

**CT BOS Steering Committee Meeting Minutes**  
**5/4/15**

<b>Voting Steering Committee Members Present</b>	<b>Agency/Jurisdiction Represented</b>
Steve DiLella	DMHAS/DOH
Phil Lysiak	Bristol CoC
Lisa Tepper-Bates	CCEH
Milena Sangut	Danbury CoC
Jackie Janosko	CCEH
Kara Capone	New Haven CoC
Bonita Grubbs	New Haven CoC
Teddi Creel	Litchfield CoC
Gary Beaulieu	Waterbury CoC
Lisa Shippee	New London/Norwich CoC
Ellen Simpson	New Britain CoC
Ron Krom	Middlesex CoC
John Merz	ACT
April Morrison	CSH
Chelsea Ross	CSH
Kathy Crees	Willimantic CoC
<b>Meeting Participants</b>	<b>Agency/Jurisdiction Represented</b>
Crane Cesario	Hartford CoC
David Rich	Bridgeport CoC
Jim Bombaci	Nutmeg
Consultants: Suzanne Wagner and Liz Isaacs, Housing Innovations	
<b>Steering Committee Members Not Present</b>	<b>Agency/Jurisdiction Represented</b>
Kim Somaroo-Rodriguez	DCF
Terry Nash	CHFA
Melissa Dzierlatka	Individual
Pat Kupec	DOC
Louis Tallarita	DOE

**1. Introductions and Announcements**

- a. Steering Committee Minutes 4.6.15 approved
- b. CCEH Annual Training Institute 5/14/15 - Connecticut Convention Center, Hartford, CT – Arrive early, because when they hit capacity, people will be turned away.
- c. Housing First Training 6/1/15 10am-4pm.  
Middlesex Comm College – Chapman Hall- Multipurpose room. 100 Training Hill Road in Middletown.
- d. Waterbury Con Plan Comments
  - CT BOS submitted comments on the Waterbury Con Plan.
  - After the NOFA has been submitted, CT BOS will convene a meeting of all communities in the state with Con Plans to discuss coordination and the HEARTH Act requirements for CoC and ESG collaboration.



CT BOS Comments on  
Waterbury Con Plan.d

- e. 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 Prep and HEARTH Compliance

- a. NOFA timeline and next steps
  - Registration Notice is out and due 5/18/15
  - Reallocation Project Plans – due today (5/4)
    - HI will review plans, confer with Steering Committee Co-Chairs, and reach out to project applicants with any feedback.
  - New Permanent Housing RFP – due today (5/4)
    - Evaluation committee will convene to select new project applications that will be included in the submission to HUD.
- b. Homeless and Disability Eligibility Forms
  - Feedback from providers and updated forms
    - Meeting participants provided feedback on the forms.
    - HI will revise and circulate the forms.
- c. Leasing to Rental Assistance Conversions
  - There are BOS providers with requests into HUD awaiting approval.
- d. Update on HUD Public Housing Authority rules on applicants w/criminal history



PHA rules on criminal  
hx.docx

- For voucher programs, PHA must prohibit admission under the following circumstances:
    - Eviction within 3 years from federally assisted housing for criminally related drug activity (see attachment for exceptions)
    - Current illegal drug use by any household member if determined by PHA
    - Any drug activity that will threaten the health, safety or quiet enjoyment of any other residents
    - Any household member has been convicted of manufacturing methamphetamine on the premises of federally assisted housing
    - Lifetime sexual offender registrants
  - There are also prohibitions that HUD allows PHAs to implement but are not required to. These are outlined in the PHA rules embedded in this document.
- e. Environmental review reminder
    - Grantees need to ensure that they are completing these for all of their HUD CoC funded projects

## 3. HMIS Updates

- a. Conversion Update
  - Currently completing Phase 2 for New Haven. There will be a data freeze beginning 5/5/ with go-live scheduled for 5/6 or 5/7.
  - Nutmeg is working on providers being able to access an entry assessment for clients.
- b. HELP Desk
  - Providers must access the Help Desk on-line and phone tickets will no longer be accepted.
- c. Duplicate Clients in HMIS
  - Nutmeg is working on the issue of merging duplicate client records.
- d. Data Quality (DQ) report
  - Sub-CoCs receive DQ reports to share with their communities. Sub CoC's should be following up with agencies that show poor data quality.
- e. HMIS SC update
  - Legal review of Release of Information (ROI) needed and CCEH is working with attorneys on this.
  - Yale New Haven Hospital wants to participate and use the ROI.
  - The Committee has decided to use the One Option ROI which matches the CAN ROI - the client either agrees to share all information or no information.

