**CT BOS Steering Committee Meeting Minutes**

**12/15/2017**

1. **Introductions and Announcements**
2. Welcome and Introductions
3. Review 11/17/17 BOS SC minutes - approved unanimously
4. Announcements
   * Next mtg, 1/19/18,12pm-3pm, there will be a short CT BOS SC mtg followed by a strategic planning session.
5. HUD Updates - tabled
6. Report on BOS Grants Trainings – approximately 60 providers attending the 12/14/17 trainings on Managing HUD Grants – fiscal and operations

**F/u: HI to make updates to slides and email out to all providers.**

1. **Renewal Evaluation Updates**

* Project info form and Agency Data form were due on 12/1/17 – providers did a great job of submitting the needed docs
* CCEH is running the needed APR reports from HMIS for HI to evaluate
* Consumer Surveys are due on 12/29/17

1. **HIC/PIT Updates** 
   * Point-in-time count (PIT) is 1/23/18
   * Volunteers are needed to help conduct the PIT

**f/u: Sub-CoCs to reach out to communities to help recruit volunteers**

1. **Coordinated Entry** 
   1. Discuss policies related to Compliance with HUD Coordinated Entry Notice



* Sarah Fox from CCEH presented a draft of the statewide CES P&P. The language was taken from ODFC and BOS P&P with updates and additions to meet HUD requirements.
* It was noted that CT is already ahead of the curve meeting HUD coordinated entry requirements
* All CoCs need to be in compliance with HUD CES requirements. BOS needs to submit Coordinated Entry P&P to HUD Field Office by 1/23/18. CCEH has reached out to HUD to find out how the policies need to be submitted.
* Timeline: BOS comments are due to CCEH by 12/22/17. Comments can be sent to: sfox@cceh.org; CAN Leadership votes on P&P on 1/5/18; Updated version of P&P sent to BOS SC on 1/12/18; BOS SC votes on 1/19/18.
* CT BOS P&P includes language on a requirement for RRH participants to pay 30% of income towards rent. This language should have been removed when new language was added regarding percentages of rent that tenants are required to pay over time.

**Motion: To remove the following language from BOS P&P and Statewide Coordinated Entry P&P on page 25 regarding rent contraibution. Add clarification on rental assistance caps being based on rent on page 26. Motion passes unanimously.**

**Remove this languageon page 25**:

* “All participants receiving rental assistance subsidies must contribute a minimum of 30% of their monthly adjusted household income towards their monthly rent. This tenant rent contribution may be adjusted at any time based on changes to household income, including, but not limited to at each 90 day reassessment.”

**Make revision to the language on rental caps on Page 26 to xx% of “rent”, not “FMR” with parenthetic “(per FMR and rent reasonableness standards)” as shown below**:

* “Participants may receive rental assistance of no more than the following percentages of *rent* ~~FMR~~ for each of the indicated time frames (security deposits are excluded from these limits):

•Months 1-3 – 100% of *rent* ~~FMR~~ *(per FMR and rent reasonableness standards)*

•Months 4-6 - 80% of *rent* ~~FMR~~ *(per FMR and rent reasonableness standards*)

•Months 7 -9 - 60% of *rent* ~~FMR~~ (per FMR and rent reasonableness standards)

•Months 10-12 - 40% of *rent* ~~FMR~~ (per FMR and rent reasonableness standards)”

* ODFC noted their concern with following statewide Coordinated Entry P&P given they have their own policies. It was noted that none of the statewide policies should be in conflict with local CoC policies and that the statewide policies follow HUD requirements.

**f/u: CCEH to do a crosswalk of BOS & ODFC policies with Statewide policies.**

* It was noted that it would make sense for BOS to have these policies replace Coordinated Entry policies in the current BOS P&P. There would be statewide P&P with CANs setting up their own operations.
* Currently there is language on ESG policies in the statewide Coordinated Entry P&P. CCEH is getting clarification if ESG needs to submit their own policies or if they can be incorporated into one statewide Coordinated Entry P&P document. It was noted that if HUD allows it in one document, it would be more efficient and help coordination to have all ESG with the CoC Coordinated Entry policies.
* CCEH welcomes input on the document and feedback will be accepted up until 12/22/17.

1. **RRH Policies**
2. Update on clarifying current policy/revisions (see motion above regarding rental payment)
3. Update on RRH work group **– group will convene in January**

**f/u: HI to convene RRH group. Add Gary Beaulieu, Cathleen Meaden and Sonia Brown to group.**

1. **HMIS Updates**
2. HMIS SC Report
   * Representation is now based on CAN, not sub-CoC. Each CAN gets 2 votes.
   * In October, there were HUD upgrades to system – providers faced challenges meeting the new requirements but are figuring out how to get in required data.
   * Reminders:
     + Include all info on Helpdesk requests– grant #, etc.
     + Need to tell Nutmeg is there is a merger or new projects to be entered into HMIS.

**f/u: Myles to forward GIW to CCEH/Nutmeg when it is completed in the spring as this should reflect all CoC grant mergers**

1. Update on ESMS
   * Agency is back in HMIS working under a corrective action plan. Agency is working closely with CCEH and Nutmeg to ensure that data are being entered correctly.
2. System Performance Measures  - info to be presented at semi-annual meeting, following this SC mtg.



1. **Reaching Home Updates** 
   * CAN Leadership met on CES P&P
   * Youth and Young Adult Work group met on YHDP and upcoming plans
2. **Updates from Opening Doors Fairfield County - tabled**
3. **Other items/issues – tabled**
4. **Semi Annual Meeting** – the last hour of the meeting was dedicated to the CoC Semi - Annual Meeting. Materials below:

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1. **Next Meeting Dates – all meetings are from 11:00 – 1:00 pm unless otherwise noted**

* **January 19, 2018 -- Brief Meeting followed by Strategic Planning Session – 12:00 – 3:00 pm**
  + Portland Library, Mary Flood Room, 20 Freestone Ave
* **February 16, 2018 - 11am-1pm**
  + - Portland Library, Mary Flood Room, 20 Freestone Ave
* **March 16, 2018**
* **April 20, 2018**
* **May 18, 2018**
* **June 15, 2018 –** Next Semi-annual meeting