

## CT BOS Steering Committee Meeting Minutes

1/22/16

Voting Steering Committee Members Present	Agency/Jurisdiction Represented
Steve DiLella	DOH
Luciane Gray	Dept of VA – Healthcare for Homeless Veterans
Terry Nash	CHFA
Alice Minervino	DMHAS
Jackie Janosko	CCEH
Lisa Tepper Bates	CCEH
Betsy Branch	CSH
Cathy Zeiner	CT Coalition Against DV
Kathy Allen	New London/Norwich CoC
John Merz	ACT
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
Alisa Woodsby	Partnership for Strong Communities
Karen Jarmoc	CT Coalition Against DV
Ellen Simpson	New Britain CoC
Crane Cesario	Hartford Sub-CoC
Cat Damato	Hartford Sub-CoC
Meeting Participants	Agency/Jurisdiction Represented
Beau Anderson	DOH
Leigh Shields	DOH
Kara Capobianco	DOH
Consultants: Suzanne Wagner and Liz Isaacs, Housing Innovations	
Steering Committee Members Not Present	Agency/Jurisdiction Represented
John Bradley	New Haven CoC
Kathy Crees	Willimantic CoC
Phil Lysiak	Bristol CoC
Andrea Hakian	Manchester CoC
Nancy Cannavo	Litchfield CoC
Pat Kupec	DOC
Louis Tallarita	DOE
Melissa Dzierlatka	Individual

### 1. Introductions and Announcements

#### a) Welcome and Introductions

- DOH has three new staff working on CANS
  - Leigh Shields– NE, New Haven, Meriden, Waterbury/Litchfield
  - Kara Capobianco - SE, Central, Hartford, Fairfield
  - Beau Anderson– works on data and the balance of the regions

#### b) BOS/Hartford Merger Update – HUD approved the merger on 1/21/16

- c) Review Steering Committee Minutes 12/1/15 - approved
  - d) Semi-Annual Meeting 1/6/16 – Approximately 100 people attended. Materials have been sent electronically and posted to the website.
  - e) SNAPS in Focus
    - CoC Collaboration with Workforce Boards Under Workforce Innovation and Opportunity Act
      - In CoC Application, HUD asked questions about CoC funded programs connecting with mainstream employment organizations.
      - It was noted that Sub-CoCs should be connecting to Workforce Boards and other mainstream employment resources.
- f/u: Sub-CoCs to go back to their communities and encourage providers to be making these connections and to work as a community to make these collaborations effective.**
- f/u: HI to contact Ellen Simpson to get information on the New Britain Work Force Board and info on Secure Jobs Initiative from CCEH.**



SNAPS In Focus WIA.docx

- Recovery Housing



SNAPS In Focus Recovery Focus.docx

- Equal Access for Transgender People



SNAPS in Focus - Equal Access.docx

- f) 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) Review NEW Chronically Homeless Definition and Eligibility Tools & CH Definition – Part I & II



CH Elig Verification Forms CT Checklist v3



BOS CoC - Disability documentation f



CoC Homelessness Verification Form v 16



SNAPS In Focus CH Def Part 1.docx



SNAPS In Focus CH Def Part 2.docx

- Draft Tools incorporate the new HUD definition of CH homelessness.
  - Providers can begin using these tools.
  - Proposed changes to the verification forms can be sent to [ctboscoc@gmail.com](mailto:ctboscoc@gmail.com)
- f/u: Changes should be sent by 2/10/16; HI to incorporate changes in the next draft.**

b) Environmental Review (ER)

- All CoC funded projects (except HMIS and Planning) need to do an ER.
- HUD has stated that projects are at risk of recapture if they do not have needed ER paperwork on file.
- Forms and contact information for Community Development Officers are on the CT BOS website.

c) New HUD Monitoring Exhibits

- These are the new tools that HUD will use when they monitor. Providers should be following the standards contained in these tools.
- HI will be updating our monitoring processes to align to and conducting a compliance training focusing on the HUD tools. Training will address eligibility, rent calculations and other issues that providers have identified as challenges.
- HUD has noted that they will be out monitoring now that the monitoring exhibits have been released.
- HUD Monitoring Exhibits can be found:

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/administration/hudclips/handbooks/cpd/6509.2](http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/handbooks/cpd/6509.2)

d) Equal Access Rule

- CCEH has been doing trainings on the Equal Access Rule
- Gender is an HMIS universal data element. It was noted that if providers are collecting gender information prior to admission, it should be indicated on the form that it is for informational purposes only and not used to determine eligibility.

e) New NOFA Follow-Up Items

- PHA engagement – HUD is encouraging CoCs to have relationships with PHAs and awarded points in the 2015 competition for homeless set-asides in PHA housing.  
**f/u: DOH to connect with HUD Field Office and State PHA coordinator to discuss how CoC can work with the PHAs.**  
**f/u: CSH to f/u to understand what work has been done on this in the past.**
- Con Plan & ESG Coordination – CT BOS will be convening a meeting with Con Plan jurisdictions.
- Criminalization of Homelessness – Will collect information on what Sub-CoCs are doing.
- Mainstream Employment – As noted above, the CoC Application asked questions about CoC funded programs connecting with mainstream employment organizations. There will be a CT BOS employment roundtable in the coming months.
- Sex Trafficking  
**f/u: HI to contact Safe Futures to collect and share information on the work they are doing in this area.**
- Client Bill of Rights – HI is drafting and will bring to SC for review and approval.

