

Home Team  
General Membership Meeting  
Minutes  
May 10, 2018, 1:30 p.m.  
At Community Care Behavioral Health

Present: Chris Tombaugh, Danielle Szklenski, Autumn Wilcox, Krissy Dimitrovski, Sheila Silman, Shelby Karns, Sean O'Neill, Barry Kohler, Dusti Dennis, Liz McCormick, Conor McCracken, Lisa Karle, Mark Alexa, George Fickenworth, Maureen Dunn, Dave Woledge, Jennie Hagerty, Debra Smith, Ashley Franklin, Eddie Martin, Amy Clabbatz, Grace Kennedy, Barbara Lewis, Jennifer Malone, Kathy Hubbard

This regular meeting of the Home Team General Membership was held on Thursday, May 10<sup>th</sup>, 2018 at Community Care Behavioral Health in Griswold Plaza, Erie, PA. The meeting was run by Chris Tombaugh. The meeting was called to order at 1:32 p.m. Introductions were completed.

I. Consent Agenda

**A motion was made by Mark Alexa and seconded by Sean O'Neill to approve the consent agenda. The motion carried.** The agenda is as follows:

- I. Consent Agenda
- II. Treasurer Report
- III. Committee Reports
- IV. Update on Strategic Plan
- V. Coordinated Entry Update
- VI. HMIS Report
- VII. Other
- VIII. Adjourn

II. Treasurer's Report

The Treasurer was not present, but Chair Chris Tombaugh reported that the account is at approximately \$4,000. Chris reported that there will be an upcoming expenditure. Rose Barr, a long-time Home Team member and provider of services to homeless persons, passed away recently. When arrangements are announced, a remembrance will be sent in her honor on behalf of the Home Team.

III. Committee Reports

Gaps Committee- Did not meet per Mark Alexa.

Housing Committee- Nothing to report per Dave Woledge

Children and Youth- Liz McCormick The committee is planning to drill down to a smaller subcommittee, without agencies, in the efforts to make a case for what should be the future work of the committee. They will also be bringing to the next Executive Committee a request to fund again the Homeless Child and Youth report completed by the Allegheny Intermediate Unit two years ago. Liz has reached out to the IU as well as Mike J. at the United Way who expressed willingness for United Way to be involved in funding this report. The original report, Erie Homeless Child and Youth Needs Assessment 2012-2015, was prepared in July of 2016. It was not done last year as providers had just begun collecting the additional data points that were recommended in the report. Now that some time has passed the committee is hopeful we can collect this information again and gain additional insight into trends regarding children and youth homelessness. Liz also reported that the Women's Fund held an educational panel discussion. Barb Lewis was a member of the panel. There was an article in the paper on April 16<sup>th</sup> about the event.

Education and Outreach- Nothing new per Grace Kennedy.

Membership- Nothing to report per Kathy Hubbard.

IV. Update on Strategic Plan George Fickenworth

The group has been meeting every other Tuesday. We need diverse agency/community representation at the table. The next meeting is May 22 at 1:30 to 3:30. Please attend. At the last meeting, we reviewed data out of HMIS. We are thinking of a day-long retreat in order to get specific action steps. We would like to wrap it up by July. The plan to roll it out is that it would first go in front of the whole Home Team. It would go to the Education and Outreach Committee to assist with roll out. There is an updated mission statement, and there will be updated bylaws. We need to firm up goals and outcomes. We need active involvement of all stakeholders.

V. Coordinated Entry Update- Barry Kohler

Coordinated Entry is going fine. They are receiving between 60 and 100 calls each day. They are making referrals to the providers in HMIS. A fairly large number of referrals are in the system that have not been either accepted or declined by the provider. A request was made for providers to stay on top of accepting or declining the referrals. Barry has contacted providers individually to discuss any issues. There was some discussion about barriers providers experience in this process. Some questions were raised such as what should be done in the case of a no show etc. and whose role is it to close, etc. A written process exists for providers to follow. Sean O'Neill said ECCM will send a clarifying email regarding the process. The county is going through reports now and holding meetings in efforts to solve any problems that arise.

VI. HMIS Report- Lisa Karle

Lisa reported that the fiscal year for HUD runs from October 1 through September 30<sup>th</sup>. Information for FY 2017 will be reported out soon and is from Oct 1, 2016 through Sept. 30, 2017. A report was provided in the hand out. There was some discussion about how to make meaning of the data. Sheila Silman discussed how incarcerated populations are impacted. Anecdotal data from Coordinated Entry suggests that on most weekends we run out of shelter beds. Single fathers with children and Women with Children may be underserved. A question was raised regarding how long people are lingering in shelter. If shelter stays are too long, due to lack of permanent housing options, the shelters will seem overcrowded. Persons may be moving out of one shelter and into another shelter due to lack of housing options. The next NOFA will be coming out and will identify priorities.

There was some discussion about the overflow shelter. Mark Alexa reported that some 3 churches (Millcreek Community, St John's Lutheran, and St. Joes Bread of Life) have backed out of volunteering for the overflow shelter next year as they feel too much pressure to enter information into HMIS. Mark reported they would not say where the pressure was coming from, but it may be putting the whole project in jeopardy. This was highly concerning to many in the group. They felt the churches should not be pressured to collect/enter HMIS data as this is not required. Shelby offered the county assistance with this. It was noted that in general the persons using the overflow shelter this year are more fragile and sick than ever before. The purpose of this shelter was to be a low barrier option to shelter persons in winter who otherwise would die on the street due to lack of a shelter bed or lack of wanting to identify themselves. Regarding verifying homelessness, it was reiterated to first call Coordinated Entry for persons who need housing assistance.

VII. Other Topics

Autumn Wilcox reported that the NOFA may be released earlier this year than in previous years. While last year it was released in mid-July, it may come out sometime between mid-May and mid-June this year. It will be forwarded to all for review. The process will likely be similar to last year.

It was shared that Larissa Stolar is no longer in her former role at the V.A. Please contact Coordinated Entry for all veterans at this time.

It was shared that an RFP for a planning grant for COCs could be coming out in June, a project of the Federal H.L. Bank and the PA Housing Finance Agency.

Erie City Housing Authority will be opening up the Section 8 list in June. The County list will also be opening up in June.

VIII. Adjourn

**When no other items were brought forth, a motion was made by Kathy Hubbard and seconded by Sheila Silman to adjourn. The motion carried.**

The meeting adjourned at 2:42 p.m.

Respectfully Submitted by  
Danielle Szklenski, M.A.  
Home Team Secretary