**CT BOS Steering Committee Meeting Minutes**

**2/16/2018**

1. **Introductions and Announcements**
2. Welcome and Introductions
3. Review 1/19/18 BOS SC minutes – minutes approved unanimously
4. Announcements

* HUD All Grantee Meeting – 2/22 – 9:30-11:30 -Topics: *Optimizing Audit Results and*  *Housing Quality Standards* at West Hartford Town Hall Auditorium located at 50 South Main Street
* Environmental Review Training - 2/26 – 9:30-1pm – Middlesex Community College, Chapman Hall, Room 808, 100 Training Hill Road, Middletown – mandatory for all DMHAS funded projects
* HUD Youth Homeless Demonstration Project RFP is out and is due 3/30/18

<http://www.pschousing.org/news/ct-youth-homelessness-demonstration-program-rfp>

1. HUD Updates

* HUD FO reported that all HUD funded CoC projects will need to upload Environmental Review documents for each CoC funded project in esnaps in order to be able to execute their contracts. Projects will not be able to draw down funds until this condition has been satisfied. HUD noted that FO staff will be reaching out to grantees in the next few weeks to execute grants.

**f/u: All CT BOS CoC projects should ensure that they send a staff person to the ER training (noted above) and that they complete the ER paperwork immediately.**

**f/u: Alice Minervino to connect with ER Regional Review Officer for additional information on ER submission**

* HUD FO reported that they are beginning their FY 2018 monitoring and have been notifying agencies that will be monitored. The plan is for them to be finished by June.
* There is no news on the timing of the Grant Inventory Review Sheet (GIW)
  + HUD FO reminded providers that eLOCCs accounts are specific to each program and no one should share passwords, violations are serious.

1. Letter of support for GPD Proposal from SE CT

* NLHHC is applying for 5 GPD low demand beds and needs a letter of support from the CoC.

**Motion: To provide a letter of support to NLHHC for 5 low demand GPD beds. Motion passes unanimously.**

**f/u: HI to draft letter for Chairs’ signature**

1. CCEH - Advocacy days – 3/7 and 3/8/2018
2. **Renewal Evaluation Updates**

* Providers need to return Scoring Change Request Form by 2/23/18 if they would like HI to rescore their project. Any project data that agencies wish to update must be updated in HMIS by 2/23/18 so that CCEH can rerun the HMIS APR reports for projects.
* Providers have been working to clean data and to ensure that the data accurately captures the outcomes from their programs.
* It was suggested that renewal evaluation standards should be reviewed and decided upon this Spring so that providers know the benchmarks and have time to improve their performance before 9/30/18.

**f/u: HI to put renewal evaluation on BOS SC agenda this spring**

1. **HIC/PIT Updates**

* CCEH reported that they are adding in the data on persons displaced because of the hurricane data and they will be utilizing the HUD extrapolation tool. There will be a few hundred beds and these will be reported as disaster beds.
* CCEH noted that the number of unsheltered persons may go up this year. One contributing factor is that the Salvation Army Warming Center in Hartford had 51 people that will be counted as unsheltered. Harford closed the No-Freeze shelter that had served this population in the past. HI has submitted a question to HUD (AAQ) to confirm that the CoC should be categorizing these persons as unsheltered.
* It was noted that a rise in unsheltered persons in the CoC negatively impacts the CoC NOFA score as HUD focuses on increases and decreased in sheltered and unsheltered persons.

1. **Report from 1/19/18 Strategic Planning Session**

* BOS held a successful planning meeting with feedback on how BOS is doing and what could be done more effectively.
* There were conversations around how to better coordinate BOS and Reaching Home (detailed in next agenda item).
* There were conversations around how to ensure that participants in permanent housing projects receive services and ideas were discussed around how to centralize services in the future through the CANs.

1. **Rethinking the BOS CoC and Reaching Home structures for coordination**
2. Structure - See embedded paper – **Please Note Upcoming VOTE AT MARCH MEETING**



* There was discussion around designating the Reaching Home Steering Committee (RH SC) as the “CT BOS CoC Board”
* It was suggested that we rename the CT BOS Steering Committee the “Federal Funding Work Group (BOS CoC)” and make it an Opening Doors-CT Work Group – would become one of eight
* BOS SC would have a change in name but nothing changes in terms of the work
* The benefit of this new structure is that some people might be able to skip a meeting if they are on both RH SC and CT BOS SC. Also, there would be better coordination of efforts and RH and BOS would know what each group is doing.
* It was noted by SC reps that it is important that BOS decisions are respected and that they cannot be changed by another governing body. It was noted that there would be P&P to detail how decisions are made and which decisions need to go to the RH SC.
* It was suggested that the new structure should also include additional persons with lived experience. This could be persons currently experiencing homelessness or persons who have experienced homelessness in the past.
* It was decided that this new structure will be voted on at the March 16 BOS SC meeting.

**f/u: Sub-CoC reps to discuss with communities and be prepared to vote at the 3/16/18 SC meeting.**

1. CoC Regional Representation **–** Sub-CoCs/CANS discussion continued

* Over the last year, there has been discussion around moving to CAN reps on the BOS SC instead of Sub-CoCs. It was suggested that each CAN could get 2 votes. It was suggested that each CAN identify 2 alternates who could represent the CAN and vote at BOS SC meetings. One representative would be able to cast two votes.

**f/u: Sub-CoC reps to discuss with communities and be prepared to vote at the 3/16/18 SC meeting.**

1. **Reallocations and New Projects**

* **Underspending**
  + The SC has been discussing project underspending over the last 3 years. The CoC gave back $2 million to HUD in underspending last year.
  + There have been a lot of project mergers to fix the issue of underspending and spending has improved over the last year.
  + It was suggested that for any grant underspent over the last 2 years over 15% or $50k, whichever is less, The CoC would take a % of that underspending and reprogram to a reallocation project or new project. CT BOS will do an RFP and do competitive process for reallocated funds and bonus funds this Spring.
  + Start up projects and newly merged projects would not be subject to this.
  + It was noted that project based programs have trouble sometimes with underspending since they cannot lease an additional unit.
  + It was suggested that CT BOS look to recoup 25% or 50% of the amount of underspending. It was decided that HI do an analysis of 25% and 50% of the underspending and see how much money that would provide to the CoC.

**f/u: HUD FO to look into providing spending reports for the last 2 years.**

**f/u: HI to analyze the underspending and provide information to SC.**

* + It was noted that we need to be mindful of cutting service dollars given the economic condition of CT and the potential cuts in service dollars.
* **Trying to evaluate the cost per person on the services and standardize those.** 
  + It was suggested that BOS review how much programs are spending on services and that if a project has very high services costs, the CoC would look to recapture some of those funds. New projects have services caps but older projects that merged into BOS were not subject to service caps.
  + ODFC did this last year and found huge differences in service spending between programs.
  + It was noted that spending might be impacted by staff qualifications, cost of living depending on the region, and the population that the agency services.

**f/u: HI to get information from Pam Ralson on ODFC service costs and review their process.**

1. **RRH Work Group update - tabled**
2. **CAN Leadership and Coordinated Entry Updates - tabled**
3. **HMIS Updates - tabled**
   1. System Performance Measures
   2. HMIS SC Report
4. **DOH Updates - tabled**
5. **Reaching Home Updates - tabled**
6. **Updates from Opening Doors Fairfield County - tabled**
7. **Other items/issues - tabled**
8. **Next Meeting Dates**

* **March 16, 2018 – Portland Public Library 11am-1pm**
* **April 20, 2018**
* **May 18, 2018**
* **June 15, 2018 –** Next Semi-annual meeting