

**CT BOS Steering Committee Meeting Minutes
3/18/16**

Voting Steering Committee Members Present	Agency/Jurisdiction Represented
Phil Lysiak	Bristol CoC
Cindy Dubuque	Partnership fro Strong Communities
Betsy Branch	CSH
Alice Minervino	DMHAS
Brian Roccapriore	CCEH
Ron Krom	Middlesex CoC
Kathy Allen	New London/Norwich CoC
John Merz	ACT
Terry Nash	CHFA
Jackie Janosko	CCEH
Brian Roccapriore	CCEH
Milena Sangut	Danbury CoC
Matt Morgan	Hartford CoC
Bonita Grubbs	New Haven CoC
Cathy Zeiner	DV Coalition
Andrea Hakian	Manchester CoC
Matt Morgan	Hartford CoC
Crane Cesario	Hartford CoC
Donna Bergin	New Britain CoC
Theresa Nicholson	Greater Hartford CoC
John Bradley	New Haven CoC
Meeting Participants	Agency/Jurisdiction Represented
Pam Ralston	ODFC
Cat Damato	Hartford CoC
Kevin O'Neill	HUD
Kelsey Brown	HUD
Jeanne Webb	HUD
Letticia Brown-Gambino	Columbus House
Jim Bombaci	Nutmeg
Consultants: Lauren Pareti and Liz Isaacs, Housing Innovations	
Steering Committee Members Not Present	Agency/Jurisdiction Represented
Kathy Crees	Willimantic CoC
Steve DiLella	DOH
Kim Somaroo-Rodriguez	DCF
Melissa Dzierlatka	Individual
Nancy Cannavo	Litchfield CoC
Belinda Arce	Waterbury CoC
Pat Kupec	DOC
Louis Tallarita	DOE

1. Introductions and Announcements

- a) Welcome and Introductions
- b) 2/26/16 SC minutes approved
- 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>
Or to ctboscoc@gmail.com
- d) HUD CoC Funding Announcement
 - CT BOS – projects approved in Tier 1
 - Tier 2 projects will be announced separately.
- e) HUD Announcements
 - HUD Roundtable Power point presentations will be sent out shortly.
 - FY 2014 APRs will be available in April, providers have 90 days once it is released to complete.
 - **f/u: Providers should send an email to HUD if they have a 2014 APR due currently. HI to let providers know when HUD APRs are available**
- f) Updated Policies and Procedures and all BOS materials available at: <http://www.csh.org/csh-in-the-field/connecticut/2578-2/>

2. Conflict of Interest (COI)

- HEARTH Act has strict COI rules regarding recusal from discussion and vote on any matters that a member has a financial interest in.
- Steve DiLella has submitted questions to HUD HQ regarding CT BOS CoC potential conflicts regarding SC discussion/voting on renewal evaluation criteria.

3. HEARTH Compliance

- a) CCEH report on HUD System Performance Measures
 - CCEH and Nutmeg are working on producing reports and hope to be able to provide data at the next SC meeting. A mock-up report was distributed.
 - It was noted that there are limitations on DV data since by law they cannot be kept in HMIS.**f/u: CCEH to bring data to the next CT BOS SC meeting**
- b) McKinney Vento Educational Rights: Responsibilities of SubCoCs, Recipients, and Subrecipients
Motion: To approve the policy. Motion passed unanimously.
f/u: SC reps take back to providers and suggest that agencies adopt the sample or a similar policy and educational liaison at each agency ensure that the policies and practices are being followed.



CT BOS Educational Rights
adopted 2016.

- c) Compliance Training AKA Update on New CoC Rules and Regs and Tips for Success in Your Program - 4/20/16 CRT- 555 Windsor Street, Hartford, 9:30am-4:00pm, RSVP to:
https://docs.google.com/document/d/1T5D6jKZ0pRIYMCSNzi6Rhstwb0JSU_-HGn0oBGgMAN4/edit
or ctboscoc@gmail.com

4. 2016 Renewal Evaluation Standards (handout)



2016 Scoring
Standards Proposal

- a) Review of final 2016 Renewal Evaluation Standards and Scoring
- b) Criteria adjustments (Thames River Youth proposal, PRA/SRA spending, etc)
 - It was noted that adjustments have been made for programs that serve 100% youth but due to limitations in the APR data these adjustments cannot be applied to projects serving only some youth. There were no other adjustments suggested.

