

CT BOS Steering Committee Meeting Minutes

2/26/16

Voting Steering Committee Members Present	Agency/Jurisdiction Represented
Steve DiLella	DOH
Phil Lysiak	Bristol CoC
Kathy Allen	New London/Norwich CoC
Alice Minervino	DMHAS
Kimberly Karanda	DMHAS
Brian Roccapriore	CCEH
Jackie Janosko	CCEH
Lisa Tepper-Bates	CCEH
John Bradley	New Haven CoC
Kathy Allen	New London/Norwich CoC
John Merz	ACT
Kim Somaroo-Rodriguez	DCF
Cathy Zeiner	CT Coalition Against DV
Kathy Crees	Willimantic CoC
Michele Conderino	Danbury CoC
Theresa Nicholson	Greater Hartford CoC
Matt Morgan	Hartford CoC
Crane Cesario	Hartford CoC
Melissa Dzierlatka	Individual
Cathy Zeiner	DV Coalition
Andrea Hakian	Manchester CoC
Ellen Simpson	New Britain CoC
Meeting Participants	Agency/Jurisdiction Represented
Kara Capone	New Haven CoC
Cat Damato	Hartford CoC
David Rich	ODFC
Alanna Kabel	HUD
Kelsey Brown	HUD
Yvonne Candelaria	HUD
Jim Bombaci	Nutmeg
B. Suzy Rivera	Friendship Service Center
Teddi Creel	WCMHN
Consultants: Lauren Pareti and Liz Isaacs, Housing Innovations	
Steering Committee Members Not Present	Agency/Jurisdiction Represented
Betsy Branch	CSH
Kim Somaroo-Rodriguez	DCF
Ron Krom	Middlesex CoC
Nancy Cannavo	Litchfield CoC
Belinda Arce	Waterbury CoC
Pat Kupec	DOC
Louis Tallarita	DOE
Alisa Woodsby	Partnership for Strong Communities
Terry Nash	CHFA

1. Introductions and Announcements

- a) Welcome and Introductions
- b) Review 1/22/16 SC minutes – approved



CT BOS SC mtg minutes
1.22.16..docx

- c) SAVE THE DATE – CT BOS CoC Employment Roundtable – 3/29/16, 9:30-11:30am – Lyceum, 227 Lawrence Street, Hartford.
RSVP:<https://docs.google.com/document/d/15KIpkAkboRKlckcG361bxne9C4K5RY4VjtaGLJcLwl/edit>
- d) SAVE THE DATE - HUD Sponsored Continuum of Care Roundtable on Environmental Reviews and Conflicts of interest.- Hartford Field Office, 20 Church Street, 10th floor in Hartford
Thursday, March 10, 2016 from 10:00am – 12:00pm
 - It was noted that at the ER requirements may change but HUD staff at the meeting noted that providers should be following the current regulations
- e) HUD - Housing + Employment Works Webinar Series
<http://us5.campaign-archive2.com/?u=87d7c8afc03ba69ee70d865b9&id=fe0c57d048>
- d) 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. HEARTH Compliance

- a) CT BOS Chronically Homeless Definition and Eligibility Tools
 - HUD will provide additional guidance and when they do, HI will update the documents. For now, these documents follow the current HUD guidelines and can be used.
 - Clarification on the eligibility for people residing in TH was requested.
f/u: HI to clarify on verification form
 - **Agree by consensus to accept the CH Eligibility**
 - It was noted that property management agencies are having issues with eligibility documentation. It was noted that this should go on the agenda of the Interagency Council.
 - It was noted that the HUD grantee should have a QA process in place to review eligibility documents obtained through any other source (e.g. CAN, property manager) since the grantee is ultimately responsible for ensuring that eligibility requirements are met, and they will be the entity to get the finding from HUD if there is an issue.
- b) CCEH report on HUD System Performance Measures)
 - HUD released measures in July 2014 and HMIS programming specifications in May 2015.
 - HUD has indicated that they will score using the measures in the 2016 CoC competition, so it is critical that we have complete and accurate data to be able to provide to HUD.
 - Performance Measures have been programmed in HMIS and now they are being tested. It is anticipated that by next meeting, Nutmeg will bring data to see how CoC is performing on the PM.
f/u: Nutmeg to bring data to CT BOS SC mtg on 3/18/16
 - Nutmeg is currently working with CAN coordinators on data accuracy and noted that that they can look at outliers to inform data quality improvements, but cannot currently run reports at the project level.
 - It is possible to look at data for various time intervals to see how the CoC is doing relative to the past, however data quality will be weaker the farther back you look.

