**Resource Committee Minutes**

**Thursday, November 2, 2017**

Attendance: Mike Mooney (New Beginnings), Rob Liscord (Preble Street), Aaron Geyer (City of Portland), Janice Lara-Hewey (Catholic Charities). Norm Maze (Shalom House, Inc.)

1. **Individual Introductions and brief review of histories of both committees from Portland and MCOC.**
2. Histories

* Mike- got involved with Maine CoC Resource Committee in 2005 when Maine Balance of State and Penobscot CoCs. Handling transitional housing for homeless youth. Also involved with Preble on collaboration for LGBT youth.
* Rob- recent to the CoC. Handles Veterans Housing for Preble. Involved with rapid rehousing and homeless prevention. Working toward functional zero for vets.
* Aaron- on Portland CoC mainstream resource committee since 2007. Handles Portland GA, TBRA, EHAP and Representative Payee Program. PCoC had advocate/client representation from HVJ in the past. PCoC Mainstream Resource Committee had a goal of 4-6 trainings per year. The topics were meant to meet changing needs based on NOFA: employment, healthcare, fair housing (Pine Tree Legal), Point-In-Time (PIT).
* Janice- got involved in CoC via the PIT count. Handle PATH homeless outreach for Catholic Charities in Androscoggin, Oxford, Franklin, and Sagadahoc Counties, and ½ Cumberland County.
* Norm- got involved with CoC around 2013 and Resource Committee last year. Handle Shalom’s Property Management and Subsidies Department. Also involved in homeless issues through managing Shalom properties and subsidy programs.

1. Discussion regarding Committee moving forward

* The work of the COC has been mostly focused on NOFAs. We need more service-based committees like homeless youth and veterans. We need to get more participation, especially with the PIT count. Some organizations don’t even know that the COC exists. The service-based committees, like the veterans committee does trainings for the Resource Committee.
* We need to recruit more members by finding ways to engage with the community. A shift in thinking is needed to engage the entire community. We must keep in mind that best practices differ from community to community.
* HUD requires many tasks to get and keep CoC funding. The NOFA takes up much of our attention so that we show that we are doing what we said we are going to do.
* Reallocation is a means to move money. We need to have conversations about this, best practices, and why we fund existing projects; Shelter Plus Care is 85% of our NOFA. We should use evidence-based practices. HUD wasn’t supportive of transitional housing this past NOFA.
* Money shouldn’t drive priorities. We need other funding sources and to collaborate.
* What works for each community in the state? What are communities willing to support since not all best practices fit all communities the same.

1. **Elect 2 chairpersons and a secretary for this committee**
2. Rob accepted nomination from Norm as co-chair. All in favor.
3. Mike agreed to continue as co-chair
4. Norm accepted a nomination from Aaron for secretary. All in favor.
5. **Review next steps in PIT count preparation.**

* Need to make job descriptions for leads more concise.
* This should be more-process driven and not dependent on one or two people especially if they become unavailable later on.
* There might be some confusion with MaineHousing changing training from live trainings to videos
* Chris Bicknell of New Beginnings will work with Janice, MaineHousing, and the Youth Committee on creating the questions and the training for the youth survey piece of the PIT. Preble Street Youth Staff are involved as well. Coordinated Entry (CE) is set to launch January 23, 2018, the day of the count.
* Use CE as part of PIT count even if doesn’t work as homeless verification for PIT purposes; the hope is for it to work for all who are encountered.
* Specific steps will be outlined to make the PIT happen. To be scheduled for December for MaineHousing before PIT take place in January.
* Rob- Region 3 piloted CE; it’s an electronic platform to meet needs of homeless or those in danger of homelessness when entering. It’s how people will enter into the homeless services system. 211 is one way to connect to CE.
* Outreach lead job description might be better for others not connected to COC; call for volunteers soon. Rob is lead on the effort this year; he needs a list of contacts.
* November COC meeting- put out calls for leads.
* It would be preferable to discuss the PIT on quarterly basis. Have final job description by June, then periodic updates so in September, get people identified even though there’s not much to do until December.
* It would be better to have Regional leads involved in PIT planning
* In November, identify leads in every county and let them know the job expectations. Make calls to leads on old list.
* Aaron- will have internal discussions to see if someone at the city of Portland could do a PIT count this year.
* Rob- maybe TOA as PATH outreach could lead the PIT count in the Greater Portland area.
* Janice- will tweak job descriptions and finalize next week. She will call around previous leads by the following week and come up with a list of outreach leads.
* November 16 CoC need this higher on the agenda to get people’s attention. Flyers will be done for COC meeting.
* Amanda Kastner at MaineHousing will work on form; not a lot of money though for forms.
* Work is needed on the flow of the wording to shorten data processing time
* Rob- places are available to do trainings for the PIT forms webinar by MaineHousing as well as face-to-face meetings for trainings. MaineHousing and the Resource Committee have taken lead to carry out these trainings.
* Rob- this is an opportunity to lay the groundwork for our doing the PIT count and why it’s important to participate in the Resource Committee
* Janice- the PIT count is not driven by one group. The Resource Committee does the training. Show how all groups are connected
* Make use of Tandberg sites- some places charge fees. Use existing sites that do not charge. Rob and Mike will evaluate what’s involved in setting up Tandberg sites.
* Engaging/approaching/interviewing training- MaineHousing would host, but it’s up to local people to connect with Tandberg libraries; Rob and Mike will get this on COC meeting agenda.

