

**CT BOS Steering Committee Meeting Minutes  
12/1/15**

<b>Voting Steering Committee Members Present</b>	<b>Agency/Jurisdiction Represented</b>
Steve DiLella	DOH
Phil Lysiak	Bristol CoC
Terry Nash	CHFA
Alice Minervino	DMHAS
Brian Roccapriore	CCEH
Betsy Branch	CSH
John Bradley	New Haven CoC
Kathy Allen	New London/Norwich CoC
John Merz	ACT
Betsy Branch	CSH
Kim Somaroo-Rodriguez	DCF
Gary Beaulieu	Waterbury CoC
Ron Krom	Middlesex CoC
Milena Sangut	Danbury CoC
Theresa Nicholson	Greater Hartford CoC
Bryan Flint	Greater Hartford CoC
Melissa Dzierlatka	Individual
Cathy Zeiner	DV Coalition
<b>Meeting Participants</b>	<b>Agency/Jurisdiction Represented</b>
Kara Capone	New Haven CoC
Crane Cesario	Hartford CoC
Cat Damato	Hartford CoC
David Rich	ODFC
Consultants: Suzanne Wagner and Liz Isaacs, Housing Innovations	
<b>Steering Committee Members Not Present</b>	<b>Agency/Jurisdiction Represented</b>
Kathy Crees	Willimantic CoC
Andrea Hakian	Manchester CoC
Nancy Cannavo	Litchfield CoC
Ellen Simpson	New Britain CoC
Pat Kupec	DOC
Louis Tallarita	DOE
Alisa Woodsby	Partnership for Strong Communities

**1. Introductions and Announcements**

- a) Welcome and Introductions
- b) Steering Committee Minutes 10/16/2015 approved
- c) CoC Semi-Annual Meeting – 1/6 at Middlesex Community College – details to follow
- d) SNAPS in Focus (handouts)



SNAPS-In-Focus-Wh SNAPS-In-Focus-Ens  
at-it-Means-to-End-Vuring-Access-for-Sur

- What it Means to End Veteran Homelessness

- State is also focused on ending homelessness for veterans. DOH has Rental Assistance Program (RAPs) available for veterans.
- Ensuring Access for Survivors of DV
  - It was noted that it is critical for the DV community and homeless community to work together and that the CANs engage w/DV providers.

**Motion: To add a representative from Connecticut Coalition Against Domestic Violence to the CT BOS Steering Committee. Motion passes unanimously.**

e) Updated Policies and Procedures and all BOS materials available at:

<http://www.csh.org/csh-solutions/community-work/housing-development-and-operation/2578-2/>

## 2. 2015 NOFA Debrief and HEARTH Compliance

- a) CT BOS Consolidated CoC Application and Project Priority List: <http://www.csh.org/csh-solutions/community-work/housing-development-and-operation/2578-2/>
- b) It was noted that CCEH and Nutmeg provided important information for the NOFA and providers overall did a good job submitting their data.
- c) CT BOS Monitoring Selection Criteria
  - The following additional criteria were proposed: Poor performance on a previous monitoring visit, failure to submit an adequate monitoring follow-up plan in a timely manner, complaints received by HUD or the CT BOS CoC, significant lateness or inaccuracies in submission of required grant renewal materials, substantial levels of under-spending, other evidence of non-compliance with HUD or CT BOS requirements, and at the discretion of the CoC Chairs. Monitoring may also be offered on a voluntary basis to projects.

**Motion: To add selection criteria. Motion passes unanimously.**

- It was noted that all agencies (not programs) will be monitored by 2017.
  - Reallocated projects will not be monitored and, this year, Waterbury projects will be monitored.
- d) CT BOS Policy for clients to have a way to alert CoC when involuntarily separated in shelter or housing based on age, sex, or gender
    - It was noted that when persons are involuntarily separated, it is a violation of fair housing/HUD final rule on Equal Access, and currently we don't have a way to let clients know this.
    - It was suggested that there should be a Bill of Rights for Clients.
    - DMHAS has a Patient/Client Bill of Rights **f/u: HI to draft Client Bill of Rights.**
    - Providers asked questions regarding number of children and rules around same gender children in same bedrooms.

**f/u: HI to research occupancy standards in CT.**

### e) Provider Computer Labs

- It was noted that some providers who did not attend the computer lab had greater challenges completing their project applications and required a lot of technical assistance.
- It was suggested that the CT BOS Chairs send an e-mail to the providers who did not attend, reminding them of the importance of the trainings and encouraging them to attend in the future.

