

**STEERING COMMITTEE MEETING MINUTES**  
**JULY 10, 2024 @ 3:00 – 4:30PM**  
**IN PERSON WITH VIRTUAL OPTION**  
**28 PENN SQUARE – FIRST FLOOR BOARD ROOM**

Attendance: Lisa Greener, Mandy Mastros, Justin Eby, Andrea Heberlein, Craig Walt, Jack Crowley, Alice Yoder, Deb Jones, Jody Heinrich, Marjorie Shaffer, David Nagle, Julie Holtry, Barry Surrect, Lisa Colon, Jeffrey Martin, Jimmy Reichenbach, Christopher Thomas, and Beth Dreyer-DeGoede  
Regrets: Lisette Rivera

1. Welcome from chair Andrea Heberlein.
2. Approval of May 8, 2024 Minutes – Barry made a motion to approve, Dr. Martin seconded and they were approved.
3. Steering Committee Member Updates – Chris Dreisbach is trying to find someone as proxy for his membership to someone else in his organization, Julie Holtry will stay on, Jen Koppel is stepping down but may stay on the healthcare action team. Mandy asked if someone from Blueprints specifically needed to be on the committee, no, so perhaps Chris' proxy doesn't need to be from Blueprints. The nomination committee will look into this and propose a solution. Andrea will be stepping down from the chair and membership in the Steering Committee.
4. Service Delivery Discussion
  - Building New Partner Capacity/Onboarding (emergency shelter, expanded outreach workers, etc.) – Craig noted that we have new Outreach workers and new partnerships are building for emergency shelter, how can the Steering Committee help build and support the onboarding process? Mandy said their new staff member just started yesterday and she has previous experience. She will need Empower Lancaster training. She will attend the Outreach Meetings and have weekly meetings with Mandy for supervision. Deb said that Josiah is out of town, but he has helped onboard the staff at Blueprints and Anchor Lancaster. Andrea suggested training such as Bridges Out of Poverty. Jack said that Tim Rogers, a former Steering Committee member, is trained to teach this. Alice suggested having a general onboarding document and evaluation for the new staff to complete. Deb suggested supervisors could collaborate. Deb would like to circle back with this discussion regarding onboarding the YMCA at the September meeting.
5. Office for Coalition Updates and Scorecard (Written Report) – Deb has a lot in the Directors Report. We have called 2 Code Reds in the past month. Andrea asked if people have had adverse reactions to the heat, none has been reported. Craig said that the City has been doing outreach to see if people had access to water and they have reported no issues. Jack had questions about some of the numbers for the ending of the low-barrier shelter which Deb addressed. He felt that the numbers were consistent with what he's seen. Mandy thought that the YMCA and the Outreach workers should be given the specific information on those who were in the LCFH shelter when it closed. David asked if, when Otterbein opens, is the plan to wait and see who shows up or to reach out to those who were in the LCFH shelter? Deb said we should be reaching out to them now. Marjorie said it is happening.

Deb showed the Scorecard for the fiscal year 23/24. She noted that the staff is all over-extended. Jack asked if that was something LCHRA is already addressing. Deb said no, there is no budget, but the 2025 planning grant may have a little more funding.

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6. Homelessness Grants Joint Funding Update / Funding Request - Jody noted that the Lancaster County Food Hub has chosen to decline their \$70,000 for Outreach from the Joint Funding allocation. They still plan on doing the Outreach work but don't want to be contracted with us for it. Jody said we would like the Steering Committee to put that money into the emergency shelter operations. Jack asked if someone else could use the money that we did not fund. Deb said the agencies we did not fund were not eligible, and the others did receive some funding. Craig asked if the funds had to be tagged for something or if they could just put it in reserve. Jody said we could delay the allocation, but we know we will need it for the shelter eventually. Jack made a motion to reallocate the money from LCFH be held in reserve for the Otterbein shelter operations, Lisa G. seconded it. Julie asked if the funds could be allocated to an agency that was not fully funded. Deb said we could, but they have accepted the contracts they have been given. Jack noted that the shelter operations were also underfunded with what the initial plan had been. The motion passed unanimously. Andrea asked if there was a concern with the relationship with LCFH. Deb said there was plenty of room at the table. Jeffrey is on the LCFH board and said they have been trying to decide who they are, they stepped up to doing low-barrier shelter during the COVID pandemic, but it was not their original mission.
7. Lancaster County PA-510 CoC Standards & Procedures, updated 2024 – Marjorie asked if there were questions on the document that all of the committee members received. Additions were made for Violence Against Women Act (VAWA) to help our next NOFO application that was vetted by CAP DVS. No one had any questions. Jimmy made a motion to approve the Standards and Procedures, Mandy seconded it, and they were approved.
8. Client Financial Assistance FY23 Process – Deb said that the O4C ran out of client financial assistance within 6 months this year because of a loss of Emergency Rental Assistance Program (ERAP) funds. This led to an investigation of the process and a determination to tighten the eligibility for the funds. Funds will be split into 2 categories - \$30,000 for supplemental expenses like IDs, birth certificates, etc. and \$30,000 for short-term housing move-ins with stronger limits and case management assistance. The remaining \$90,000 will be for long-term housing in the Pathways housing program.
9. HMIS (Empower Lancaster) Manual (2024) – Christopher said that the manual approved by the Steering Committee last year needed to be updated with a few minor changes. The only somewhat significant change is in the use and release of client information. Mandy noted that the new client release of information form looks different. Christopher said she should use the form that is in Empower Lancaster. David made a motion to approve the updated HMIS Manual, Barry seconded the motion, and it was approved.
10. Action Team Updates – Action Team Chair (report-out)
  - Grants and NOFO Teams – Lisa C. said the grant committee will meet again later in July.
  - Community Engagement – Mandy said they skipped their July meeting. Discussions about how they are getting the word out about PIT count and homelessness.
  - Housing Impact – Lisa G. (chair) and Julie (vice chair) – Lisa said they need to get a meeting scheduled.

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- Health – Jeffrey said they were discussing what will happen with the shelter closing and will look at the data from Refresh Lancaster and other health center data. They hope to utilize Millersville University to help collect and process the data. Jack noted that their new re-cooperative care facility will open soon.
- Governance Work Group – Craig said they have met and discussed what the CoC and HUD requirements are for this group. They will be reviewing charters from other counties next. Commissioner Yoder is having conversations about strategic planning.

11. Open Discussion

- Jack said that there was a good article about WSM in the New York Times.
- Jody said that HUD is going to open a PSH infrastructure NOFO.

**Steering Committee 2024 Schedule:** September 11 and November 13.

**Upcoming Events:**

- No Training & Equipping Sessions during July or August/resumes on September 19
- July (any time now) HUD will release the Notice of Funding Opportunity (NOFO)
- July 8-10: National Alliance to End Homelessness National Conference (DC) – Josiah and Dan Mesher (Coordinated Entry Manager at Tenfold) are attending
- July 25: Human Services Block Grant Public Presentation at 4:00pm
- August 5: Senator Smucker tours low-barrier shelter & Prince Street Community Hub
- August 8: Berks / Lancaster / York Counties Press Conference for YHSI grant
- October 10: Fall Continuum of Care meeting from 9am-10:30 Public Safety Building

**Mission:** Together the Coalition provides quality, personalized human and housing services for all individuals and families facing or experiencing homelessness, and ensures homelessness is rare, brief, and non-recurring.