



MARYLAND
BALANCE OF STATE
CONTINUUM OF CARE

COC BOARD MEETING MINUTES

September 19, 2024

[Meeting Recording](#)

Board Members Present

Allegany County: Dave Nedved
Cecil County: Gwen Parrack
Garrett County: Fred Polce, Shawnee Reynolds
Harford County: PJ Craig
Southern MD: Florence Brooks, Cynthia Brown, Jacquelyn Culver
Washington County: Mark Sewell
MD Department of Education: Patricia Julianelle
MD Department of Labor (Labor): Casey Tiefenwerth

Board Members Absent

Allegany County: Margaret Paul
Cecil County: Earl Grey
Frederick County: Kenneth Oldham, Michelle Ott
Harford County: Robin Tomechko
Southern MD: Corae Young
Washington County: Tyrell Wilson
MD Department of Disabilities (MDOD): Vacant
MD Department of Health (MDH): Priya Arokiaswamy
MD Dept. of Housing and Community Development (DHCD): Danielle Meister
MD Department of Human Services (DHS): Vacant
MD Department of Public Safety and Correctional Services (DPSCS): Vacant
MD Department of Veteran Affairs (MDVA): Vacant

Committee Chair Present

Coordinated Entry: Brian Wainwright

CoC Lead Present

Rebecca Burrow, Carolyn Curry, Kristen Halsey

I. Welcome & Call to Order

Mark Sewell called the meeting to order at 1:07 pm, quorum was confirmed.

II. Approval of July 2024 Board Meeting Minutes

Sewell asked if there were amendments or changes for the proposed minutes, none were made. Sewell asked for a motion to approve the minutes, Florence Brooks made the motion. Brian Wainwright seconded the motion. The full board voted and all approved.

III. Committee Reports

Executive Committee: Carolyn Curry reviewed the proposed CoC Grievance Policy submitted to the board for approval. The board agreed to incorporate changes recommended by Dave Nedved. Sewell asked if there were further amendments or comments, none were made. Sewell asked for a

motion to approve the policy, Wainwright made the motion, Nedved seconded the motion. The full board voted and all approved.

HMIS Committee: Sewell reported on the HMIS System Administrator progress. ICA has completed the system assessment and provider “re-tree” process is in progress. The next phase will include ensuring all projects are properly setup and compliant and updating end user training, setup and requests. ICA hosts monthly user refresher training courses and is enforcing the existing User Account Policy.

Gwen Parrack noted concerns about the policy stating that not all users need year-round access and policy is cumbersome and bureaucratic for users.

Sewell noted that data quality is a problem across the system, without regular training and use, end users may input incorrect information that will impact the overall system.

***Clarification on Policy** – users receive notice prior to account deactivation and are given one month to let the team know if they still need their account, if they do not provide a response, after an additional 30 days the account will be closed. Users are given 60 days heads up.

PIT Committee: Curry reported that the CoC-wide planning for the 2025 count will begin in October, the BoS will schedule PIT Committee meeting. This year, BoS Staff will be able to provide more direct LHC level technical assistance and support in PIT planning. The Counting Us Mobile App procurement process in progress now and the tentative PIT data 1/22/25 pending committee approval.

Coordinated Entry Committee: Wainwright reported that all LHCs have now received Phase 1 CE Training and have launched or are in the early stages of launching the CES. The BoS will facilitate a “Transition Period” prior to formally launching Phase 2 activities which will include developing a process to register and train all new CE assessment staff – will be done virtually; attend all LHC Case Conference meetings to continue to provide support, resources, best practices; begin reviewing all LHC BNLs for accuracy, identify data entry related training needs and support.

CES “Phase 2” will focus on identifying ways to reduce the system “in-flow”, better coordination of the front doors to service – emergency shelter, street outreach, prevention & diversion, rapid exit. Develop landlord engagement efforts; ID and create ongoing CE staff training opportunities; expanding committee membership to include more representation from front line staff and persons with lived experience. The BoS will identify performance standards and data points to create system monitoring plans.

Wainwright reviewed the CES Baseline Data Grid, broken down by LHC level.

IV. CoC Lead Report

Funding Overview: Curry presented an overview of the 2024 CoC Competition process the NOFO was released in July, is due October 30th. The competition has moved to a 2-year cycle, HUD will now provide annual COLA increases for supportive services as well as FMR. The Performance Review Committee is scheduled to finalize, rate and rank all project applications and will provide recommendations for the Board vote in early October.

