



MARYLAND
BALANCE OF STATE
CONTINUUM OF CARE

CoC Board Meeting Minutes

July 16, 2020 – 1pm-3pm

[Recording Link](#)

Board Members Present	Allegany County – David Nedved Cecil County – Gwen Parrack, Earl Grey Garrett County – Duane Yoder, Carrie DiSimone Southern MD – Jacquelyn Culver, Lanny Lancaster, Cynthia Brown, Corae Young Washington County – Mark Sewell, Tyrell Wilson MD Dept. of Housing and Community Development (DHCD)– Stuart Campbell MD Department of Labor (DLLR) – Erin Roth MD Department of Health (MDH) – Priya Arokiaswamy MD Department of Disabilities (MDOD) – Chelsea Hayman MD Department of Veteran Affairs (MDVA) - Dana Burl MD Department of Education (MSDE) - Valerie Ashton-Thomas
Board Members Absent	MD Department of Public Safety and Correctional Services (DPSCS) MD Department of Human Services (DHS) Allegany County –Susan Malone
HUD TA Present	Judy Perlman
CoC Lead Present	Danielle Meister, Carolyn Curry
HMIS Lead Present	Jason Burns, Sam Bochinski

I. Welcome and Call to Order

Board Chair Carrie DiSimone called the meeting to order at 1pm. Quorum requirements were met. The Chair reviewed the meeting agenda, noting that two votes would be held to (1) approve a CoC Letter of Support Policy, and (2) approve CoC NOFA Competition Scoring and Ranking Policies.

II. Approval of May Board Meeting Minutes

The Chair solicited a motion to vote to approve the minutes. A first motion was made by Jason Burns and seconded by Board Secretary Stuart Campbell. The meeting minutes were approved by unanimous vote with no abstentions.

III. Committee Updates

- a. *Executive Committee – Carrie DiSimone and Danielle Meister*
 - Lead Agency MOUs - CoC Lead and HMIS Lead Memorandums of Understanding were drafted and approved by the Executive Committee on July 9, 2020. The CoC Lead MOU is under review by DHCD's legal department and both MOUS will be signed and executed in near future.

- Committee Membership - Board members were reminded of committee participation expectations and requirements. Per the Governance Charter, board members must participate in at least one CoC committee. Board members are welcome to have support staff join committees to share workload. The initial recruitment priority is for the Performance Review Committee and HMIS Committee as these have time-sensitive HUD requirements to carry out. Performance Review Committee is open to members who do not have conflicts of interest; state agencies are needed since LHCs receive federal funding. DHCD will also be inviting funders and community organizations to join the committee. The HMIS Committee is open to all board members and non-board members (service providers, data experts, etc).
 - Community Engagement - DHCD staff would like to join August LHC meetings and present to service providers on the new BoS. We understand the approach for each community might look different based on local needs. The Executive Committee will be sharing a draft communication with LHCs that is directed to local government and political leaders once DHCD meets with all LHCs.
- b. *Coordinated Entry – Carolyn Curry*
- CES committee is continuing to meet to finalize policy and procedures. The current plan is to have the CoC Board approve policies in the September meeting.

IV. CoC Lead Report

DHCD finalized a logo and color scheme for the CoC based on board member survey feedback. Staff are currently developing a CoC website and newsletter and will share more information as they are completed.

V. HMIS Lead Report

The HMIS merger is projected to be completed by early September. The HMIS Lead will need to have brief updates with each BoS HMIS agency to update and verify user data. All BoS HMIS users will have access to the new CoC-wide data as well as historical CoC data once HMIS has merged.

