



## The Journey Home Board Meeting Minutes

March 29<sup>th</sup>, 2016

3:00-5:00pm

Reeves Conference Room

4<sup>th</sup> Floor, City Hall

100 Holliday Street, Baltimore, MD 21202

**Board Members Present:** Amy Kleine, Antonia Fasanelli, Amy Collier, Bill McLennan, Cindy Williams, Damien Haussling, Helen Amos, Jacquelyn Duval-Harvey, Jason Perkins-Cohen, Jeff Hettleman, Luciene Parsley, Paul Graziano, Traci Kodeck, Tyrone Roper

**Staff Present:** Vidia Dhanraj, Danielle Meister, Hannah Roberts

### AGENDA

#### **I. Welcome & Review Agenda**

#### **II. Approve Minutes from December Board Meeting**

The board approved the December board meeting minutes.

#### **III. CoC Governance Ad-Hoc Committee and Interim Co-Chair Selection**

The executive committee summarized the work completed to date with technical assistance from Cloudburst, the HUD TA provider for the Continuum of Care. This work included two planning retreats that focused on HEARTH Act training, CoC governance best practices, and other requirements from HUD.

It was recommended during the planning retreats that the board form an ad-hoc committee on Continuum of Care governance to more thoroughly assess the current CoC structure, oversee the drafting of a revised governance charter, and take next steps for evaluating the Collaborative Applicant role and board composition.

It was also recommended that new interim co-chairs be selected to lead the board until a new Chair could be selected, as Commissioner Graziano's term was coming to an end.

#### *Decisions*

- The board voted to approve the creation of an ad-hoc committee on governance.
- The board voted to approve the appointment of two co-chairs for the ad-hoc committee on governance, Joseph Wood and Amy Kleine.
- The board voted to approve the appointment of two interim co-chairs for the Journey Home Board, Bill McLennan and Tina Hike-Hubbard.



#### **IV. Financial Report & Recommended Grants**

Board members reviewed the Journey Home financial report and a list of recommended expenditures from the Resource Allocation Workgroup (see attachment for full list of approved expenditures).

##### *Decisions*

- The board voted to approve the Journey Home Financial Report.
- The board voted to approve all recommended expenditures from the Resource Allocation Workgroup.

#### **V. Consolidated Funding Application FY17 Grants**

The Resource Allocation Workgroup presented the funding allocations for the Consolidated Funding Application to the board. Board members that were also applicants for funds were recused from the conversation in order to prevent a potential conflict of interest or undue influence.

Remaining board members discussed a proposal to reallocate eviction prevention funds to a new provider rather than accept the late submission of Bon Secours' application for funds. Board members discussed the rationale for the late application submission, merits of the proposed solution, and the role of the board in making allocation decisions for the CFA since they were local government funds.

##### *Decisions*

- The board voted to accept the late submission from Bon Secours and fund the project, with six members in favor and four opposed.
- The board recommended that the ad-hoc governance committee clarify the role and authority of the board in making funding decisions for the CFA.

#### **VI. Workgroup Updates**

Workgroups provided progress updates on work since the December board meeting.

- *Coordinated Access Workgroup* – The workgroup continues to meet to develop the implementation plan for the new Coordinated Homeless Response System (CHRS) that will be programmed into HMIS.
- *Youth and Young Adult Workgroup* – The workgroup oversaw the YouthREACH MD Count conducted in October 2015. The final report will be shared with the board when it is released by the State of Maryland. The YYA workgroup had not met since September 2015 but will be reconvened by Danielle Meister in June 2016 to plan for upcoming unaccompanied youth funding opportunities, revisit the interim strategic report, and identify next focus areas.
- *Health Care Workgroup/Medicaid Waiver* – The workgroup participated in a regional Medicaid 1115 Waiver expansion advocacy effort to include case



management and housing support as eligible costs. The regional partnership included Baltimore City, Prince George's County, and Montgomery County, and received technical assistance and consulting from the Corporation for Supportive Housing. The Department of Health and Mental Hygiene opted to include a pilot project in the waiver application that would allow service coordination as an eligible cost, and left room for an amendment at a later date to add case management services. Board members were provided with a packet of detailed information on the Medicaid waiver.

- *Data and Performance Workgroup* – The workgroup (formerly named Data and Evaluation Workgroup) will be reconvened April 20<sup>th</sup> to revise HMIS policies and procedures, establish performance standards, and oversee the data and performance needs of the Continuum of Care. The HMIS Lead/Collaborative Applicant has been receiving technical assistance from HUD that will help establish priorities and action items for the workgroup.
- *Veteran Challenge Workgroup* – The workgroup is continuing to meet biweekly for case conferencing, housing placements, and maintaining the veteran master list (or by-name list). The workgroup is collaborating with the HMIS team to create a new client assessment in ClientTrack that will collect all data points required by USICH and the 25 Cities Initiative. The workgroup will soon begin to plan for the launch of the new veteran permanent supportive housing project.

