**CT BOS Steering Committee Meeting Minutes**

**5/19/2017**

1. **Introductions and Announcements**
2. Welcome and Introductions



1. Announcements

* Alice Minervino, DMHAS announced that Housing Innovations was awarded the contract for supporting the work of the BOS CoC.
* Anti-human trafficking trainings are being held on 9/6 (DMHAS funded projects) and 9/28 at Vine Street. **f/u: HI to get info from Crane**
* CCEH held their Annual Training Institute (ATI) yesterday (5/18)
* Advocacy – CCEH Update
  + CCEH reported that this is the worst state budget year in 30 years. Of concern is the consolidation of DOH under DECD and the elimination of the Community Investment Act (CIA). CIA funding supports the CANs and 211.
  + It was suggested that people call their representatives and let them know that DOH should not be consolidated with DECD and that 211 and CAN funding cannot be cut.

**f/u: HI to get advocacy flyer from CCEH (embedded below)**

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1. Review and approve 4/21/17 BOS SC minutes - minutes approved
2. HUD Announcements
   * HUD is doing monitoring for the next 6-8 weeks. Currently several DMHAS projects are being monitored.
3. Grant Inventory Worksheet (GIW) and Registration - submitted and received by HUD
4. Policies and Procedures and all BOS materials available at: <http://www.csh.org/csh-in-the-field/connecticut/2578-2/>
5. **HUD System Performance Measures** 
   * **SPM due in HUD HDX 5/31/17**
   * Final data – FFY 2015 and FFY 2016 embedded below. 2016 distributed at meeting



* + - CCEH corrected the data from 10/1/14-9/30/15 and the CoC will submit those in HDX along with the most current data which is from 10/1/15-9/30/16. Providers have been cleaning data and entering corrections and missing data.
    - CCEH will be meeting with the New England HMIS group and will report back on how BOS data compare to other CoCs in New England.
    - Providers are interested in looking at RRH outcomes separately from PSH.
  + See CCEH RRH website: <http://cceh.org/data/interactive/rrh/>

1. **2017 NOFA Planning: Reallocation and New Projects** 
   * Continued discussion of PSH Underspending

* Steve DiLella has reached out to several agencies to encourage underspending agencies to spend their money.
  + Chairs and HI are reaching out to 11 projects to get current spending and encourage spending of 100% of HUD grant.
* The Steering Committee agreed by consensus that agencies with underspending need to spend their money or the funds will need to be reallocated. It was decided that the CoC needs to create a policy to decide the formula for reallocating under spending.
* A work group will meet to develop a recommended policy for the Steering Committee. Members interested in serving should reach out to Liz Isaacs at ctboscoc@gmail.com

**f/u: HI to set up working group conference call.**

* + Discussion of new project priorities
* There was discussion around the need to fund CAN infrastructure, HMIS, RRH and PSH.

**Motion: New project priorities will include permanent housing (PSH and RRH), Coordinated Entry, and HMIS. Motion passes unanimously.**

* Members noted that there is a need to understand the budget costs for HMIS and Coordinated Entry.

**f/u: CCEH and DOH to provide information about the current budgets and needed costs that require new CoC funds.**

* + New project application process
* An RFP will go out in May for RRH and PSH. The Scoring Committee will review and evaluate the applications.

1. **Youth Homelessness Demonstration Program Update**

* Katie Durand, DOH, reported that they have not been able to access the awarded HUD planning funding. They will bring a new timeline to BOS once the funding is in place.
* On 6/14, the Youth and Young Adult Homelessness workgroup is hosting a discussion about best practices for youth along the housing continuum. Anyone is invited. This is a part of the YHDP planning process.
* DOH and CCEH have been meeting with the CANs to understand their needs and plans with regard to youth homelessness.

