



COC BOARD MEETING MINUTES

September 17, 2025

[Meeting Recording](#)

Board Members Present	Allegany County: Dave Nedved, Margaret Paul Frederick County: Nick Brown, Susan Brown, Michele Ott Cecil County: Gwen Parrack Harford County: Brian Wainwright, PJ Craig Southern MD: Jacquelyn Culver, Corae Young, Florence Brooks Washington County: Shelly Zullinger MD Department of Education (MDE): Patricia Julianelle MD Department of Health (MDH): Priya Arokiaswamy MD Dept. of Housing and Community Development (DHCD): Danielle Meister, Ade Adeniji MD Department of Labor (Labor): Casey Tiefenwerth
Board Members Absent	Garrett County: Fred Polce, Shawnee Reynolds MD Department of Disabilities (MDOD): Vacant MD Department of Human Services (DHS): Vacant MD Department of Public Safety and Correctional Services (DPSCS): Vacant MD Department of Veteran Affairs (MDVA): Vacant Washington County: Joe Best
Committee Chair Present	Coordinated Entry: Brian Wainwright
CoC Lead Present	Carolyn Curry, Kristen Halsey, Robert Carter, Tiffany Little, Ariel Brown, Angel Drake (Youth Action Board)

I. Welcome & Call to Order

Corae Young called the meeting to order at 1:04 PM. Quorum was confirmed. The agenda was reviewed.

II. Approval of March 2025 Board Meeting Minutes

Young asked for comments or amendments to the March meeting minutes. None were raised. Jacquelyn Culver made a motion to approve. Pamela seconded the motion. A poll vote was conducted via Zoom: all voting members approved or abstained. The motion passed.

III. Committee Reports

Executive Committee: Young introduced Shelly Zullinger as the new voting board member representing Washington County, replacing Tyrell Wilson. Young reminded the board that most terms expire on December 31, 2025, and LHCs must submit board member renewal or replacement

names to Carolyn Curry by January 1, 2026. Board members can serve unlimited consecutive terms, but all appointments must be approved by the LHC.

Young also announced that nominations are open for the Chair and Vice Chair positions, as her term will end December 31. Officer nominees must be current board members in good standing and active participants in Balance of State meetings and/or subcommittees. Carolyn Curry proposed October 31 as the deadline for nominations; Young and the board agreed. Officer elections will be held in November. Interested members should email Carolyn Curry by October 31.

HMIS Committee: Young asked for a motion to approve the HMIS Policies and Procedures Manual. Florence Brooks made a motion to approve. Jacquelyn Culver seconded the motion. A poll was conducted via Zoom: all voting members approved or abstained. The motion passed.

Curry reported that the HMIS Governance Committee has resumed with point-of-contacts (POCs) from HMIS-participating agencies. Curry reported that the HMIS Data Quality Subcommittee launched in August and will assist in the development of a new HMIS data quality plan. Participation is voluntary. Both committees need to elect a chair to report out at future board meetings.

Curry noted that federal reporting season is approaching:

- LSA (December/January)
- SPMs (March)
- PIT/HIC (April–May)

ICA will reach out to agencies to coordinate data cleanup and project settings.

Grievance Committee: Curry reported that the committee held its first meeting on July 15 to review the current grievance policy. The committee recommended that if an organization chooses not to follow the recommendations resulting from a grievance hearing, the CoC may implement a Corrective Action Plan. This may be included in the agency's monitoring file and could impact future funding. The board approved the Grievance Committee's authority to issue Corrective Action Plans via Zoom poll. The motion passed.

Coordinated Entry Committee: Curry reported that the CoC has officially launched the process of integrating Domestic Violence (DV) shelters into Coordinated Entry. This includes separate protocols for VSPs to ensure safety while maintaining access to assessments and housing referrals. Listening sessions with victim service providers are being held across each LHC with support from Cloudburst and the Maryland Network Against Domestic Violence (MNADV). Results from the listening sessions will inform next steps, including whether to form a workgroup, select assessment tools, and identify comparable databases.