#### **VII. Standards of Care**

Over the course of Fall 2015 and Spring 2016, provider workgroups met to draft an inaugural Standards of Care document for the Continuum of Care. A draft of the Standards of Care was included in the board materials sent previously via email. Comments and feedback are being solicited until Friday, April 1<sup>st</sup>.

Staff recommended that the board form a workgroup to oversee the implementation and future revisions of the Standards of Care in addition to coordinating provider trainings and development of best practices and client services in the CoC.

#### **VIII. Journey to Jobs Update**

Hannah Roberts, Journey to Jobs Coordinator, provided an overview of Journey to Jobs efforts as well as a written report on progress made since the project's inception in January. Hannah and board members have been meeting to establish the project's scope of work, connect with key community stakeholders, and identify collaboration opportunities between systems (homeless services, criminal justice and re-entry, child support).

#### **IX. Other Updates and Announcements**

The board will reconvene the housing developer workgroup and will issue a broad invitation to the board members to



Board members requested information on the Journey Home Benefit to be held in the Fall, including location, date, co-chairs, and sponsors to date.

**VIII. Public Comments**

*Must sign in, comments limited to 3 minutes per person on any item/matter that may not be listed on the agenda*

United Way shared information about Project Homeless Connect, which will be held on Friday, September 30<sup>th</sup>. Dental clinic services will be expanded this year to cover two days and approximately six times the number of clients served in the past.

**IX. Adjournment**



## **Journey Home Funding Allocations**

*Total: \$365,750*

### **Children's Program Coordinators (\$159,750)**

This program funds four full-time staff in emergency shelters (House of Ruth, Sarah's Hope, Baltimore Outreach, Salvation Army) and one full-time staff person at the Public Justice Center. The shelter staff ensure that each school-age child at the shelter is enrolled in school and receiving all rights guaranteed by McKinney-Vento legislation (transportation, uniforms, fee waivers). They also connect families with young children to appropriate childcare opportunities and coordinate after-school enrichment. The staff person at Public Justice Center leads advocacy work on McKinney-Vento rights, coordinates with shelter staff to troubleshoot problems with schools, and conducts public awareness initiatives. All programs provide a minimum 25% match for funds received through the Journey Home. The recommended allocation will continue the program for July 2016 through June 2017.

### **NAEH Conference Scholarships (\$5,000)**

Through this program, the Journey Home supports the professional development of direct service providers by covering the cost of registration, hotel, and travel for national conferences. The recommended allocation of \$5000 will cover the costs of four attendees for the July 2016 National Alliance to End Homelessness Conference.

### **Housing First Technical Assistance (\$35,000)**

Approximately 15 agencies (covering 250 employees) adopted a housing first approach for their program during the FY15 HUD CoC NOFA. The housing first approach requires providers to lower barriers at entry (such as sobriety, income, etc) and switch from mandated services to providing voluntary services. The Center for Urban Community Solutions (CUCS) has a housing first curriculum and provides 1:1 technical assistance to organizations implementing the housing first approach. Each agency that adopted housing first will be offered a basic set of trainings in housing first principles for all of their staff, coupled with ongoing coaching and implementation support at the leadership and organizational level. The coaching includes development of an individualized work plan to implement housing first, completing an organizational self-assessment, and conducting check-ins with leadership teams.

### **CUCS Training Institute (\$15,000)**

Through a grant from the Weinberg foundation, CUCS currently provides 10 full-day social work trainings throughout the year to providers in the Continuum of Care at a cost of \$50/75 per person. The program has had enormous success and sold out nearly every training the past two years. Providers have indicated a desire for more trainings as well as a reduction in price, as most agencies have extremely limited professional development budgets. The recommended allocation of \$15,000 from the Journey Home would be used to leverage the existing \$10,000 grant from the Weinberg Foundation to reduce the price of classes further and offer more classes overall to direct service providers.

### **Flex Fund (\$150,000)**

The flex fund is currently on track to be exhausted by June 30, 2016 (\$142,000+ over the course of one year). The flex fund provides security deposits, utility deposits/arrears as needed, furniture, identification, and other payments that can remove barriers for people entering or staying in permanent supportive housing or rapid rehousing programs. The recommended allocation of \$150,000 would continue the program for July 2016 through June 2017.



**Client Stipends for Workgroup Participation (\$1,000)**

Inclusion of people experiencing homelessness in policymaking and Continuum of Care work is critical to ensuring that homeless services are relevant, culturally competent, and are client-informed.

Historically, clients face many barriers to participating in workgroups due to lack of transportation or adequate compensation. The recommended allocation of \$1000 would provide stipends to clients that participate in workgroups and Continuum of Care planning activities.