c) McKinney Vento Educational Rights: Responsibilities of SubCoCs, Recipients, and Subrecipients



CT BOS Educational Rights
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- These requirements apply to projects serving children or youth 18-24
- All projects receiving CoC funds that are serving families with children and/or youth 18-24 are required to have related policies. Projects may opt to adapt the sample policy provided or to adopt a different policy that fulfills the requirements.
- It was noted projects not currently serving children or youth 18-24, could have participants who get pregnant or otherwise add children to their household and/or young people could move-in, it's a good idea for all projects to be familiar with the requirements and adopt a related policy.
- Website: youth-help.org has good videos and information on this topic
- CT BOS SC to vote on these at 3/18/16 SC meeting.

f/u: Sub-CoC reps to bring back to communities for input. Send comments to ctboscoc@gmail.com by 3/14.

- d) Plan for training by HI staff on key HUD and CT BOS requirements for programs, how to be in compliance and decrease funding recapture risks
- Compliance training - 4/20/16 CRT- 555 Windsor Street, Hartford, 9:30am-4:00pm – **RSVP link to be added**

3. Draft 2016 Renewal Evaluation Standards (handout)

- a) Review and vote on final Renewal Evaluation Standards
- Occupancy - It was decided that occupancy should not be a scored criterion, and rather be a threshold (i.e. projects less than 90% occupied, you would be in corrective action). Excludes new projects and HI will tweak as necessary for small projects.
 - Spending – It was decided to change the standard to 95% or a cap of \$50k. It was noted that PRAs and SRAs have trouble spending all of their project funding. It was suggested that a small group convene to discuss the unique circumstances of PRA and SRA projects and determine any necessary criteria adjustments for those projects.
f/u HI to convene a small group to discuss PRA/SRA spending
 - Special Populations
 - i. It was noted that 18-24 year old families in TH can often meet the HUD homelessness eligibility requirement but can't meet the CTBOS requirement of being literally homeless. Programs that are 100% Youth programs are not scored on this factor. For other projects serving youth, providers should raise issues that require special consideration when submitting their APR or upon receiving their draft evaluation results.
 - ii. DV survivors sometimes need to exit to a non-permanent location for safety reasons. It was decided that for renewal evaluation purposes, these will be reviewed on a case-by-case basis and providers need to remember to make notes in their APRs explaining why someone had a negative exit.
 - It was noted that RRH programs might have a length of stay of more than 6 months. It was noted that SSVF average is 4 months so the hope is to have the shortest stay possible. This criterion will not be scored in 2016, which will enable the SC to determine whether the proposed 6 month length of stay benchmark makes sense or alter for 2017.

- It was reported that it would be helpful to have a way to evaluate how providers are participating with the CAN. It was noted that it is a requirement of HUD, DOH/DMHAS and CT BOS to participate in the CANs. For providers that are participating but are not fully bought-in to the process, other avenues for encouraging more collaborative relationships with their CAN should be pursued, but it was decided that the renewal evaluation process was not the best avenue to impact this issue..
 - HUD staff at the meeting noted:
 - i. Providers are submitting APRs with incorrect operating dates and this is creating a delay in reviewing the APRs and work for HUD staff and providers to make the corrections. ELOCCS has operating date and previous grant dates that providers can access and should look here to confirm dates before submitting APRs.
 - ii. HUD risk analysis process looks at APRs to ensure that they were submitted on time and did not have issues that were not explained. It is important to provide accurate and complete data in the APR and explain any negative outcomes in the narrative section.
 - **Agree by consensus to accept the Renewal Evaluation Standards as amended above.**
 - **f/u: HI to present renewal evaluation scoring at the next SC meeting**
- b) Renewal Evaluation Deadlines - APRs, Project and Provider Reports, Consumer Surveys due 3/4/16