1. **Discuss and begin to articulate goals and action plan for this committee to be implemented over the next 6-12 months. Discuss any issues around meeting logistics.**

* Mike- has looked at training expectations in NOFA, and expectations and responsibilities of our committees.
* Rob- trainings is one part of what we did in the past.
* What is the COC? Institutional knowledge has been lost. Committees under the new COC are being reviewed.

1. MCoC-101

* Rewrite and disseminate to get new people on Resource Committee.
* Should we be more proactive in making sure the CoC does what it’s supposed to do?
* Janice- Steering Committee- she wouldn’t know about PIT training expectations if it hadn’t been presented there.
* Janice- come up with a brochure on the COC, a simplified one to hand out… a shorter version to recruit people.

1. MaineHomelessPlanning.org site

* Post there when meetings are going to be held. Website hard to navigate unless you click on link in emails or know dates of when meetings were held.
* Regional Homeless Council Meetings- continue to hold Resource Committee trainings during these meetings.
* Janice- rental vouchers training in June was very well attended. Region 2 trainings are pushed out to non-COC members
* Janice- on a quarterly schedule, make meetings more relevant; what do people want to know about.
* Membership should drive what the Resource Committee provides.

1. Pitch CoC and Resource Committee everywhere

* Come up with an elevator speech- raise public awareness and education engagement provider
* How does information in a computer translate into actually helping someone…how is it interconnected?

1. The Resource Committee should always be on the CoC Agenda.
2. Public Engagement Events- About CE, not just to Providers

* Rob- sees resource committee as a way to educate about Non-HUD funded grants. The Resource Committee can reach out to get more info on those grants.
* Aaron- try for more engagement in York County especially at Region 1 meetings.
* Rob- has connections in York County, he can reach out.
* Mike- it’s hard to tell where providers go to get info; Region 2 and 3 Homeless Councils are the go-to places due to the geographic spread in those regions.
* Aaron- Region 1 seems further apart even though it is less disconnected by distance. The Portland Emergency Shelter Assessment Committee is not where people from outside the Portland area get information for Region 1.

1. Branding the CoC

* Janice- branding the COC with a logo?
* Mike- create materials for general outreach...variety of docs about why and what COC is.

1. Identify Local groups/advocate: Create Partnerships and Publicize Resources

* Rob- collaboration and coordination of parts of system with local groups, regional councils; bring the steering. What can we do to make sure it’s not all about the NOFA? Foster new committees.
* Mike- make some meetings topical; invite law enforcement, landlords, others... We need topics relevant to them

1. Other

* How does CoC Steering and the Board function?
* Rob- Video equipment at Preble for future meetings? Use MaineHousing video equipment?
* Agenda for next meeting
* Progress on PIT count
* Trainings for the first of the year
* Action Oriented Tasks
* Rob- will get more info on CE.
* Mike- Need access to Maine Homeless Housing website so chairs can keep subcommittee lists up-to-date. Ask Scott at MaineHousing how to make that list as a document to do this.
* Rob- Will connect with anything learned for Veterans Committee.
* Org chart- How committees connect…is this done yet? Consolidation committee?
* Develop a means to understand what each committee does. Janice- describe committees, be succinct and explain why things are being done the way they’re being done.
* Janice- Explain general COC structure
* ***Other: Add below***