

Trenton/Mercer Continuum of Care (CoC)
Meeting Minutes
July 12, 2016
Lawrence Library

Meeting Called to Order

Meeting called to order by Chairperson Marygrace Billek at 1:35pm.

I. Approval of Minutes

- Approval of Minutes - Motion: to approve CoC minutes from the April 12, 2016 meeting – Vernett Sherrill; Seconded by Jackie Edwards. The motion passed unanimously.

II. HUD CoC Program – Vernett Sherrill

- **CoC Program** – HUD has released the NOFA and the deadline is September 14th. A local deadline has been established for 8/31, but no later than 9/1. The Exhibit 2 section of the application is due at the end of July.
 - New practices have been implemented to help with preparedness and to foster participation from partners.
 - Members informed that everyone is a part of the application whether their organization receives CoC funding or not. Full participation in the process is appreciated.
- **Match/Leverage** – the hot topic workshop on leveraging was mentioned and members were reminded to use the leverage letter template distributed at the session.
 - Vernett spoke about the importance of providing leverage letters to fellow partners – provides HUD a glimpse of our integrated system. Our system requires a 30% match. Email letters to Vernett and carbon copy Marygrace. No need to mail an original letter of documents provided electronically.
 - Ranking and review will be posted on the City’s website later in the week – see CoC link.
 - The needs of the community are being scrutinized by the Executive Committee to ensure they are met, particularly related to RRH and youth homelessness.
- **FY 15 Grant Agreements** – the agreements are coming-in. Issues and conditions for FY2015 were completed by the City within two weeks of receipt. Contracts are forthcoming. Awaiting City Council approval.

III. System Performance – Jay Everett

- **FY15 Score Analysis** – Handout provided to members. Trenton/Mercer CoC received 155 out of 200 possible points. HUD is interested in how successful we are at reducing lengths of time homeless and housing stabilization once housed.
 - Everyone contributing to data is contributing to the system's outcomes.
 - HUD is looking for us to strategically allocate resources – create more beds with the same amount of resources.
 - HUD is also looking at the PIT and number of people served according to HMIS. Our numbers should continuously decrease.
- **System Performance** – Our measures are very good as a standard model for PSH and RRH. HUD is requiring CoCs to be more transparent and as strategic as possible.
 - A handout was mentioned regarding the reallocation policy and procedures, which will be distributed later during the meeting. Minutes, Rank and Score Sheets, and other documents will be available online.
 - HUD's process is becoming more objective, so this information needs to be captured simply to ensure an increased level of funding every year.

ASAP: City requesting that all problems or issues with programs are submitted in writing via email so that guidance is provided in writing for recordkeeping purposes. Guidance may require research, so partners are encouraged to submit questions/concerns/issues expeditiously.

IV. CoC Executive Update – Marygrace Billek

- **FY16 CoC Project Ranking** – Project ranking and budget sheet provided to members. Tier 1 is 93% of our renewal demand and Tier 2 is determined by the remaining 7%. Projects were ranked according to the Performance Standards and Measures. Oaks Integrated received the most funding and Catholic Charities received the second highest amount.
- An organization requested to expand its program which reduced the reallocation amount.
- Vernett recommended that the Coordinated Assessment Project is moved to the bottom of the ranking order since other resources are available to fund this project.
- A new youth project was prioritized based on demographic although the organization received a lower score. Complimentary programming offered through DCF based on federally funded programs.

- After much discussion, Marygrace asked who would make a motion to put forth FY16 Budget as part of the current application. Motion made by Dennis Micai; Seconded by Barbara Buckley. The motion passed unanimously.
 - The application will be posted the County, City, and Mercer Alliance websites.
- **Reallocation Policy** – document provided and reviewed with membership. The implementation of the policy is a HUD requirement.
 - Fiscal Measures was the focus of the conversation due to needed improvement.
 - The outlined process has been used for the past 2 years, but is being memorialized at the request of HUD.
 - Celia Bernstein gave the City Kudos for implementing the policy and keeping resources where they are needed.
- Motion to approve the reallocation policy by Barbara Buckley. Seconded by Celia Bernstein. The motion passed unanimously.
- **Coordinated Assessment** – In 2015, 147 people were housed throughout the system. In 2016 57 individuals have secured permanent supportive housing.
 - HUD is requiring all CoCs to end homelessness by the end of 2016.
 - COT is releasing a RFP soon to help support the coordinated assessment process.
- **CoC Membership Voting Policy** – policy amended to make the Executive Committee more reflective of the current Full Body membership.
 - Added government funders, community stakeholders, and deleted those that have not participated in several years.
 - Asked members to make nominations and think of questions to ask nominees.
 - More information will be sent out in October to members who may be eligible to vote. Background information for nominees will also be provided.
- Dennis Micai reminded organizations that a designee letter should be submitted to the City, so a representative can attend the meeting if the Executive Director cannot attend.
- Motion to approve by Vivienne Stewart; Seconded by Vernet Sherrill. The motion passed unanimously.

V. **Youth Homelessness Update – Marygrace Billek**

- Committee did not meet in July.

- The report is being compiled by a professor from TCNJ. Different metrics are being used so the report will not look the same.

VI. Outreach Committee Update – Frank Cirillo

Meetings held the last Thursday of the month on the 2nd floor of the Trenton Transit Center.

- Systems evolving to determine how we work in a unified manner.
- An important lesson learned is sharing information so that individuals are warmly handed-off to partner agencies.
- Attempting to deter the loitering inside the NJ Transit Center from a social services perspective. NJ Transit Officer Gary Denamen shared practices from Atlantic County. The strategy involves identifying unsheltered individuals and connecting them to housing.
- An infantry of homeless providers meet 3 times per month on the 1st, 3rd, and last Thursday of the month at the NJ Transit Center regularly. So far, 94 people have been identified and the committee is teasing-out those who are housed verses those who are already part of the system.
- Vivienne Stewart shared story of housing a person in need of a shallow subsidy rather quickly due to outreach efforts.

VII. Other Business

- **CoC Planning RFP** – posted on the COT website with a submission deadline for next week.
- **Acknowledgement** – Marygrace thanked Dennis Micai for his years of service and “amazing grace” to the system and community.
- **Trenton Deliverance** – has open beds for men and women.

Meeting Adjournment - This meeting was adjourned by Chairperson Marygrace Billek at 3:30pm.