5. NOFA follow-up and preparation

- a) Reallocation Planning
 - Every year BOS offers a voluntary reallocation process. BOS has \$1 million in TH, and some are interested in reallocating.
 - PSH projects can also reallocate and should consider this option if project is not spending all of its HUD funds or is otherwise non-performing.
 - Reallocation plans are due on 4/18/16 to ctboscoc@gmail.com
 - Reallocation plans will need to be approved by the SC and SubCoCs.
- b) Client Bill of Rights
 - It was noted that serving couples in family programs can be a challenge because of the physical lay-out of some shelters. Providers were reminded that DOH has capital funding to help address issues such as these.
 - Discussion around which program participants would sign the document. It was suggested that all participants would sign and instruction on this would be handled at the CAN level



CT BOS client rights draft
v4.docx

f/u: SubCoCs should be sure the draft document has been circulated. Comments on Client Bill of Rights to be sent to ctboscoc@gmail.com no later than 4/17. The SC will vote on adoption at the April meeting.

- c) Mainstream Employment Services
 - Policy: All CT BOS funded projects are required to make best faith efforts to connect participants to mainstream employment resources and document those attempts even if efforts are not successful.
 - **Motion to accept policy. Motion passes unanimously.**
- d) Update on connecting with PHAs
 - It was noted that it would be helpful to connect with Connecticut National Association Of Housing and Redevelopment Officials (Conn-NAHRO) on how to increase homeless dedicated beds in the PHAs.
 - **f/u: HUD Hartford Field Office to organize a roundtable to discuss this topic**
 - Hartford CoC has small working group to get additional units for homeless households and suggested that tenants who are the most vulnerable with the greatest needs should not be the target population for PHA units and that, rather, PHA units could be a moving on opportunity.
 - It was noted in Fairfield county there is a Housing First team that works with tenants in PHA units, and they have had success in helping tenants to maintain housing.
 - It was reported that DOH Section 8 will dedicate 1 out of every 5 turnovers to a homeless household beginning 6/1/16.

6. CCEH Updates

- a) Info from LGBTQ work group – tabled for next meeting
- b) 2016 Housing inventory Chart and Point-in-Time Count Updates
 - CCEH and HI are working on correcting the error report.
 - Extrapolation for unsheltered and sheltered pop extract from HMIS is coming shortly
 - HDX deadline is 5/2
 - CCEH will send methodology when they send sub-pops. CCEH noted that the plan is to work on the methodology much sooner for 2017.

7. DOH Updates – tabled

8. Coordinated Access (CA) Planning

- a) CT BOS Moving-On Policy – tabled for next meeting
- b) Coordinated Access Networks (CAN)
 - Case conferencing policy
 - There was discussion around the importance of case conferencing at the CAN level to ensure that tenants are able to preserve their tenancy and have access to all the needed resources and that providers are receiving support from other resources in the community.
 - Current BOS policy notes:

“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, plan for the best possible outcome and try to prevent a return to shelter or the streets.”
 - It was noted that case conferencing has had great successes in helping to minimize returns to homelessness. Hartford has started doing case conference, and it was noted that this practice has prevented people from being evicted
 - There was discussion around creating a policy where threat of eviction triggers a mandatory CAN case conference.

f/u: BOS Sub-CoC reps to bring back to communities to discuss/vote on at next SC mtg.

- Multiple referrals per vacancy – tabled for next meeting
- c) Statewide CAN committee



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

- TAY/Next Step Tool: Committee asked all the CANs to get feedback on the Next Step tool (previously called the TAY VI-SPDAT) and would also like CT BOS SC to approve
f/u: SC reps to bring back tool to communities for feedback and discuss/vote at the next SC mtg.
- d) Managing cross CAN/CoC issues
 - It was noted that CSH is working with the Statewide CAN leadership on CAN decision-making processes.
 - It was noted that the Partnership for Strong Communities and CT BOS Co-chairs are meeting to also work on coordinating statewide efforts by Reaching Home and CoC.
 - e) CT BOS 2014 PSH Project – Status Report (handout)



BOS 193 Status report
2.29.16.docx

9. HMIS Updates

a) HMIS SC Update

HMIS trainings

- It was noted that there is a 30% no-show rate for HMIS trainings. It is important that providers let Nutmeg know if they cannot attend – others are eager to be trained.
- The HMIS SC is looking at how HMIS is funded throughout CT. It was noted that there is a 500% increase in HMIS users over the last several years.

b) Reminder to Sub-CoCs to review Dashboard Data Quality Reports

10. Reaching Home/Opening Doors/Zero 2016 Update

a) BOS representation - Reaching Home - tabled

b) Update

- There will be a Family Economic Workgroup in April
- The Partnership will be hosting an iforum on family homelessness on 4/26

11. Updates from Opening Doors Fairfield County - tabled

12. Next Meeting Date: NOTE – TIME AND LOCATION CHANGE - 4/22 12:30 -2:30pm at Lyceum, 227 Lawrence, 3rd floor, Hartford