Curry reminded that Coordinated Entry New User Training is now fully online in Talent LMS. The training covers CE 101 through data entry in HMIS. New or existing staff can be enrolled upon request.

System Performance and Evaluation Committee (SPEC): Kristen Halsey provided an update on the new committee. Seventeen members have joined to date, representing all LHCs and a number of DV agencies. The group will meet quarterly and assist in setting performance targets, reviewing monitoring findings, and identifying new measures.

All members are required to complete a training series on the APR and how it ties to system performance measures. Halsey reported that the CoC Performance Dashboard has been updated with data through July 2025 and is posted to the website. The dashboard currently includes LHC-level data on length of stay, exits to permanent housing, and enrollment totals. Street Outreach and By-Name List data may be incorporated in future iterations.

Grievance Committee: Curry reported that the CoC Grievance Committee completed its first grievance hearing. The committee excluded representatives from the involved LHC and successfully reached a decision. Becky Burrow has developed a thorough process, and a formal report is forthcoming. Membership is open to anyone interested. Curry noted that the experience provided valuable cross-perspectives and was a successful pilot.

Youth Action Board (YAB): Tiffany Little reported that the YAB continues to meet monthly and that recruitment is ongoing. Angel and Michael, two current YAB members, are also participating through the DSCI service initiative. A September 9 open meeting resulted in one new member joining from Allegany County. Flyers ("blurbs") for both the YAB and LEAP are being finalized and will be distributed to providers and posted online.

Lived Experience Advisory Panel (LEAP): Little announced the creation of an adult Lived Experience Advisory Panel. The first informational meeting will be held on October 9, from 3–4 PM. A registration form is available. Curry added that materials for both LEAP and YAB will be included in the board recap and posted to the website.

IV. CoC Lead Report

Curry introduced two new DHCD staff:

Ariel Brown, who will support project monitoring and HUD compliance training

Robert Carter, who is leading the DV Coordinated Entry build-out

The CoC Lead team now consists of six staff, in addition to two ICA HMIS team members.

Written Standards: Curry reported that the draft Written Standards are complete and undergoing internal review. The team will hold virtual and in-person feedback sessions by project type, including engagement with people with lived experience. The goal is to finalize the document and present it for board approval in November, with a go-live date in January 2026. One-pagers and appendix materials will be created to support implementation.

Monitoring Plan: Curry reported that the monitoring plan is ready to launch. The first monitoring visit will take place at Garrett County Community Action (PSH and RRH projects). Kristen Halsey and Ariel Brown will lead the visit, which will include a preliminary training on expectations,

documentation, and process steps. The monitoring schedule will be expanded from there, with support provided to agencies throughout.

Built for Zero: Curry reported the Balance of State staff will reestablish regional LHC meetings to continue to work through scorecards. LHC members are eligible to attend a learning initiative hosted by Community Solutions in Denver, November 5–7, 2025.

Training Updates: Tiffany Little offered MANDT training in Frederick County to their LHC. MANDT is a two-day training on relational skills and conceptual skills. Training in Harford County will be on October 2nd and October 3rd, and Southern Maryland is upcoming.

Curry announced the BoS is working on identifying a third party to bring Case Management Basics training to the CoC.

V. DHCD Updates

System Integration: Danielle Meister urged LHCs to think beyond HUD funding and consider blending resources across systems, particularly with behavioral health, domestic violence, youth services, and healthcare. She acknowledged that rural areas face added challenges in this coordination but emphasized that small, early conversations with agencies like Local Management Boards, core service agencies, or health departments can pave the way for long-term partnerships.

Youth & DV Opportunities: Meister referenced new federal alignment opportunities for youth and domestic violence providers, noting that the HHS definitions and cross-sector eligibility could enable services that HUD's narrower definitions typically exclude. She recommended reviewing recent webinars and federal guidance on this alignment.

