**CT BOS Steering Committee Meeting Minutes**

**11/17/2017**

1. **Introductions and Announcements**
2. Welcome and Introductions
3. Review 9/15/17 BOS SC minutes – approved unanimously
4. Announcements

* Website update – testing the site – will be up before the end of the year
* Trainings by Housing Innovations
* **HUD CoC Policies - Rules for Running Your Program – 11/21/2017**

<https://www.eventbrite.com/e/ct-bos-training-hud-coc-policies-rules-for-running-your-program-tickets-39126880553>

* **Managing CoC Grants - Operational and Fiscal Components – 12/14/2017**
  + **Operational**: <https://www.eventbrite.com/e/ct-bos-training-managing-coc-grants-session-1-operational-components-tickets-39190421606>
  + **Fiscal Components:** <https://www.eventbrite.com/e/ct-bos-managing-coc-grants-session-2-fiscal-components-tickets-39190967238>

1. HUD Updates
   * HUD is holding off on consolidating grants and will alert communities once they begin to consolidate again.
2. Semi-Annual Meeting – 12/15/17 – 11am-1pm
   * 1st hour is regular SC business meeting, 2nd hour will be the semi-annual meeting
3. Report on HUD/ESG/Coordinated Access Meeting – 11/8/17
   * HUD wants to ensure that ESG providers are accessing CANs.
   * HUD also noted at the meeting that they want to continue to coordinate with Housing Authorities to create more housing opportunities for persons experiencing homelessness.
4. RRH Program Workgroup

* It was suggested that a small group come together to review and propose recommendations to the CT BOS CoC RRH P&P. Andrea Hakien, Leigh Sheilds, Crane Cesario, Nikki, Cathy Barfield, and Mimi Haley are interested in being part of the work group.

1. 2018 Project Monitoring Plan

* Selection plan is based on multiple factors - evaluation scores, size of grant, underspending, and past monitoring results.
* 10 projects will be to be monitored.
* New monitoring tool will be distributed soon and is updated w/new policies, VAWA requirements, etc.
* Goal is to understand HUD/BOS rules and work to make sure that money is not recaptured.
* 1st set of selected projects for project monitoring will be notified in coming weeks for visits starting in January 2018.

1. **2017 NOFA Debrief**
   1. CoC Application Summary
      * + - Renewals: $33,124,117 – 102 project applications
          - New Projects: $2,294,108 – 3 project applications
          - Planning Grant – $1,002, 403 – 1 project application
   2. Solo Application submitted by Bethsaida Inc.
      * Agency submitted into esnaps and application was rejected. The agency had been given multiple notices that the project would not continue to be funded. HUD will invite the CoC to respond to the application submission. Cathy Zall, sub-CoC rep from New London noted she would be willing to participate in responding to HUD if needed.
   3. Feedback on 2017 application process
      * Providers noted that the webinar was useful and that Myles Wensek of HI provided helpful support.
2. **BOS representative for the Reaching Home Coordinating Committee**
   1. Two members will represent BOS. Cathy Zall volunteered to serve at the last SC meeting and Letticia Brown-Gambino also agreed to join.
3. **Youth Homelessness Demonstration Program Update - vote needed**
   1. Latest draft has been submitted to HUD for review. HUD has asked for projected need and YHDP has been bringing groups of providers, consumers and others together to address this.
   2. Since last meeting, there has been a slight change in the plan to spend approximately 6% on crisis housing
   3. **It is anticipated that the RFP will be released in January 2018.**

**Motion: To approve the plan. Motion passes unanimously.**

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1. **Renewal Evaluation** 
   1. 2017 Corrective Action Follow Up
      * In the BOS policies it is noted that agencies in corrective action for two years can potentially lose their funding. It was decided that the Chairs will reach out to the agency that has been in corrective action for two years to offer TA.

**f/u: HI to reach out to agency.**

* 1. Renewal Evaluation Process
* Like last year, APR data for the most recently completed federal fiscal year (10/1/16-9/30/17) will be pulled from HMIS by CCEH and sent to HI to be evaluated. These data will be pulled on 12/1 and providers have been advised to review and correct data as needed.
* Provider data forms and Agency Information forms are due on 12/1/17
* Consumer surveys are due 12/29/17
* Providers will have the opportunity to review and submitted corrected data after they receive their evaluation reports.
  1. 2018 Program Performance Evaluation Standards
* It was suggested that in the future providers be given the renewal evaluation schedule in September so that they can plan ahead for data clean-up and consumer surveys.
* It was noted the income standard is very hard to meet given disabilities of tenants and barriers to employment
  + It was reported that survivors of DV may face barriers exiting TH and CCADV requested that the standard be 75% exit within 2 years instead of 80%

**Motion: To change Length of Stay (LOS) standard for participants in TH DV programs, 2 years or less, to 75%. Motion passes unanimously.**

**Motion: To set RRH LOS for participants 6 months or less standard to 60%. Motion passes.**

**Motion: To change the points from 10 to 5 for Percentage of adult participants who increased earned income from entry to exit/follow-up. Motion passes unanimously.**

**SC Agrees by consensus:**

* **To use the By-name list to evaluate and score programs to ensure all participants come from the list**
* **To add language that if a participant is exiting a program to shelter for safety purposes, this exit will not negatively affect the evaluation score. Providers will flag this for HI.**
* **Programs with one negative exit will not negatively impact the renewal evaluation score**
* **To adopt the 2018 renewal evaluation standards with the changes noted above**

1. **HIC/PIT Updates**
2. Adopt 2018 methodology – **vote needed**

**Motion: To accept the 2018 PIT Methodology. Motion passes unanimously.**



1. Endorse PIT MOU between the CoC and CCEH/Nutmeg – **vote or consensus needed**



**Motion: to accept the MOU between the CoC and CCEH/Nutmeg. Motion passes unanimously.**

1. **HMIS Updates** 
   1. System Performance Measures



* 1. HMIS SC Report - tabled
  2. Discussion of removing ESMS shelter program from HMIS  **- vote needed**

**SC agrees by consensus that ESMS should be removed from HMIS until they are compliant and then they are welcome to come back.**

1. **Coordinated Entry** 
   1. CAN Leadership Committee report - tabled
   2. Update on Compliance with HUD CES Notice – CCEH distributed draft of a number of CES policies needed for compliance with the notice. Members should review for discussion at the December meeting.

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1. **Reaching Home Updates - tabled**
2. **Updates from Opening Doors Fairfield County - tabled**
3. **DOH Updates - tabled**
4. **Other Items/Issues - tabled**
5. **Review/Set Next Meeting Dates – all meetings are from 11:00 am to 1:00 pm unless otherwise noted**
   * **December 15, 2017** from **11am – 1pm** at **Portland** **Library**, Mary Flood Room, 20 Freestone Ave, 1st hour is regular SC business meeting, 2nd hour will be the CoC *Semi-Annual Meeting*

* **January 19, 2018 -- Brief SC Meeting/Strategic Planning Session – 12:00 – 3:00 pm -** Portland Library, Mary Flood Room, 20 Freestone Ave
* **February 16, 2018**
* **March 16, 2018**
* **April 20, 2018**
* **May 18, 2018**
* **June 15, 2018 –** Next Semi-annual meeting