Portland Continuum of Care
Wednesday, September 30, 2015
Meeting Minutes

Aaron Geyer		City of Portland, Health & Human Services Dept., Social Services Division
Jeff Tardif		City of Portland, Health & Human Services Dept., Social Services Division
David MacLean		City of Portland, Health & Human Services Dept., Social Services Division
Vickey Rand		Community Housing of Maine
Cullen Ryan		Community Housing of Maine
Norm Maze		Shalom House
Ginny Dill		Shalom House
Paula Paladino		Maine State Housing Authority
Wendi DuBois		The Opportunity Alliance
Joe Everett		The Opportunity Alliance
Jon Bradley		Preble Street
Joanie Klayman		Preble Street
Greg Payne		Avesta
Seth Parker		Avesta
Chet Barnes		SAMHS
Eleesa Marnagh		SAMHS
Joni Boissonneault		Portland Housing Authority

I. Introductions

Jon welcomed everyone and brief introductions were made.

II. HUD Application (Next Steps)

Jon expressed the importance for everyone to pitch in with the application process. There will need to be a key group to be willing to meet intensely over the next month.

Handouts were passed around and Paula discussed the items she has already worked on. She is available the next four Wednesdays to work on the NOFA. In addition, MSHA will be working on the data for both CoCs, as the application this year is more data-driven, rather than narrative.

HUD stated that if a program was originally funded as Permanent Housing (PH), and HUD changes how it is funded now, it is to continue renewing as PH until told otherwise. Jon stated this is from Lynn Morrow at HUD.

Paula discussed the action items needed to be completed on the "Detailed Summary of the NOFA Action Items." During the meeting the Public Invitation to join the CoC was updated and posted on the Portland CoC website.

The group agreed to the following:

- A weekly meeting is needed to review the items needed to be completed for the application
- A CoC Board needs to be established from agencies that are asked by HUD. Paula stated that from her research on other CoCs, most CoC Boards are approximately 12-13 individuals, with open slots to show that the CoC is soliciting those other agencies not represented. This includes at least one person who is or was homeless and a DV representative. Vickey stressed that these individuals need to have institutional knowledge behind them. Joe expressed that this is the group that will be voting and making decisions on the hard work put together by other agencies, so these individuals sitting on a CoC Board need to know about the CoC.

- How the CoC monitors the ESG and CoC recipients needs to be addressed. This monitoring piece needs to be fine-tuned.
- The CoC Leadership Team agreed there needs to be a written set of standards for Coordinated Entry/Assessment as per the CoC Interim Rule. The hope is that when the Leadership Team meets on October 8th, they will adopt the drafted written standards Paula has drafted based on her research around the country tailored to the needs here in Maine. Vickey pointed out that given the last issues with HUD, accuracy is imperative as the Portland CoC may be flagged.
- Ranking and scoring procedures need to be written out and posted. Paula discussed the ranking and scoring procedures set by the CoC. There is a priority by HUD this year for projects to be Housing First and Low Barrier. There needs to be at least 75% on both. Additionally, HUD wants to know what the CoC is doing to help prevent the criminalization of homelessness. Paula plans on doing a ranking sheet for agencies to use to ensure they are touching all the points needed in applications. Jon stressed that the group needs to be established and timing. Cindy reminded everyone that those doing the scoring can't have a project in the application. The criteria need to be established and posted to the website before project applications are due on October 20.
- Discharge policies need to be collected. Paula and Jon are working on discharge policies from foster care, and Paula has an e-mail from one of the two DOC Re-entry workers on what the DoC currently does. The Maine Statewide Homeless Council also has one from hospitals and mental health facilities, which Paula will get from the SHC.

Paula reviewed 26 documents in preparation to work with agencies on their applications. Over the next four Wednesdays, the application will be projected and worked on during the meetings. The group agreed to dole out responsibilities in a divide and conquer manner for all areas.

III. Reallocation of Projects:

Reallocation: After much discussion surround reallocation, Cullen motioned to not reallocate; Ginny seconded; 7 voted yes; rest were in abstention.

IV. Timeline:

Paula reviewed the timeline and the group discussed when to meet for voting so that the priority and ranking criteria can be published before October 20th.

Paula reviewed the points for each project, including early submission of the collaborative application and the match (cash/in-kind) of 25% and leveraging is 150%. They need to be distinct and separate funding.

V. Ranking and Prioritization:

Need to create a list of agencies and individuals on who to ask. Jon pointed out that the group also needs to create a set of ranking criteria for those individuals to follow.

Cullen stressed that it makes sense for the MCoC and Portland CoC Boards to be the same. Jon explained his concern in the differences between the CoCs. Paula said that one board can look at both CoCs differently and have room to make those different decisions. Commonalities outweigh the differences and after this year, the CoC Board can be changed for next year.

Once the CoC Board is established, subcommittees for the separate CoCs can be developed.

For the next meeting, Paula and Krista will send out documents from last year's priority ranking. Vickey asked that Tier 2 parameters be discussed at the next meeting as well to clarify all the changes. Jon clarified that HMIS funding will be billed to each agency and this will continue moving forward.

Jon will start phone calls to individuals to serve on the Prioritization Committee and may reach out to others in the group to place calls to their connections throughout the community.

VI. New projects:

Avesta is proposing a 25-unit housing unit on Brighton Avenue. There will be a set-aside for homeless with a project-based rental subsidy attached to units. There would be 17 units left to attach for $164,000 per year. The "ask" of funding is for rental subsidies for efficiency units. This needs to start within the calendar year of 2017. Cullen asked if this is committed to long-term stayers. Norm stated he believes it is, as it will fill those with chronically homeless. HUD requires these be dedicated, not based on preference.

Jon discussed the Bishop Street building with Avesta. It is due to be open as of March 2017. This is a reallocation that cannot happen this year with HUD, but it may be for next year.

Joe indicated that TOA may also be looking into a new project. Paula and the group agreed that these three agencies get together to discuss how to move forward. Otherwise, if they continue on with a competition with the agencies, the prioritization committee will need to be a strong group of individuals with a clear understanding of the CoC.

VII. Tentative Agenda Items:

Tentative Agenda items from the 1st page of the Detailed Summary for the next two meetings:

- **October 7**: #4: PCoC will discuss adopting the orders of priority in the HUD CDP-14-102 notice (Paula will send to Krista for the group) and #6: Project Review, Ranking and Selection Procedures and #9: Paula will report out whether the Joint HMIS Governance needs to be voted on again this year.
- **October 14**: #2: Discussion about CoC Board and governance document and #7: Coordinated Entry Written Standards discussion based on information from the CoC leadership team meeting on October 8.

Next Meeting:
October 7, 2015
9:00 am – 12:00 pm