



MARYLAND
BALANCE OF STATE
CONTINUUM OF CARE

COC BOARD MEETING MINUTES

January 18, 2024

[Meeting Recording](#)

Board Members Present	Cecil County: Earl Grey, Gwen Parrack Frederick County: Kenneth Oldham, Michelle Ott Garrett County: Fred Polce, Shawnee Reynolds Southern MD: Florence Brooks, Cynthia Brown, Jacquelyn Culver, Corae Young Washington County: Mark Sewel MD Department of Disabilities (MDOD): Chelsea Hayman MD Department of Health (MDH): Priya Arokiaswamy MD Dept. of Housing and Community Development (DHCD): Danielle Meister
Board Members Absent	Allegany County: Susan Malone, Dave Nedved Harford County: PJ Craig, Robin Tomechko Washington County: Tyrell Wilson MD Department of Education: Patricia Julianelle MD Department of Human Services (DHS): Vacant MD Department of Labor (Labor): Casey Tiefenwerth MD Department of Public Safety and Correctional Services (DPSCS): Vacant MD Department of Veteran Affairs (MDVA): Dana Burl
Committee Chair Present	Coordinated Entry: Brian Wainwright
CoC Lead Present	Becky Burrow, Carolyn Curry, Kristen Halsey, Suzanne Korff
HMIS Administrator Present	Sam Bochinski

I. Welcome & Call to Order

Board Chair Corae Young called the meeting to order at 1:04 pm and reviewed the agenda and quorum requirements were confirmed.

II. Approval of Nov 2023 Board Meeting Minutes

Young asked for updates or amendments to the November meeting minutes, none were offered. Brian Wainwright made the motion to approve the minutes, Mark Sewell seconded the motion. All board members approved.

III. Committee Reports

Executive Committee: Young reported that the CoC Governance Charter is open for annual review. A draft of the document is available online and all comments or feedback should be sent to Carolyn.curry@maryland.gov. Feedback is due 2/28/24.

Young presented current board member term dates and requested that members notify Carolyn Curry if LHC is appointing a new representative or reconfirming a continuing member.

Carolyn Curry reported that the current board leadership first term has expired and the representatives are eligible to serve a second term. The call for nominations will be open through January 30, 2024 and an e-vote will be sent to the board on February 1, 2024.

HMIS Committee: Mark Sewell reported that the Frederick County LHC data merge was complete on 12/1/23; Team HMIS is continuing to work to resolve bugs, schedule end user training and restructuring the project setup. WellSky Federal Reporting update - the HUD FY24 CoC APR, DQF and CAPER reports were updated and released in HMIS on January 8 and are currently available to users; the HUD FY24 Coordinated Entry APR and System Performance Measures report are estimated to be available in HMIS on 2/15/24; the PATH Annual Report is estimated to be available on 3/7/24. Federal Reporting - the LSA report is due on 1/24/24, TeamHMIS is on track for an accurate and on time submission, the System Performance Measures report is due Winter 2024; the PIT & HIC reports will be due April 30, 2024.

Point in Time Count Planning Committee: Curry reported that the 2024 count night will be on January 24, 2024. The PIT committee has been meeting since November to finalize the dates, methodology and the count survey. LHC leads have been planning locally to recruit volunteers, identify locations / routes to survey and finalize local logistics. New this year, the BoS will use the "Counting Us" mobile app for all unsheltered survey collection. The app allows for real time survey data access, identifying hotspots of camps for future planning and is more user friendly. Each LHC will have at least one designated system administrator who will be able to access the Command Center and view results as they come in; all data will be treated as confidential, maps and known locations will not be made public. The BoS will use HMIS to gather all shelter data and will post a form to gather all non-HMIS participating agency shelter data.

