

Trenton/Mercer Continuum of Care Executive Committee Meeting Minutes
 July 31, 2017
 2:00 pm

Attendees: Vernet Sherrill, Mark Leckington, (COT) Virgin Velez (MC-One Stop), Marygrace Billek (MC), Mary Gay Abbott-Young (RMOT), Joyce Campbell (TASK), Jackie Edwards (Catholic Charities), Jeff Mascoll (MCBOSS), Kim McNear (Anchor House)

Excused: Audrey Walker (THT), Paulina Goldman (LifeTies)

Support Staff: Jay Everett (Monarch Housing), Joanne Locke (System Monitor)

Agenda Topics	Discussion/Narrative	Action
Meeting Called to Order		Marygrace Billek called to meeting to order at 2:03 pm.
Review and Approval of June 2017 Minutes.	Minutes will be sent out	Minutes tabled until next meeting
Review of Mission Statement	The Trenton/Mercer Continuum of Care works to ensure that people who experience homelessness or are at imminent risk of homelessness will have access to community and system resources to resolve their immediate housing crisis and facilitate their transition from homelessness to stability in permanent housing as rapidly as possible. The CoC is charged with overseeing the annual application process to HUD. It provides a forum for analysis and discussion of emerging needs, development of program standards, and assessment of progress toward ending homelessness and identification and coordination of other sources of funding.	Members read quietly.
CoC Exec Membership change	Newly elected board member Paulina Goldman no longer Exec at LifeTies; Seat on chair will be replaced by new exec director or agency designee.	Policy states that exec position shall be agency, not person;
Expanding Review Committee	In response to discussion during June meeting, Review Committee will be expand membership to include two community providers.	Joyce Campbell from TASK volunteered. One additional CoC community provider in good standing with the CoC will be requested.
Designated Staff Support	Members discussed designated staff support at the Exec Committee; bylaws require board approval for non-voting members present at Exec meeting.	Members approved System Monitor, Technical support/consultant and scribe (to be designated by the CoC Exec Chair Person).

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Letters of Support	Letters of support requested from HomeFront, Rescue Mission and UPI. UPI requested shelter support, but not currently functioning as a shelter.	Letters approved; Exec Chair, Marygrace Billek will follow up with UPI for clarity.
Coordinated Assessment policy	Members asked to review “draft” version of policy. HUD requires CoC have a policy in place and be practicing a coordinated entry system by January 18 th , 2018. Discussed need to have a uniform way of screening and providing services to all. Uniform screening, accessible, coordinated, By name Lists; prevention/diversion;	Policy continuing to be developed. Policy draft will be emailed again to members for review; potential vote by the CoC Full Body during the October 2017 meeting;
HUD/COG Update	FY NOFA- Due 9/28/17 to HUD; Local deadline 9/15/17; <ul style="list-style-type: none"> • No-Change Submit (option for renewal projects that have no changes in the application); this only works for projects not being reallocated or consolidated or have increased admin; 5 projects were earmarked for increase in admin from 7 to10%; 4 projects earmarked for reallocation; 11 earmarked as “no change”. • Local level will continue to follow same process for each agency to review project before No-Change Submit process starts; • Expansion Projects are new to the FY2017 CoC App; This would allow additional supportive service dollars to support current projects; Requested clarity from HUD Help Desk on Expansion Project to determine if dollars can be used to support current projects with limited service dollars or does it require additional clients; 	Committee would like to see breakdown that includes the sponsor , project type and number of persons served.
Proposed Project Ranking Process	Members reviewed proposed Project Ranking Process; Questions related to why Coordinated Assessment project at bottom when it’s a requirement; Marygrace reiterated that the Coordinated Assessment system is being supported by non-HUD funding and the other projects, except for HMIS, are funding permanent housing;	Motion to approve; Joyce Campbell, Second- Virgen, Motion approved with one change: add “ranked from highest to lowest” in question # 7.

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Review Committee Budget Recommendation	<p>Members (RMOT, Catholic Charities, and Anchor House) recused themselves from meeting to avoid conflict of interest as remaining committee members reviewed budget recommendations. Monarch reviewed budget options.</p> <ul style="list-style-type: none"> - Additional discussion: How do we get word out that CoC funds available? How is employment coordinated in CoC system; 	<p>Members requested additional information on projects and guide sheet prior to review so that they can be informed prior to meeting;</p> <p>Non- conflicted members voted to approve the recommended budget at the level specified which includes reallocation and admin changes and pending HUD response to Bonus question questions.</p>
Meeting Adjournment		<p>Marygrace Billek adjourned meeting at 4:15 pm. All in favor.</p>

Respectfully submitted,
Joanne Locke, MSW
System Monitor & Analyst

September 15, 2017