**CT BOS SC Meeting Minutes 11/15/19**

1. **Welcome, Introductions and Announcements** 
   * DMHAS CoC Rental Assistance Operations Guide available at www.ctbos.org/resources
   * **Upcoming Webinar - Overview of CT BOS and DMHAS Rental Assistance Monitoring – 2020 - November 21, 10:30 a.m.**

* Each year Housing Innovations (HI) monitors a subset of Continuum of Care (CoC) projects on behalf of DMHAS and the CT BOS CoC.
* Housing Innovations will host a webinar to kick-off the 2020 CoC Monitoring process.
  + Please submit Conflict of Interest Form (COI) to [ctboscoc@gmail.com](mailto:ctboscoc@gmail.com) **by 12/3/19**

**f/u – HI to follow up with any Steering Committee members who do not submit.**

1. **Review Minutes – minutes approved unanimously**
2. **Update on 2020 Renewal Evaluation Process**
   * Consumer surveys and all documents were due on 11/7. All data clean-up was also due 11/7.
   * Reports will be distributed by HI in early Jan
   * Providers get reports then can make data changes
   * Providers can complete change request forms in Feb
   * HI rescores and distributes final reports in March
   * Providers have the ability to grieve scores in early April
   * SC adopts Corrective Action threshold in April

* It was noted that some consumers had literacy challenges with completing the survey. Providers noted that they assisted these tenants by reading and explaining the questions to them. It was suggested that the survey be reviewed to see if it is possible to make it easier for consumers to comprehend.

**f/u: HI to get more details from Crane Cesario on these issues and to review the survey.**

1. **Update on 2020 Monitoring Process**

* LTRs went out to agencies to set up on-site and remote monitoring. If providers have not received a letter, they are not being monitored this round, unless selected projects must be postponed and slots open up.

**5. Update on System Performance Measures (SPM) Data Quality Plan**

* Data quality – 3 things all HMIS participating projects should to do **immediately**
* Enter data in real time
* Run your SPM data quality reports
* Run your APR
* CCEH created a data quality page to assist providers with data quality: <https://cceh.org/data-quality/>.

**f/u: Providers to follow strategies and visit the CCEH data quality website.**

**6. 2020 HIC/PIT**

a. Overview and updates

* Housing Inventory information is due in the PIT database by 11/21/19
* Point-in-time (PIT) count of people experiencing homelessness is the night of 1/21/20 and early morning of 1/22/20.
* It was noted that there is concern that the loss of 75 beds in the Immacare Emergency Shelter due to construction, will increase unsheltered in Hartford. Salvation Army Emergency Shelter has closed in New Britain and there is concern that this will increase the unsheltered numbers in Central CAN.
* It was noted that the Hartford Warming Shelter is looking into adding cots so that they can accommodate overnight clients.
* It was noted that Hartford, New Haven and Central CANs are all reporting higher rates of homeless – both sheltered and unsheltered.
* Volunteers for the PIT can go to the CCEH website for information.
* It was suggested that CCEH send out the names and contact info for Regional Coordinators (RC).

**f/u: CCEH to send out** names and contact info for **RCs.**

b. Methodology

* CCEH presented the methodology for the 2020 Point-in-time count. Overall the methodology remains the same as last year.
* CCEH is completing the methodology for the Youth Count and this will be incorporated into the 2020 PIT Methodology and sent out in advance of the 12/20/19 Steering Committee meeting.
* Steering Committee will vote on the 2020 PIT Methodology at the 12/20/19 SC mtg.

**f/u: CCEH to update and HI to send out the draft 2020 PIT Methodology for SC review.**



c. CT BOS Reminder - from CT BOS Governance Charter regarding volunteers

* Each year, all regions of CT BOS are required to participate in the annual point-in-time homeless count to collect information on inventory and homeless persons; each region must designate a count coordinator, each agency must also designate at least one staff member to assist with the unsheltered homeless count.

**7. UFA Discussion**

* Embedded handout provides responses to questions posed by Steering Committee at last meeting.
* The UFA has the ability to shift funds as needed throughout the year in order to be more responsive to local needs. UFAs are able to move funds across budget line items, projects, component types, and provider agencies outside of the annual competition.
* It was noted that if the CoC is interested in applying, the earliest BOS could apply would be in 2021 since HUD typically requires all CoCs that are applying to be a UFA to have certain requirements already in place and submit the application during the registration process, which occurs in January.
* In order for a CoC to apply for UFA status, all grantees would need to agree unanimously on moving ahead as a UFA.
* It was mutually agreed that BOS is not yet ready to submit all the required documentation in the January 2020 NOFA registration process and will continue to discuss this for a possible January 2021 submittal.

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**8. Proposed CT BOS Policy Change**

* CT BOS Policies include a section on Coordinated Access. The CTBOS Steering Committee has also adopted the Connecticut Coordinated Access Network (CAN) Policies and Procedures Manual.
* To avoid duplication and/or discrepancies across the two documents, the CT BOS Steering Committee Chairs are proposing to eliminate content from the Coordinated Access section in the CT BOS Policies and add a reference and link to the CAN policies.
* **Motion: To remove Coordinated Access Sections of CT BOS Policies and refer to CAN policies per proposal (embedded). Motion passes unanimously.**

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**f/u: HI to update CT BOs policies accordingly.**

**9. Standing Items**

* Opening Doors Fairfield County - tabled
* Reaching Home Campaign
* RH held an orientation on the new work group structure with about 90 people there. RH is working on assigning state reps to the work groups and this information will be distributed shortly.
* Federal Funding work Group – see DOH below
* CAN Leadership and Coordinated Entry - tabled
* Department of Housing (DOH)
* CAN funding will be distributed to CANs shortly.
* Section 811 funding application is out – DOH applying for Project-based Rental Assistance.
* DOH/DCF are applying for Family Reunification vouchers.
* DOH was awarded five new VASH units, and Waterbury was awarded one new unit.
* A provider asked if a tenant could move from PSH to VASH.

**f/u: HI to see if a PSH veteran tenant can you move from PSH to VASH.**

* Strength-based Assessment Workgroup – group has not been meeting since reorganization of RH. They will meet under new RH work group.
* Collaborative for Racial Equity
* Framework is complete, and CSH will report at the CT BOS CoC semi-annual meeting.
* YHDP
* HUD has indicated that they will provide guidance on how to handle project participants who “age out” (turn 25) while in the project.
* CT Coalition Against Domestic Violence (CCADV)
* DOH/CCADV Rapid Rehousing (RRRH) had first training with New Reach on RRH 101 and it was very helpful and informative.
* CCADV is working with DOH to get clients on the By-Name-List (BNL).
  + - 32 families have been matched to RRH since October.

**10. SC Meeting Schedule for 2019 – 2020 (generally 3rd Friday of each month)**

**All meetings are from 11:00 am -1:00 pm unless otherwise noted**

* December 20, 2019
* January 17, 2020 – semi-annual mtg 11-1:30 at Middlesex Community College – Chapman Hall
* February 28, 2020 (Note that this is the 4th Friday due to NAEH Conference)
* March 20, 2020
* April 17, 2020
* May 15, 2020
* June 19, 2020 – Semi-Annual Meeting

**All meetings (unless otherwise noted) will be held at:**

**The Connection - 100 Roscommon Drive, Suite 203 Middletown, CT**.