1. **Renewal Evaluations** 
   * Aggregate Performance Results – embedded below and distributed at meeting



* Persons exiting to streets or unsheltered went from 10% last year to 6% this year.
* Spending on HUD grant went from 87% last year to 91% this year.
* Percentage of all participants who remain in PSH or exit to PH was 98% (up from 97%)
* It was noted that providers are still struggling to help tenants with employment and increasing their income. It was suggested that BOS could give bonus points for new projects with strong employment programs and/or connections to mainstream employment programs.
* It was noted that the Secure Jobs program has been a success and that lessons could be learned from the program and hopefully replicated throughout the state.
  + Update on Corrective Action (CA) from 2016
    - Providers submitted Corrective Action Plans and Housing Innovations reviewed and gave feedback to providers.
    - If your agency was in CA in 2016 but are not in CA this year, your agency can apply for new funds. 2017 CA results will be used for this year’s new project application.
  + CA Threshold for 2017
* 95 projects were scored this year. Last year, SC decided that projects in the lowest scoring 10% would be in CA.
* Projects with occupancy less than 90% will automatically be in Corrective Action per BOS policies.

**Motion: 10% of projects will be in Corrective Action for 2017. Motion passes unanimously**

* It was suggested that for projects in Corrective Action, the recipient, subrecipients, service providers, and the sub-CoC representative be notified. Steering Committee agreed by consensus.
* Individual scores will be sent out to the CoC after the Grievance committee meets so that scores are final.

1. **Grievance Committee Report**
   1. Bethsaida Grievance

* Committee decided to support the decision of the Steering Committee to discontinue funding to Katie Blair House.

1. **Coordinated Entry** 
   1. CAN Leadership Committee Report

* Group looked at chronic homelessness (CH) data and see the numbers of verified CH are going up.
* It was also noted that there are a lot of CH persons who have been CH for a long period of time.
* Group discussed CAN accountability and are looking at updating core functions.
* Each CAN presented on youth homelessness on their area. It was reported that not all CANs are using the Next Step Tool (formerly called TAY-SDAT) to the level that is needed. It was noted that about 2/3 of the time the tool is being used. It was noted that it is critical that the tool is used for youth.

**Motion: BOS CoC to adopt the DOH policy which requires the Next Step Tool to be used for persons aged 18-24 in CT BOS CoC funded programs. Motion passes unanimously**.

**f/u**: **HI to get DOH policy.**

1. **HMIS Updates** 
   1. HMIS SC Report - group has not met since last BOS SC mtg
   2. SAGE

* It was reported that APR exports are working but that there is still an extra step and Nutmeg has a workaround. CaseWorthy is working on resolving the issue. If you have any issues, please submit a help desk request.
  1. HMIS Compliance Issue – there is a program that is not using the HMIS. There will be a meeting of Nutmeg and SC chairs to resolve.

1. **Reaching Home Updates (see announcements)**
2. **DOH Updates**

* Funders Collaborative is looking to get budget information from agencies. Please send in needed info even if not HUD or DOH funded.

1. **Updates from Opening Doors Fairfield County - tabled**
2. **Other Items/Issues**

* CCADV noted that they would like the following (italicized) language added to the Bill of Rights to ensure safety for program participants. It was noted that this is in line with VAWA language and principles.

To decide for yourself who is a member of your family and to be served together with those people whether your family includes adults and children or just adults, or the age, disability, marital status, actual or perceived sexual orientation, or gender identity of any member of your family ***unless there is an identified safety risk. The housing provider may make an assessment that there is a safety risk in placing an additional family member into the unit, and may deny the addition of some individuals to the lease, and consequently, the right to move into the unit.***

**Motion: To adopt the language and add to the Client Bill of Rights.**

* DMHAS has a contract for Environmental review consultant. More information to follow once paperwork is in place.

1. **Next Meeting Dates - Portland Library – Mary Flood Room - 20 Freestone Ave, Portland, CT** 
   * + - June 16, 2017 – Portland Library- 11am – 1pm
       - Schedule (third Friday of the month from 11:00 am – 1:00 pm unless noted)
   * **July 14, 2017 – second Friday - NOTE LOCATION – The Lyceum, 227 Lawrence St, Hartford CT**
   * August 18, 2017 – 11:00 – 1:00 pm
   * September 15, 2017 - 11:00 – 1:00 pm
   * October 20, 2017 - 11:00 – 1:00 pm
   * November 17, 2017 - 11:00 – 1:00 pm
   * December 15, 2017