Coordinated Entry Committee: Wainwright reported that Allegany, Garrett & Cecil Counties received Coordinated Entry training in Nov/Dec; all are in the process of converting existing client data in HMIS to the new By Name List and all are working to schedule first LHC-wide case conference meetings. BoS staff has started meeting with Southern MD LHC leadership for Coordinated Entry System planning and training needs. Frederick Coordinated Entry training will be scheduled in the next few months.

IV. CoC Lead Report

Curry announced that the BoS is in the process of hiring additional staff to assist with LHC/Partner engagement and training needs and previewed the new help desk that will be available to all CoC members in the coming weeks.

The BoS is in the process of establishing an Ad Hoc Committee to provide a toolkit to LHC Local Lead Agencies to use during the annual HSP funding application process. The committee will recruit representation from each LHC and will develop the draft toolkit for future board approval.

Danielle Meister announced that DHCD has created a new Division of Homeless Solution Announcement. Secretary Day has adopted homelessness as key priority; the new division will include all homelessness and poverty solutions programs. Additionally, the department has created

the Division of Just Communities with the goal of creating new community partnerships and efforts targeted to areas most impacted by racism, redlining, segregation and other historic issues.

Suzanne Korff reported on the most recent MD Interagency Council on Homelessness meeting, held in November 2023. The meeting reviewed future and pending appointments. BoS members are encouraged to participate in future ICH subcommittees and workgroups.

Meister presented an overview of upcoming MD Legislation efforts, including the Governors Housing Package.

Young reviewed the BoS Advocacy Subcommittee and stated that there is a preference to include at least one member per LHC, recruitment will begin later in the year.

V. Local Homelessness Coalition Reports

Allegany County: None

Cecil County: Gwen Parrack reported that the LHC has been working with the code blue process and coordinating with community partners. 30 households are in hotels now. The LHC is also planning for the 2024 PIT.

Frederick County: Michelle Ott reported that the HMIS merge is complete and the LHC is getting ready for user training during the last week of January. The LHC is planning for the PIT and are excited about the app, have used one over the past 2 years and it improves the process.

Garrett County: Shawnee Reynolds announced that she is the new director at the Garrett County CAA. The LHC is working on the PIT, implementing CES and getting shelter into the CE system.

Harford County: Wainwright reported that the LHC is currently dealing with inclement weather; the cold weather shelter has started, currently $\frac{1}{3}$ at capacity, a storm tomorrow may extend further. Case conference is running, will shift to virtual format in future meetings.

Southern MD: Cynthia Brown reported that the QA committee completed on site monitoring for HSP project and are working on finalizing the reports; the LHC is now preparing for the PIT. Young reported that the LHC is working on the CES plan, a tentative meeting is being scheduled to gather partners for discussion. The SoMD CES process looks at the entire system, including all three counties to ensure consistency in service structure. Jacquelyn Culver reports that the QA committee is doing a revamp, reviewing how HMIS can help with the process, the group is waiting on two state reports to move forward.

Washington County: Sewell reported that the LHC is working on PIT. The LHC held a meeting today with much interest in the PIT app. CES assessments have gone up 89% since Oct, the increase was anticipated – LHC currently working to vet the list to serve the most vulnerable. Highlights the work of working with partners to go into community and ID clients and provide other needed services.

VI. State Agency Updates: Young

Maryland Department of Disabilities: None

Maryland Department of Education: None

Maryland Department of Health: None

Maryland Department of Housing & Community Development: None

Maryland Department of Veterans Affairs: None

Maryland Department of Human Services – seat vacant

Maryland Department of Labor: Kristen Patterson reported that the ICH Workforce subcommittee is seeking co-chair to lead the committee.

VII. Future Board Meeting Agenda Items

None

VIII. Public Comment

None

IX. Adjournment

Young asked for a motion to adjourn, Sewell made the motion, Wainwright seconded. All approved. Meeting adjourned at 2:11 p.m.

Vote Summary

November 2023 Meeting Minutes Approved

Upcoming BoS CoC Board Meetings

March 21, 2024: 1-3pm

May 16, 2024: 1-3pm

July 18, 2024: 1-3pm