VI. Local Homelessness Coalition Reports

- a. *Allegany* - David Nedved: Homeless Resource Day is scheduled for September 25th, however some are concerned due to COVID. The committee will meet on August 19 to report on precautions and plans, then vote to proceed, postpone, or cancel. Had the LHC board meeting yesterday review CARES and HSP reports.
- b. *Cecil* - Gwen Parrack: We have hired a dedicated CES staff at Meeting Ground, Dane Hutchinson. Currently no documented COVID cases in LHC; have increased community testing sites. Starting to discuss winter shelter plans, the only real emergency shelter is a rotating shelter system coordinated by Meeting Ground and volunteers from faith-based groups. Many of the volunteers are elderly and won't be able to help this year; Planning to use extra funding on motels in winter for emergency placement, it may be the only option. Regrouping in September for progress updates.
- c. *Garrett* - Carrie DiSimone: County is discussing Homeless Resource Day, had first one last year. LHC still deciding if it will have this year or not, or move to outdoors. LHC doing a lot of prevention currently to keep people housed. Seeing an increase in substance use, leading to behavior issues and landlord problems, leading to increased literal homelessness. Rare for visible homelessness in Garrett County, we have a person now who won't accept shelter. City looking at creating ordinances against loitering, etc. in response.
- d. *Southern Maryland* – Corae Young: Homeless Resource Day scheduled for October or November, but will make modifications. LHC will get resources from partners, and use street outreach to take materials to clients, will package resources in a book bag. In anticipation of eviction increases, working with courts and discussing shelter operations. Some churches are interested in helping with winter shelter, St Mary's has apartment type units to temporarily house individuals.

- e. *Washington* - Mark Sewell: Working on emergency shelter system, hold weekly zoom meeting for shelter coordinators. Next LHC meeting is August 13, will be a more formal meeting. LHC is planning for a potential 4000 households to be evicted in coming months, are developing triage criteria to evaluate in response. No COVID outbreaks in LHC.

VII. 2020 CoC Action Plan

Board Vice Chair Corae Young reviewed the 2020 CoC Action Plan, noting that it was crafted from Board member feedback. The Board, DHCD, and committee work are expected to flow from the three priorities and actions listed in the plan.

VIII. Lived Experience Member Recruitment Process

The Governance Charter requires at least two board members with lived experience and DHCD solicited feedback from board members to inform a CoC recruitment plan. DHCD staff noted that stipends and logistical support from LHCs will likely be needed to have meaningful participation. The Board discussed their current success and challenges in including persons with lived experience in their local planning. DHCD will work with the Executive Committee to create a recruitment plan and timeline, as well as materials for LHCs to use in recruitment.

LHC Feedback:

- a. Parrack: Cecil County doesn't have anyone locally right now but has a candidate who might be interested. Literacy might be an issue for some, we need to create a form to describe interest and experiences.
- b. Jacquelyn Culver: Some national webinars discuss stipend options to participants. We will need to get out the word to recruit at local level.
- c. Young: We could look at sub populations to prioritize applicants: veterans, chronically homeless, domestic violence
- d. DiSimone: Like idea of subpopulations; DHCD could present this during LHC meetings

IX. New Policies for Board Discussion & Approval

CoC Letter of Support Policy

It was noted that there is an awkward scenario for LHCs in obtaining CDBG letters of support from the BoS Board as they technically compete against each other for funding. This may be something the board needs to revisit at a later time, as there are no immediate solutions. Carrie DiSimone motioned to take a vote and it was seconded by David Nedved. The letter of support policy was approved by unanimous vote with one abstention.

CoC NOFA Competition Scoring and Ranking Policies

DHCD staff presented proposed scoring and ranking policies for the Board's consideration and approval. As the NOFA has not yet been released by HUD, there was no further discussion on the content and the board moved to a vote. The Chair solicited a motion to take a vote on the approval of the new policy, which was motioned by Mark Sewell and seconded by Stuart Campbell. The scoring and ranking policies were approved by unanimous vote, with two abstentions.

X. Board Member & State Agency Announcements

Maryland Department of Labor - Erin Roth: the ICH workforce committee has been doing best practices search, found that Utah has a good approach and will be presenting tomorrow to the committee. The invitation is open to all if there is interest.

Board member Dana Burl noted that for state agencies, this board feels different than other state boards and commissions as it is a governing board/making funding decisions, rather than working solely on policy. Other state

agency members concurred that greater clarity on appropriateness of state agency participation in board votes would be appreciated.

Board Secretary Stuart Campbell indicated that DHCD will follow up with the Office of the Attorney General to seek guidance if ethics commission should be involved somehow, or whether this board's scope is in-line with the Interagency Council on Homelessness and other state commissions.

XI. Future Agenda Items

September meeting will include votes on Coordinated Entry and HMIS Policies and Procedures.

XII. Public Comment

N/A - No members of the public attended the meeting.

XIII. Adjournment

The Board Chair adjourned the meeting at 2:45pm.

Vote Summary

- May Meeting Minutes Approved
- Grant Letter of Support Policy Approved
- CoC Competition Scoring and Ranking Policies Approved