

Trenton/Mercer Continuum of Care Executive Committee Meeting Minutes
 October 31, 2016
 2:00 pm

Attendees: *Barbara Buckley- MCBOSS, Jay Everett – Monarch, Joanne Locke-MATEH, , Vernet Sherrill-CO, Marygrace Billek- MCHS, Greg Paulson, Trenton Health Team, Virgin Velez- MC-One Stop, Brenda Whitaker –Homefront, Mary Gay Abbott-Young-RM, Jackie Edwards-Catholic Charities, Joyce Campbell - TASK*

Absent: *Audrey Walker- THA*

Agenda Topics	Discussion/Narrative	Action
Meeting Called to Order	Virgen Velez and Brenda Whitaker joined the meeting in session.	Marygrace Billek called to meeting to order at 2:10 pm with no quorum.
Review and Approval of September 2016 Minutes		<p>Jackie Edwards- made motion to approve minutes as is; Barbara Buckley - Seconded; All in Favor</p> <p>Comment by Mary Gay Abbott Young – suggested to use Medicaid rate to standardize the cost of services in Mercer County to create a county-wide list of specific to each organization. Joanne L. recommended beginning with HMIS data. Vernet confirmed that the concept is being developed.</p>
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, assessment of progress toward ending homelessness and identification and coordination of other sources of funding.	Members read quietly.
CoC Executive Committee Elections	Email will be sent-out with categories advising who is eligible to vote based on full body meeting participation. Some members on this committee are not eligible to vote. Those nominated will be informed via email. Elections will consist of votes for categories B and C.	Nomination forms to be updated to reflect bylaws. Homeless/ formerly homeless candidate referred by Oaks.

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Meeting with the Mayor re: Emergency Shelters, Fee for Service & CoC	Vernett met with Mayor to discuss various factors that are impacting local organizations. For example, the homeless hotline is out of funding. A letter is being prepared for the Mayor to send to the HUD field office about the timeframe in which we receive grant agreements, etc. that causes a hardship to partner agencies.	Next steps: scheduling meeting with the County Executive. Establishing an agenda to determine what's from our elected officials.
HUD/CoC Update Vernett Sherrill/ Jay Everett	FY15 CoC Program Status – all agencies have its contracts. The process is slow moving. CoC Drawdown Process – Fast tracking drawdowns to make it easier for the agencies. Required to submit drawdowns on a quarterly basis to HUD. HUD Start-up Training – will take place on 11/15 at NJHMFA from 9am-5pm. Some people from our community are on the wait list due to a late registration.	
AHAR & Point-In-Time Count	Jay E. shared comparative data for 2014-2015 and 2015-2016. Concern that the number of individuals in emergency shelter increased by 50 people over the year. Transitional for families decreased by half. Transitional for individuals decreased by 17%. Based on SPM shared the system's numbers are moving in the right direction. PIT – planning a call with Vernett, Marygrace, Joanne, and Ben T from Anchor House. Trying to make survey accessible via app on mobile device. PIT training will take place at the January HOPE meeting. Per Marygrace, Michael Norcross of the Bonner Center will assist with deploying youth for PIT count specific to youth.	
Coordinated Entry & Assessment Services (CEAS) Center	Discussion about preparing to deal with homeless youth in our community and the importance of establishing a single point of entry. Joanne, Vernett, Shannon, and Janet working on the language. Vernett shared that homeless youth can be referred to DCP&P's program if they have had involvement with the agency (18-21 year olds) – Luther Owens is the point of contact.	
Youth Homeless-(YHDP & P3 grants)	The YHDP has taken more time and energy than anticipated, so a decision has been made not to apply for the P3grant. There is a Youth Planning grant meeting on 11/1/16.	

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HOPE Committee Report Brenda Whitaker	More people are attending the meeting. The space at the Lawrence Library may be too small to accommodate the group. Brenda will keep committee posted if the meeting moves to Lawrence Neighborhood Center.	
Other Business/Announcements	-Vernett asked a question about the DHS monthly report. Much discussion ensued about the purpose of the report. Marygrace shared the outcome of the meeting with the DFD Director, Natasha Johnson, she is receptive to the housing first philosophy from a workforce development perspective.	DuEwa to review Bylaws and send Exec. Members info about a member vacating a position.
Meeting Adjournment		Meeting adjourned at 4:20pm by Marygrace Billek.

Respectfully submitted, DuEwa Dickson, MPA, MC Department of Human Services September 15, 2017