The CoC was able to submit an application for the YHDP project in August. The CoC Builds NOFO is open and is an opportunity to increase PSH units through construction, acquisition or rehabilitation. The BoS will publish a Letter of Interest in October.

CoC Project Monitoring Plan: Kristen Halsey reported that the BoS is creating a monitoring plan for CoC-Funded projects. The primary goals are to ensure HUD compliance and to monitor all CoC projects over a 2-year time frame. The CoC will provide technical assistance and support so all projects will be compliant and high performing. The target date to launch the new monitoring plan is early 2025.

Additional Projects: Curry reported that the BoS is continuing to build the YAB and the CoC and LHC levels, stipends are available. Also, the BoS will convene a subcommittee to prepare for next year's HSP application process.

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

Allegheny County: Nedved reported that the Community Resource Day will be held October 18th and will be bigger than prior years. Will provide food, Narcan, first aid training, childcare and provide transit to event from 4 locations. The city is still using the remaining COVID funding for parks and trails.

Cecil County: Gwen Parrack reported that DHCD help the onsite monitoring in August, would like an annual visit. The LHC is working on the Cold Weather Plans.

Frederick County: Susan Brown reported that the LHC voted in new board members and are holding an Executive Committee retreat for local planning.

Garrett County: Shawnee Reynolds reported the LHC is in the planning stages for the warming center, it will operate from Nov-April and will accommodate 78 people.

Harford County: Wainwright reported that HCAA is working on an RRH application for CoC funding, will coordinate services with PATH project. The LHC is gearing up to identify known camp sites for street outreach, case management and future PIT planning. Have identified a need for PSH advocacy, seeking guidance on eviction mediation.

Southern MD: Florence Brooks reported the LHC is 4 days into the new CES system, it is moving in the right direction. Each county is planning a Homeless Resource Day – Charles Co is 10/5/24, St. Mary's is in November and Calvert is usually May. The LHC is currently reviewing the cold weather plan to prepare for the hypothermia season.

Washington County: Sewell reported that there was a prediction of a tsunami of homelessness and is seeing it come true via the CES BNL. The local face of homeless – 51% are women, 31% have mental health concerns, 21% experiencing DV. The LHC has served over 890 in CES in the past year. 305 people are homeless this week, currently, can only help 111 people, 194 will remain homeless. The LHC is trying to change direction with case managers, celebrating diversion efforts, doing a mindset change. Washington County is the only county in the state that gets no assistance from the city or county. Four people were housed in the past week with the help of an amazing and dedicated advocate

VI. State Agency Updates

Maryland Department of Disabilities: seat vacant

Maryland Department of Education: Patricia Julianelle reported that school systems will receive the FY25 grant applications this week. 19 school systems are eligible for funding and all are expected to receive funding.

Maryland Department of Health: none

Maryland Department of Veterans Affairs: seat vacant

Maryland Department of Human Services: seat vacant

Maryland Department of Labor: Casey Tiefenwerth reported there is 1 year left on the homelessness and labor grant, the department is talking about next steps and working with DHCD to do same. Next year we will wrap up the activities and look at best practices, lessons learned, best practices for a future iteration of grant; want to ID the best approach to bridging systems. We sent an email to the workforce subcommittee; we are pausing meetings indefinitely. Since the committee work focus areas are moving to the Enough ACT, the work will continue elsewhere. We will need to figure out what the subcommittee could be moving forward and seek possible opportunities for those not involved in the Enough Act.

VII. Future Board Meeting Agenda Items

Sewell asked board members if they have ideas or requests for future board meeting agenda items, there was none.

VIII. Public Comment

Sandy Washington reported that it is thrilling to see the workforce homeless initiatives come together, the LHC created a cohort with the College of Southern MD, clients enrolled in the Fall Semester on a scholarship; have 6 people currently registered in the program.

IX. Adjournment

Sewell asked for a motion to adjourn the meeting, Wainwright made the motion, Nedved seconded the motion, all approved. Meeting adjourned at 2:31pm.

Vote Summary

- July Meeting Minutes Approved
- CoC Grievance Policy Approved

Upcoming BoS CoC Board Meetings

November 21, 2024: 1-3pm January 16, 2025: 1-3pm March 20, 2025: 1-3pm