**f/u: HI to work with chairs on sending the e-mail**

### 3. DOH Updates

- DOH has capital funding available for ES that are in need of updating their space to ensure that they are not separating families and can accommodate persons of transgendered experience.
- DOH - 45 new units of PSH for CH in state – these are replacing units that have been transferred over to other programs.
- DOH has RRH service funding available. Providers would use ACT for the rental assistance.
- There is an additional \$500k for this fiscal year from DHMAS to fund the state RRH program that is administered through ACT.
- It was noted that it has been helpful for the state to centralize financial assistance funds for RRH. It was also noted that HUD is interested in seeing greater centralization with regard to RRH to ensure that these resources are being utilized effectively.
- According to the registries from all 8 of the state CANs, the estimate is that there are about 1100 CH persons throughout the state.

### 4. Coordinated Access (CA) Planning - Updates from DOH and local CANs

- a) Coordinated Access Networks (CAN)
  - It was noted that providers are struggling with serving persons with no income as some landlords are reluctant to rent to them.
  - It was also noted that providers are spending a lot of time getting applicants document ready and this is a labor-intensive process.
- b) Statewide CAN committee - tabled
- c) Managing cross CAN/CoC issues - tabled
- d) CT BOS 2014 PSH Project – Status Report (handout)
  - It was noted that in several areas, lease-up has been slow because they were waiting for registries to be completed, and now that they are, they should lease-up more quickly.

### 5. Point-in-Time Count 2016

- a) 2016 Housing inventory Chart and Point-in-Time Count Timeline  
**f/u: CCEH to send schedule on 12/4/15**
- b) Unsheltered Point-in-time Count of Homeless Persons
  - PIT is Tuesday, 1/26/15 – HUD mandates that count is held during the last 10 days of January. This date gives extra days if there is a snowstorm.
  - CCEH is in planning process and will send information shortly.
- c) Point-in-time Count Methodology



CT PIT 2016  
Methodology.docx

- HUD requires that CoCs approve PIT methodology. This year's methodology will be same methodology used last year. This year the survey will be shorter and easier to administer since there are no additional youth questions or VI to administer.

**Motion: To approve 2016 PIT methodology presented by CCEH. Motion passes unanimously**

- It was noted that it is important that the Regional Coordinators understand how extrapolation works with the block groups. It was noted that adding or taking away a block group can have a bigger impact on the count than people may

realize. CCEH noted that the demographer for the count will be at the Regional Coordinators Kick-Off meeting and could address that issue.

- CCEH noted that they have identified most of the Regional Coordinators and are waiting to hear back from a few coordinators to confirm.
- It was noted that we need to use the PIT data and make it meaningful and tie them to the registry results.

## 6. HMIS Updates

### a) HMIS SC Update

- Several agencies that are mandated to enter into HMIS are not doing so; they are small agencies that note they do not have the time/staff to complete. Data Quality Management Sub-committee of HMIS SC is dealing with it and if it is not ameliorated, will bring to CT BOS SC for assistance. It was noted that perhaps CT BOS should add HMIS DQ as a monitoring element (it is already evaluated in the performance evaluation).
- AHAR Submitted initial data yesterday (11/30). Final due 3<sup>rd</sup> week of December
- HMIS System off line 12/8 and 12/9
- The client ROI has been updated and simplified. Clients have only 1 choice - to have their data included in HMIS or not.

### b) HMIS MOU between CCEH and CT BOS CoC – Jan 15, 2016



CT HMIS LEAD  
BOS-2015.docx

- MOU has not been changed from last year.

**Motion: To accept the MOU between CT BOS and CCEH.**

### c) Reminder to Sub-CoCs to review Dashboard Data Quality Reports

## 7. Reaching Home Update - tabled

## 8. Zero 2016 Update - tabled

## 9. Updates from the Fairfield County and Hartford CoCs

- Hartford CoC to vote on merger with CT BOS CoC on 12/8/15

**Motion: To merge with Hartford CoC if they vote to join CT BOS CoC. Motion approved unanimously.**

## 10. Next Meeting Date: 1/22 12pm-2pm – Lyceum, 227 Lawrence Street, Hartford & 2/26, 3/18, 4/22 – all 11am -1pm at CVH, Page Hall, Room 365