4. NOFA follow-up

- a) Client Bill of Rights



CT BOS client rights draft
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- It was suggested at a previous meeting that there was a need to create a Client Bill of Rights to ensure that clients know their rights and have a way to grieve any violation of their rights. **f/u: Sub-CoC reps to bring draft document to communities for feedback. Send comments to ctboscoc@gmail.com by 3/14.**
- b) Update on connecting with PHAs - tabled
- c) Mainstream Employment Services
- There was discussion around adopting a policy that would require all CT BOS providers to make and document best efforts to connect tenants to mainstream employment resources.
 - **f/u: Reps to take back to communities and vote at next meeting**

5. DOH Updates

- a) Providers have submitted projects responding to the DOH RRF RFP
- b) RFP for housing prevention funds administrator coming soon

6. Coordinated Access (CA) Planning - tabled

- a) Coordinated Access Networks (CAN)
- Use of case conferencing for people who are not succeeding in the program they are in
 - Multiple referrals per vacancy
- b) Statewide CAN committee
- c) Managing cross CAN/CoC issues
- d) CT BOS 2014 PSH Project – Status Report (handout)



BOS 193 Status report
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7. Point-in-Time Count 2016

- a) Generally, data were entered in a more timely fashion and with fewer quality issues than in the past.
- b) CCEH sent out HIC to HI to review for errors, corrected info should be exported next Friday
- c) Unsheltered data is going out today/Monday for extrapolation

8. HMIS Updates

- a) HMIS SC Update
 - It was reported that Registry Lists can live in real time in HMIS
 - HMIS Steering Committee Data Quality sub-group is working on creating a funding structure for HMIS for the state.
 - CCEH reported that training attendance will be monitored as people are not showing up for trainings. There are limited spots available and it is important that people let Nutmeg know if registrants will not be able to attend a training.
 - It was noted that there is a growing level of frustration related to unresolved HMIS issues. It was reported there was a two-month wait for one provider to get staff trained, which results in a back-log of un-entered HMIS data. It was also noted that providers in the New Haven SubCoC are frustrated because they went from having a system in which they were able to enter and retrieve data from their former system and are now having trouble doing both in the new system. It was noted that HMIS SC will explore solutions to these issues.
- b) Reminder to Sub-CoCs to review Dashboard Data Quality Reports
 - Nutmeg will be posting the dashboard starting in March – individual agencies can look at each of their agency results. It was noted that this report is not as detailed as the funder report which shows data quality by program.

9. Grievance Committee Update

- a) Spending HUD CoC funds
 - The Grievance Committee decided to rescore 2 projects that submitted grievances b/c the non-profit service provider is not the recipient and not involved in monitoring and ensuring fully spending of HUD funds. The committee noted that project partners should work together to monitor spending and explore options for achieving full (or as close as possible) expenditure. The committee also noted that they may deny similar request to re-score moving forward.
 - The committee declined to rescore factors impacted by inaccurate APR data and noted the importance of accurate data submission to HUD.

10. Reaching Home/Opening Doors/Zero 2016 Update

- a) Advocacy Days
 - It was noted that the State of CT has a \$900 million deficit and is the worst economic situation the state has faced in years.
 - Advocacy Days are coming up and providers are needed to meet with legislators to let them know the need to fund our programs.
- b) Vote on CT BOS rep to Reaching Home Steering Committee - tabled

11. Updates from Opening Doors Fairfield County - tabled

12. Next Meeting Date: 3/18 11am -1pm at CVH, Page Hall, Room 365