



Howard County Department of Community Resources and Services

Continuum of Care Board Meeting Minutes December 12, 2017

6751 Columbia Gateway Drive, First Floor-Room 1, Columbia, MD 21046

Attendance:

Members: Jacqueline Scott, Kelly McLaughlin-Kominsky, Roe Bonaccorsy, Jack Kavanagh, Jennifer Pollitt Hill, Kelly Cimino, James LeMon, Ayesha Holmes, Desmond Klakowicz, Peter Engel, Stan Levi, Karen Butler, Joe Willmott and Francie Trout, Kimberly Eisenreich, Lisa Terry, Linda Zumbrun

Staff: Michelle Hippert, Jennifer Corcoran, Keisha Benjamin, Megan Godfrey Jackson, and Cara Baumgartner.

Meeting called to order at 9:10 am by Jacqueline Scott, Director, DCRS

Jacqueline Scott welcomed everyone to the Continuum of Care (CoC) Board meeting

Re-configuring the Howard County CoC – Charting the Course Forward

How we arrived at this point and “why”

- Board to Promote Self-Sufficiency (BPSS) split from the CoC, as the depth of the CoC requires a separate entity to oversee progress.
- Systems regarding homelessness need to be created and advanced. The CoC Board is needed to bring together all Howard County resources and be the decision-making board for homeless issues.
- Agency directors were invited as they can make commitments for their organizations. If designees are sent, please ensure they are able to make decisions and leverage buy-in for the organization represented.

Description of the Structure

- DCRS is the Collaborative Applicant (CA) and Homeless Management Information Systems (HMIS) Lead Agency. The CA applies for and distributes funds, manages coordinated entry, conduct the Point in Time (PIT) and reports progress to HUD.
- CoC “At-Large” is responsible for designating both these roles, overseeing Board membership and is required to meet semi-annually. “At-Large” includes any shareholders around homelessness in Howard County.
- Committees will report back to the CoC Board. Proposed committees are:
 - Rating and Ranking: Review and rank grant applications, recommend funding and evaluate performance of grant recipients/subrecipients.
 - Planning: Oversight, planning, best practices, write the Plan to End Homelessness and perform gap analysis.
 - Coordinated Entry System: Coordinated entry, improve and optimize intake process, review and revise related policies and monitor the system.
 - HMIS Committee: HMIS related policies, PIT count and systems performance.
 - Questions regarding Rating and Ranking and potential conflicts of interest were asked. Jacqueline Scott stated the details were still being worked out but would be based on Community Service Partnership (CSP) Program model. Page 11 was

referred to in the draft CoC Governance Charter. Megan Godfrey Jackson explained that for CSP every reviewer must sign a conflict of interest form and they are grouped so they do not be vote on their own program.

- **Priorities and Staffing**
 - DCRS is devoting staff and resources to the new CoC Structure, and is seeking to align with other boards and funding streams.
 - While we are focusing on ending homelessness, we will start by prioritizing target areas, i.e. people living in the woods or their cars.
- **Next Steps**
 - **Activities of the COC**
 - Coordinated Entry
 - Homeless assistance needs to be easy and fast to access. Intention is to better match client needs and services/housing available, and compare the needs of situational, long term and midterm services required for the client to stay housed. Coordinated Entry will prioritize the most vulnerable.
 - Overview of Coordinated Entry includes: Access, Assess, Prioritize and Refer.
 - DCRS will be compliance by January 23, 2018.
 - Questions were asked about people that refuse services because of trust or mental health issues. It was discussed that Street Outreach needs to be expanded to build trust with the unsheltered. Peer counselors from the formerly homeless were another possibility.
 - Coordinated Entry Workgroup will discuss when setting prioritization.
 - Plan to End Homelessness (PEH)
 - Updating the Plan will set priorities and define what success looks like. The system performance measures will guide the Plan update.
 - It was noted it can be difficult because there are three different definitions of “homeless,” HUD, the school systems and the governor’s office. HMIS will be the standard for intake and data for all organizations.
 - **Upcoming Meetings**
 - The CoC Board will initially meet monthly, and then will meet quarterly.
 - Over the next six months we will finalize the Governance Charter to meet the unique needs of Howard County. The PEH will be updated and will encompass the core values of the Board.
 - By April committees will be formed, and will be outlined as work proceeds.

Meeting Adjourned at 10:45 am by Jacqueline Scott

Next Meetings

- CoC Board: January 9, 2018 9:00 am – 10:30 am 6751 Columbia Gateway Dr., Columbia MD 21046, 1st floor, Room 2
- CoC At Large: January 16, 2018 10:00 am – 11:30 am 6751 Columbia Gateway Dr., Columbia MD 21046, 4th floor, Room 401

Minutes submitted by Cara Baumgartner