#### 4. Renewal Performance Evaluation Results

- a. Summary of preliminary results
  - Approximately 99 programs have been scored, and additional program data will be entered and analyzed.  
**f/u: HI will bring updated report to the next SC meeting.**
  - Results are, in general, very good.
  - Employment continues to be a challenge especially in PSH.
  - Preliminary results show high returns to homelessness or unknown locations.  
**f/u: HI confirm accuracy of results for exits to homelessness and unknown locations.**

#### 5. PIT/HIC Update

- a. HIC data has been sent to CoCs.
- b. PIT - CCEH is entering the last of the data and will get out revised population data and will send out sub-pop data.
- c. It was noted that the project is significantly behind schedule and that the delay in receiving data makes it difficult for CoCs to ensure accuracy and get everything entered into HDX by the deadline.
- d. It was also noted that some providers have been unresponsive and/or slow to provide data. It was suggestion that in the future, Steve, John, and other government agency funders assist with outreach to providers not providing data.
- e. It was noted the new data standards have resulted in fewer CH persons.
- f. Sub-pops for mental illness will also show decrease because of the data standards.
- g. It was suggested that for the future: providers are given 7 days from the night of count to enter in the PIT and then 7 days to fix identified errors, that aggressive follow up by funders begin immediately, and that strategies are used to estimate as necessary to ensure that inability to obtain data does not delay the overall project schedule.

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

- a. New CoC HUD Funded PSH project
  - New project - 2.7 million, 193 units – DMHAS just got the contract and needs to sign and then units are ready to lease up.
  - All CANs should have a list of persons ready to go. CANs should be working on gathering all needed documentation.
  - It was noted that CANs have been making lists, and those CANs will be prepared to begin housing eligible applicants.
  - It was noted that the Central CT CAN has not been working with Chrysalis on this.  
**f/u: Steve DiLella to connect Chrysalis with the CAN**
- b. Statewide CAN committee
  - Danbury is developing policies around serving the most vulnerable persons and is following HUD rules but the process is very difficult. It was suggested that the Statewide CAN should have best practices, and these should be shared with all of the CANs.
- c. Implementation and policy issues
  - It was noted that the CoC wants to support the work of the CANs and has coordinated access policies in place to help guide the work of the CANs.

#### 7. Reaching Home Update

- a. Look out for another advocacy alert coming out today and contact legislators to support the budget.

#### 8. Zero 2016 Update

- a. Preliminary gaps analysis indicates that once new PSH units for CH are up and running, there will be no unmet need for CH units in certain areas. It was suggested that CCEH update the data based on the most recent CH numbers and share the revised analysis, which would include explanations on turn-over methodology, with the Steering Committee.
- b. There may be an announcement coming up that CH has ended for veterans.

**9. DOH Updates - discussed above**

**10. Monitoring Update**

- a. Update on visits
  - There have been 11 visits to date – 9 PSH and 2 TH
- b. Summary of Common Challenges/Issues
  - Inadequate documentation of participant eligibility (including homeless status, disability, and chronic homeless status)
  - Inadequate documentation of match and payroll
  - Non-compliance with environmental review requirements
  - Inconsistent implementation of Housing First principles
  - Inconsistent application of HUD standards for rent calculation and termination of assistance
  - These were sent out to all providers so that everyone could have a sense of common issues identified through the monitoring process.

**11. Updates from the Fairfield County and Hartford CoCs**

- a. Hartford CoC is seeking another Co-Chair for the Hartford CoC

**12. Next Meeting Dates – CVH, Page Hall, Room 365:**

- Tuesday, June 2 from 12pm-2pm
- Monday, July 13 12-2