VI. Local Homelessness Coalition Reports / Peer Support & Resource Sharing

Allegany County: Dave Nedved reported that Allegany County's Community Resource Day will be held on October 10, 2025, from 9:00 AM to 1:00 PM at the Salvation Army. Volunteers are still being sought for the event. Regarding HSP grant spending, Nedved stated that 81% of funds had been spent across the county, and the region is on track to meet the December 30th deadline. DSS and FCRC have mostly expended their funds, with HRDC remaining to finalize expenditures. Nedved also expressed appreciation for the BoS Partnership calls, which he described as highly useful.

Cecil County: Gwen Parrack reported that preparations are underway for winter shelter, with a strong preference to move away from the motel-based model due to operational strain and difficulty tracking clients. Cecil is exploring rotating shelter or Code Blue/emergency temporary shelter models and is seeking peer examples from other counties. Parrack invited members to share information about shelter models, funding, locations, and key partners via email.

Frederick County: Susan Brown shared that she attended a recent MANDT training and found it highly engaging and widely applicable across disciplines. She commended Tiffany Little for leading the session.

Garrett County: No updates.

Harford County: Brian Wainwright reported a successful CSBG audit and noted the county is awaiting FY26 HSP funding. He also shared that changes to Coordinated Entry are expected and updates will follow.

Southern MD: Florence Brooks shared that St. Mary's County will host its Community Resource Day on Thursday, September 25th, from 2:00–6:00 PM at the Bay District Fire Department. Charles County will hold its Community Resource Day on Saturday, October 18th, from 11:00 AM to 2:00 PM at the Charles County Department of Health, and is currently seeking vendors and volunteers. Brooks also reported that the Quality Assurance Committee has begun HSP audits and that the region celebrated the one-year anniversary of its Coordinated Entry rollout. Jacquelyn Culver noted that while Calvert does not host a fall resource fair, they do hold similar events in the spring.

Washington County: Shelly Zullinger reported there are no updates.

VII. State Agency Updates

Maryland Department of Labor: Casey Tiefenwerth provided updates on the Workforce Solutions to Address Homelessness grant, which launched on October 1, 2022, and is scheduled to end this month. Tiefenwerth noted that the grant faced some early and ongoing challenges but also produced meaningful successes. A formal report may be developed after the grant concludes, and participating grantees may be invited to share lessons learned.

Tiefenwerth also shared that the Department of Labor was invited to attend a HUD listening session on October 7th, focused on workforce and homelessness intersections. She inquired whether anyone from DHCD or the BoS CoC planned to attend. Danielle Meister and Carolyn Curry were unaware of the session, and Tiefenwerth offered to forward the invitation for broader distribution in case space is available for DHCD or provider participation.

Maryland Department of Disabilities: seat vacant

Maryland Department of Education: No updates.

Maryland Department of Health: No updates.

Maryland Department of Veterans Affairs: seat vacant

Maryland Department of Human Services: seat vacant

Maryland Department of Housing and Community Development: Danielle Meister added that she and Carolyn Curry have been in discussion about how to strategically engage state agencies in the Balance of State CoC. Currently, several state agency seats remain vacant on the CoC Board. Meister explained that DHCD is holding off on filling these vacancies until the CoC can clearly define the intended roles and collaboration goals for each agency. For example, given the large size and scope of the Maryland Department of Health, the CoC wants to ensure the right representatives are chosen to align with BoS initiatives. Meister and Curry emphasized that the CoC is working to define a vision for state partnerships that aligns with performance goals and builds local capacity. Corae Young added that it may be helpful to frame these roles around training, professional development, and benefit access models that promote one-stop-shop support for clients. These

efforts would help LHCs build strategic partnerships at the local level and contribute to improved income and system performance outcomes.

VIII. Future Board Meeting Agenda Items

Young asked for ideas or requests for future board meeting agenda items, none were given.

IX. Public Comment

Young asked if there were public comments, there were none.

X. Adjournment

Young asked for a motion to adjourn. Dave Nedved made a motion. Susan Brown seconded the motion. The meeting adjourned at 2:34 PM.