

# Allegheny County Homeless Advisory Board

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## **HAB Quarterly Meeting**

October 27, 2015 10:00AM to Noon  
Human Services Building  
One Smithfield Street, Pittsburgh.

**Purpose:** The Homeless Advisory Board (HAB) is a public/private partnership formed to assist and recommend Allegheny County, the City of Pittsburgh, the City of McKeesport and the Municipality of Penn Hills on public policy, programs, activities, data and all other efforts that will eliminate homelessness and improve the wellbeing of homeless persons and families.

### **HAB Member Attendees**

Add from sign-in

### **Guest Attendees**

Add from sign-in

### **Notes**

#### **1. Welcome & Minute Approval—Frank Hammond**

Frank Hammond noted that the minutes from the July 2015 Quarterly Meeting minutes were sent out prior to the meeting and asked if anyone had any comments or changes to them, None were offered. Nancy Dunkis moved to approve the minutes as presented. Linda Kilderry seconded the motion. The July 2015 Quarterly Meeting minutes were approved as presented.

#### **2. Continuum of Care Governance Charter- Frank Hammond**

Mr. Hammond gave an overview of the Continuum of Care Governance Charter that was sent out prior to the meeting. He stated the Governance Charter includes the expectations of the HAB, Code of Conduct, Conflict of Interest Policy, and the bylaws of the HAB. He also noted that **the Governance Charter will be reviewed annually and remain a living document.** Judy Eakin questioned the quorum and membership of the voting HAB. Barb Smith from HEARTH asked about the chairs and co-chairs of the committees being a part of the Executive Committee. A discussion of the need to change the number of people present to constitute a Quorum and approve a vote took place. Questions arose about the present language that allows half of the membership present to equal a quorum and only one third of members present needed to pass a motion and whether or not that would allow a very small group to make significant decisions. The group also discussed if the providers could nominate and vote for the Executive Leadership Committee. Discussion followed with the HAB Nominations and Selection Process.

The group discussed the need to have membership rotate and how that should occur. Mr. Hammond, increase participation to monthly meetings, decrease numbers by the additional demand in time and commitment. Former membership attendance is taken into consideration when selecting nominees for the HAB.

Two changes to the Governance Charter were proposed:

**1<sup>st</sup> change to the charter: Half plus one was passed for the number needed to pass a vote of the membership.**

**2<sup>nd</sup> change to the charter: Board members should be appointed by the Executive Committee, rather than the current Chair of the HAB. Barb Smith motion to make a**

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**larger committee or the Executive Committee make the recommendation of nominations. Adrienne Walnoha second. Change to the charter approved.**

**Mary Parks motion to approve the charter with the two proposed amendments. Governance Charter Approved.**

### **3. HAB Nominations and Selection Process- Frank Hammond**

Mr. Hammond explained the nomination process and that new terms for the HAB would begin at the January 2016 meeting. Mr. Hammond referred to the Nomination Form that was passed out at the meeting and explained how someone could nominate themselves or another person in the community to serve on the board. He further explained the expectations of members and especially noted that participation in HAB meetings and subcommittee meetings was an essential responsibility. Nominations must be submitted by Friday the 13<sup>th</sup> of November to Mr. Hammond by email, mail or fax 412-236-5150. Please nominate appropriately for the committees and consider the amount of time needed to be an active member.

### **4. HUD Application Materials Review and Vote- Chuck Keenan**

#### **a. Ranking of Projects**

Chuck Keenan explained the Ranking Policy document that was sent out prior to the meeting and the process that the Continuum of Care undertook to rank individual projects in this year's HUD application. The Ranking List for 2015 followed the HEARTH Interim Rule and took past performance and HUD's policy priorities into consideration. The CoC Committee developed with the ranking tool, which formed the basis for the formal rankings for the HUD application of 2015.

The Ranking List was broken into two groups. The groups followed the Ranking Priorities that took into consideration the project type and particular subpopulations served by the project. Group 1 of the ranking tool scored 550 and above on their past performance and benchmarks. Group 2 of the ranking tool scored below 550 on their past performance and did not meet the benchmarks established. Ms. Kilderry noted that performance was based off the priorities that HUD has emphasized. Annual renewal demand has been increased in Tier 2 to 15% of all projects. HUD wants all CoC's to rank their projects based on performance. Approval for the Ranking Policy was approved by the nonaffiliated members of the HAB. Due to Conflict of Interest the following HAB members did not vote.