### 3. CT BOS Draft 2016 Renewal Evaluation Criteria (handout)

- a) There was a suggestion made that if a project does not score at least a 90% occupancy rate in the evaluation, the agency is in corrective action. It was noted that there may need to be a different scale depending on the size of the project. It was noted that the HUD consider occupancy below 85% to be a red flag.
- b) There were suggestions made to change how spending HUD funds is scored. One suggestion was to award fewer points to a project if the amount of funds returned to HUD would have been enough to bring on additional units.

- c) Steve DiLella, reported that there may be some RAPs available to use for CoC tenants who are currently in projects and are ineligible. This would then free up spots for new PSH tenants in those programs.
- d) It was noted that performance on exits to unknown/homeless locations did not meet the CT BOS standard, & it is very important that providers engage their CANs when there are issues with participants that may result in eviction. The goal should be for the community to problem solve together and try to prevent a return to homelessness, e.g., through a case conference convened by the CAN.
  - The current CT BOS Core Referral Policies include this related language:
 

*“If a household can no longer be served by a housing program, the CAN should be notified at the earliest possible point to see if an intervention can help to preserve the placement. In the event that the household will need to return to shelter, the CAN must be notified prior to the HH leaving the program, whenever possible. The CAN may convene a case conference to evaluate the situation and plan for the best possible outcome and try to prevent a return to shelter or the streets.”*

**f/u: Sub-CoC reps to send out the draft renewal evaluation criteria to providers for review. Feedback should be sent to [ctboscoc@gmail.com](mailto:ctboscoc@gmail.com), preferably by 2/17/16.**

#### 4. DOH Updates

- a) As noted above, there are 3 new DOH staff members hired to work with the CANs.

#### 5. Coordinated Access Networks (CAN)

- a) It was noted that it is important that PSH providers receive multiple referrals for openings to ensure that projects can maintain occupancy and that new projects can lease-up as quickly as possible. The CT BOS Core Referral Policies suggest 3 referrals per vacancy.
- b) It was noted that it would be helpful to have a policy on how long a CAN would look for a person on the registry list before moving that person to an inactive list.
- c) Statewide CAN committee
- d) This committee has participation from all of the 8 CANs in CT. It was noted that it has been helpful to have the CAN leadership come together to problem solve as a group.
- e) Managing cross CAN/CoC issues - **tabled**
- f) CT BOS 2014 PSH Project – Status Report (handout)
  - Project is over 50% leased up and the hope is that the other 50% will be leased-up quickly. Based on the project application submitted to HUD the project should already be at 100% capacity.
  - Providers continue to note verifying homelessness as a challenge and one that slows down the certification process.
  - In addition, some providers have trouble locating clients, and finding landlords who are willing to rent to tenants with poor/no credit history and no income within rent reasonableness requirements.



BOS 193 Status report  
December 2015 .do

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

- a) 2016 Housing inventory Chart and Point-in-Time Count final updates
  - Count will be on 1/26/16.
  - There have been 8 CCEH/Nutmeg trainings for providers on how to enter HIC/PIT data.

- It is important that providers submit data on time. If data are not submitted by the deadline, CT BOS Co-Chairs will be contacting agencies.

## 7. HMIS Updates

- a) HMIS SC Update - **tabled**
- b) Reminder to Sub-CoCs to review Dashboard Data Quality Reports - **tabled**

## 8. Reaching Home Update

- a) Youth Triage Tool
  - Opening Doors Retooling Youth Committee recommends use of the TAY VI-SPDAT tool but wants to ensure that CANs and providers are trained on who should be administering it and how it should be used. The committee is working on a training and will bring back more information and a formal request to adopt the tool.



Proposal to Adapt  
the Next Step Tool a



TAY-VI-SPDAT-v1.0-  
US-Fillable-Amended-

- b) Coordinating Committee
  - Kathy Crees represents the BOS CoC and Dave Martineau had been representing Hartford CoC. Fairfield County CoC has a rep on the committee as well.

## 9. Zero 2016 Update

- See CAN update above

## 10. Updates from the Fairfield County CoC – tabled

## 11. Next Meeting Date: 2/26 11am -1pm at CVH, Page Hall, Room 365