Carrie C.
 - John B. Approved as corrected
 - Seconded by Ruthann M.

- HAD HUD Visit
 - Erin G.- HAD first HUD visit week of 02/10
 - Scope of visit related to 3 specific grants/draws
 - CoC Planning, Centralized Intake (CI), Community Management Information System (CMIS)
 - Documentation was submitted to HUD by 02/28 deadline
 - Overall positive visit, with some recommendations for improvement
 - Brandy N.- report will be helpful during grant season
 - Rachel S.- HUD usually gives 60-90 days to make corrections

- CoC Business
 - DMA Debrief- Carrie C. summarized main categorical points of debrief
 - NOFA season is an all year activity
 - Debrief will be a standing item at each board meeting going forward
 - HAD getting DMA on board to assist w/application due to no CoC Program Manager
 - Carrie C. reviewed proposal and CoC Planning funds can be used for DMA
 - Carrie, Brandy, Rachel to take to full board for approval
 - Debrief was received late
 - Internal discussions took place with Carrie C. and Sara W.
 - Carrie C. can send to board if HAD board does not need to approve
 - Rachel S. does not believe HAD board needs to approve
 - Brandy N.- priority is having DMA look at Scoring Tool(s)
 - Time to allow providers to be comfortable using tool(s)
 - Attainable goals
 - Make sure HUD requirements are met
 - Help with HAD-specific scoring data elements (CI, CMIS, CoC)
 - DMA facilitate education & TA
 - DMA provide recommendations on how to engage
 - Provider feedback sessions
 - Carrie C.- working w/DMA should be a clear and transparent process with full membership
 - John B.- scoring should be happening year-round; Ministry of Caring (MoC) wants to know where they stand throughout the year; needs to know areas needing improvement prior to application

- Brandy N.- scoring is a huge responsibility and Scoring Committee needs to make sure the Scoring Tool is correct before doing year-round scoring of projects; not experts on HUD regulations
- Carrie C.- Data
 - data-driven discussions needed with DMA then presented to board, then full membership
 - Annual reports were not completed
 - System Performance measures were due to HUD by 02/28
 - April Quarterly Meeting- detailed discussion on data system performance and outreach
 - Need to fund where the gaps exist and think about what real community engagement looks like
 - Lack of partnerships
 - Head Start
 - Housing Authorities
- NOFA release date most likely May 15th
 - Rachel- CoC registration already went out and was due 03/05—HAD did not need to submit changes
 - Usually 6-8 weeks between registration > Grant Inventory Worksheet (GIW) > NOFA
- DV Bonus
 - No one applied for DV Bonus last NOFA
 - Need to work w/DV community, engagement
 - Working Group formed Carrie C., John B., Marcey R., Cher C.
 - Gaps Analysis Discussion
 - First meeting w/DV staff on 03/11
- Board Nominations
 - Tyler S., Family Promise, nominated to replace Carolyn Gordon
 - **MOTION** to take to full committee by Carrie C.
 - Brandy N. Approved
 - Seconded by Marcey R.
- Sub-Committee Updates
 - Jo A.- Service Solutions
 - Many attended first meeting held 01/2020
 - Follow-up w/committee electronically has been slow
 - MoC and Salvation Army staff excellent response
 - Solution-focused group

- Working to update Guide to Services before moving forward
 - All members to share input in updating resources
 - 2017 Guide to Services has outdated information
 - Kim B. suggested to follow Dover's resource guide/format that has GIS Mapping > directions to resources > helps users find local community resources
 - Sara Keifer helpful with providing info on this
- Rachel S.- Guide to Services would be good to add to HAD website
- Rachel S. will provide Jo with Sara K.'s contact information
- DeBorah G.- Advocacy & Policy
 - First meeting held 01/2020
 - Discussed scope of work to do as a group
 - Want to be actively engaged on state & federal level
 - Next meeting to take place in 03/2020
 - Areas/Concerns
 - How to find out what is happening with homelessness?
 - What is happening for persons who lack a permanent address to vote?
 - Carrie C.- Spoke on DeBorah's vast knowledge and high-level experience with education, policy, and advocacy
 - Carrie C.- Advocating Efforts
 - Tyler B. was actively involved with efforts to stop criminalization of panhandlers
 - Successful advocacy for Sussex Co. Code Purple to be housed at old state police barracks, Troop 7
 - Sent letters to Sen. Lopez and Speaker of House Schwartzkopf
 - Rcv'd appreciation letter from both reps
- John B.- Coordinated Entry
 - First meeting held in 12/2019 w/good attendance
 - Goal is to prioritize agenda items, take action on things that need to be addressed now
 - Members are interested in looking over and/or helping to develop Scoring Tool(s)
 - Bring draft of DMA Scoring Tool to next meeting
 - Lisa F. provided CI numbers for review