Reginald Young

Frank Hammond

Linda Kilderry

Rod Willaman

Barb Smith

Steve Forrester

Mary Parks

Lenny Prewitt

Adrienne Walnoha

The ten remaining HAB members in attendance also approved the Ranking List of Projects for the 2015 HUD application.

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## **b. Written Standards**

Mr. Keenan outlined the Written Standards document that was sent out prior to the meeting. He also explained a one page chart that went along with the standards and that summarized the waiting list prioritizations that the CoC discussed. He explained the priority given to chronic homeless, length of homelessness, and need for supportive services. Allegheny County has chosen to use the VI-SPDAT to measure the need for services. The Written Standards were approved as presented.

## **5. Updates**

Updates were provided by Committee Chairs or initiative leads. Minutes from the Committee meetings were distributed with the Quarterly Meeting materials

### **a. Advocacy—Adrienne Walnoha**

The Advocacy Committee has been focusing their attention on clients that are experiencing homeless and allowing our consumers to drive the dialogue. Meetings take place on the first Wednesday of each month at 8:30 am. The next meeting will be on November 4, 2015 at Panera Bread on the BLVD of the Allies.

### **b. Continuum of Care—Linda Kilderry**

Met last on September 9<sup>th</sup>. There was a discussion around the VI-SPDAT and what information is being provided to the providers. The Continuum of Care Committee has been working with ESG funders to develop a ranking tool that is similar in use to the tool used in the CoC. The intent is to design the tool to be performance based, and to this point the group has determined that the measures used for transitional housing will be the same as those required for HUD. The next meeting of the Committee is on December 9<sup>th</sup>, and the group will be working on a draft of the tool for that discussion. Looking more at performance measures and developing the ranking tool for the 2016 application. The December 9<sup>th</sup> meeting will take place at 10AM in the Steelers room.

### **c. Homeless Outreach Coordinating Committee—Frank Hammond**

The HOCC has elected Anne Kanairoi as the committee chair.

### **d. Homeless Education Network—Joe Lagana**

The HCEF Summit 6 will be on November 13, 2015. It will focus on Unaccompanied Youth and the work that has been done to implement the six recommendations from the Unaccompanied Youth Taskforce. One of those recommendations has recently been met, a drop in center for young people. The HEN meets quarterly, with the next meeting scheduled for the morning of December 18<sup>th</sup>. Mr. Lagana announced the Homeless Children's Education Fund's annual Summit is scheduled for November 13<sup>th</sup>, and will focus on advancements that have been made around unaccompanied youth—serving as a follow-up from last year's Summit V. The Summit is expected to bring in hundreds of participants, and a number of topic areas will be presented, including collaboration with law enforcement and the judicial system. HCEF has been holding focus groups with law enforcement officers to gather their perspective on young people living on the street and discussing responses to working with these youth. Additionally, they are exploring the ability to develop an app that would inform officers of available resources when they do encounter youth experiencing homelessness.

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**e. VA Boot Camp—Chuck Keenan**

The VA Boot Camp is an initiative in Allegheny County between ACDHS, the City of Pittsburgh, HUD and Veterans Affairs with the charge of ending veteran homelessness by the end of 2015—as such, the Boot Camp is concluding at the end of December. Mayor's Office and the County's Executive Office has been working to declare functional zero by the end of the year.

**f. Executive Committee—Laurel Randi**

Ms. Randi, filling in for Ms. Downing, updated meeting participants on the HAB's 10 year plan which concluded two years previously. The Executive Committee has decided to embark on a new plan for the Continuum which involves fundraising for a consultant to assist with the planning process. The plan consists of the framework and action plan to end homelessness as of 2020. Crisis resolution, prevention, transition to permanent housing and establish resource and program priorities. The plan will be specific to Allegheny County Continuum of Care.

**6. Announcements**

- Reginald Young noted that the state budget has still not been approved and that this may mean that some agencies may not have funding if they rely on the state. The ACDHS is very concerned about all our providers. If there are essential services that have not been able to funded due to the lack of state resources, DHS would like you to let us know.
- Reminder that all HUD providers' 2015 CoC applications are needed immediately.