- Time of Meetings
 - Board members miss meetings due to Governor's Cabinet Council Meeting falls on same day as board meeting
 - John C., Marlena G., Renee B.
 - **MOTION** to shift meeting date to 2nd Wed 10 am by Carrie C.
 - John B. Approved
 - Carrie C. will check w/NCALL to confirm following meeting dates:
 - May 13th
 - Sept. 9th
 - Nov. 18th
- Engagement Activities
 - Cher C.- update on community engagement activities
 - Delaware Technical & Community College, all campuses
 - Several meetings and engagement activities
 - George Campus Dean working on support letter for CoC
 - Creative Vision Factory (CVF)
 - Under Horizon House umbrella
 - Day and Art Center
 - CI staff go each Wed to complete VI-SPDAT assessments
 - CVF completed PIT surveys
 - Department of Correction, Plummer Community Correction Center (Reentry)
 - Warden and treatment staff will receive VI-SPDAT training on 03/12
 - Food Bank of Delaware (Education & Training, Workforce Development)
 - Ruthann M. working on providing updated letter of support
 - Ruthann M. willing to provide overview of what education & training for Culinary School will look like for provider/client population
 - The Warehouse (youth 18-24)
 - Youth agreed to have HAD staff on-site to connect w/youth experiencing homelessness
 - Grand Opening of facility will be end of March or early April
 - Need for expanded outreach in Kent and Sussex Counties
 - Cher C. to provide McKinney-Vento educational info link
 - Cher C.- Dual role w/HAD consists of CoC administrative work and community engagement

- Reports & Discussions
 - Carrie C.- HAD completed CI & System Performance reports
 - Review CoC report and provide comments and/or edits
 - System Performance data is outdated
 - Lisa F.- CI report and request for comments and/or edits
 - Emergency Shelter (ES) Data
 - FY19 AVG 11,888 unique people connected w/Centralized Intake
 - FY19 AVG 114 calls and 35 e-mails received each day
 - Increased use of texting to 833-FIND-BED number
 - Referrals
 - FY19 1,889 referrals were completed
 - 67% ES
 - 18% cancelled by Provider
 - Client did not show/access shelter
 - 13% declined by provider
 - 2% data elements missing
 - Improvement from FY18, FY17
 - Diversion
 - Carrie C. request AVG cost to assist clients
 - Lisa F. will check with Alice Davis (DSHA) to get info
 - AVG VI-SPDA score 6.99
 - Received 60% of assessments from providers who do not provide emergency shelter
 - Correction of AVG monthly diversion communications from 37 to 87
 - Rapid Re-Housing (RRH) / Transitional Housing (TH)
 - 20 households not able to use program due to lack of case manager communication
 - CI is linking w/case manager and/or provider to resolve communication gap between participant and housing provider
 - RRH LOT
 - % high clients given option to choose RRH or Permanent Supportive Housing (PSH)
 - When client opted for other housing program initial date entered on list remained instead of new date showing moved to new housing program (i.e., PSH to RRH)
 - Kim B.- info needs to be in narrative of NOFA application
 - RRH
 - FY19 Sussex County referrals increased from 69 to 97
 - More openings to refer

- Possible providers receiving more funding
- PSH
 - FY19 7% increase of chronically homeless
 - 10/05/19 there are 75 active priority on Wait List
 - CI staff cleaning up data
 - Continuous check-ins with clients
 - 62 households actively working on securing documentation
 - Housing Specialist have easy access to scan documentation
 - Case manager info is entered in CMIS
 - Christiana Care sends ROI and supporting documentation
- Kim B.- System Performance report
 - Vinay P. worked on measures to be sent to HUD
 - Recommendations from meeting matched those of DMA
 - Returns to homelessness
 - April 1 more data will be collected deeper dive into CI data
 - Target those returning to homelessness
 - RRH bridge to support those in subsidized housing
 - Joint TR model a way to reduce time and fill in gaps of homelessness
 - Not many continuum-wide strategies to address
 - Discussion with Judson Malone and Stephen Metraux
 - How can the CoC strengthen PATH outreach efforts
 - Increase outreach opportunities
 - Earned Income Increase
 - CoC needs Workforce Development in place for NOFA
 - First Time Homeless
 - 13% reduction
 - Not celebrating due to no data to support why decrease
 - Jo A.- CRC celebrated reduction
 - 70 Sussex families prevented from eviction
 - 5 Kent families prevented from eviction
 - Jo A.- Sussex Co. Steering Committee w/Susan K. working hard to prevent another shelter from closing (Code Purple)
 - County successful in using local motel
 - Exits to PH
 - MoC staff successful in developing form and procedure for gathering exit info at time of intake
 - Decreased unknown exits
 - John B. will execute in sharing form

- Sunday Breakfast Mission
 - Guide Star Research has SBM board
 - Kim B. will reach out to promote using CMIS
 - Carrie C.- DSAMH made contact to meet w/CoC
 - Carrie C.- Stephen M. trying to meet with Philadelphia outreach to connect DE with their best practices
- PIT Overview
 - Erin G.- Much volunteer engagement
 - Need more volunteers for Kent and Sussex
 - News reporter and Lt. Governor participated in PIT
 - Currently in data entry phase w/surveys
 - Some challenges
 - Outreach locations
 - Safety and access to locations
 - More relationships need to be established prior to the PIT
 - Continuous follow-up
 - Institute PIT procedures w/launch sites

Meeting Adjourned at 12:25 PM

Minutes Submitted by Cher Chandler