**CT BOS Steering Committee Meeting Minutes**

**11/20/20**

**Embed presentation**



1. **Welcome**
2. **Announcements**

* 2020 CoC Competition
* HUD will provide communities with a list of CoC renewal projects to review. There will be a process for CoCs to correct the list. There will be no application process for providers. HUD anticipates that a bill will pass in December to allow this process to occur.
* Dedicated Plus Training – 12/2 - 10-11:30
* BOS converted all CoC funded Permanent Supportive Housing projects from being 100% dedicated to people experiencing chronic homelessness to using HUD’s DedicatedPlus eligibility criteria in the 2019 CoC competition.
* CANs are scheduled to begin referring applicants based on DedicatedPLUS eligibility criteria beginning January 2021.
* The necessary updates to CT CAN policies and procedures are currently in progress.

[Dedicated Plus Handout](https://www.ctbos.org/wp-content/uploads/2020/11/Dedicated-Plus-Handout-v2.pdf)

[Click to join webinar](http://r20.rs6.net/tn.jsp?f=001biiDGAqgy3Ozs5D0a_G2yZVbQaNyNwHo5LxN2ULGv8vit2uKe6jpzt4cwb2JQk-9FAmQhbww0UFTlK0Cby2ARHS5RfHXNKDl7FcUYTyZfbK_3Asr6_ahVV_1k3OR9gU3jAg6_6tEkiVQRBo9nhrCmhwFebKbLnB5GfHXXOvzK3SjIOr8x37arKggjjNXJDQLBen6To2PaFqTiDJwI5p8o0RAx5uFpJGV&c=kZs4ka7kkUu0rtgkmU9JQCjFBTBvawY2NhVIQxwWYuVjW5onQ6YM2w==&ch=85HFf2BQNSFhVWv15wj4rv-ZSY_2AfBov6FxeoWMsUHaMicxv3S2pw==)

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* CoC Monitoring & Participant Chart Guidance Webinar - 1/7 – 10am-11:30am
* CoC monitoring will begin in January of 2021. This webinar will review the monitoring process with special attention on anything that is new this year, including a new tool that provides guidance on what documents are required in participant charts for each CoC project type.
* [Link to join webinar](https://us02web.zoom.us/j/81023903395?pwd=RG1HZ3lyRTJhVWJwZlFvdE54c1FGdz09)

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* COVID-19 Waiver
* Reminder: In light of the COVID-19 crisis, on 9/30/20 HUD released a new memo authorizing additional waivers and extending existing waivers for the Continuum of Care (CoC) and Emergency Solutions Grant (ESG) programs. Agencies that want to take advantage of the waivers should notify HUD and submit completed waiver request form to CT BOS through Zengine.

[Memo on Round Three of COVID-19 Related Waivers to CoC & ESG Requirements](https://www.ctbos.org/wp-content/uploads/2020/10/Memo-2020.10.07-CoC-ESG-Waivers-v6.pdf)

* Housing Inventory Chart (HIC)/Point-in-time (PIT) Count RFPs for CANs
* One provider in each CAN was funded during the DMHAS contract process to assist with the 2021 PIT count. Providers will need to update their budgets and activities from last year.

**f/u: DMHAS/BOS CoC will send out an e-mail with information on next steps.**

* HIC/PIT 2022 DMHAS Request For Proposals
* The 2022 HIC/PIT RFP will be released by DMHAS shortly. The available funding will be used to plan and execute the HIC/PIT for the 2022 count. This project is funded by HUD CoC planning funds.
* Attendance Recording Procedures
* For SC members to be recorded as present and eligible to vote either during the meeting or through subsequent electronic voting conducted on matters discussed during the meeting, they must do one of the following: a) Show their full name in the video conferencing application, or b) State at the beginning of the meeting when prompted that they are present.

1. **2020 Planning Grant Allocation & Discussion**

* Each year during the HUD CoC competition, the CoC applies for funding under the Planning Grant. At the 12/18/20 meeting, there will be a discussion on how the funds should be spent. Following are the eligible uses of the Planning funds.
  + Coordination Activities
* Project Evaluation
* Project Monitoring Activities
* Participation in the Consolidated Plan
* CoC Application Activities
* Determining Geographical Area to be Served by the CoC
* Developing a CoC System (e.g. trainings, policy development)
* HUD Compliance Activities (e.g. HIC/PIT, System Performance Measures)

**f/u: SC members to review these eligible activities and be prepared to discuss what should be funded at the December SC mtg.**

1. **Reallocation - Vote on Proposed Policy** 
   * Steering Committee (SC) determines if projects will be reallocated in whole or in part.
   * Projects slated for full or partial reallocation may submit an appeal and the Grievance Committee hears and decides appeals.
   * The SC decides how to best allocate funds for new projects, including reallocated funds, bonus dollars, and any other source.
   * The CoC solicits new project apps from all eligible organizations, including those that have never received CoC Program funds.
   * See embedded full proposed policy for additional details.

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**Motion: To approve the proposed Reallocation policies. Motion passes by consensus.**

**5. Voting Procedures - Vote on Proposed By-Laws and Policy Changes**

* Due to COVID-19, CTBOS convenes Steering Committee (SC) meetings via video conferencing and periodically votes electronically subsequent to discussions during remote SC meetings.
* Even prior to COVID-19, CT BOS has also occasionally, when time sensitive matters have required prompt action, taken electronic votes outside of a meeting.
* In addition, DOH CAN staff recently noted, in light of COVID-19, the need to respond to rapidly evolving circumstances and ensure that CT BOS can promptly approve new policies.
* The proposed changes described to the CT BOS by-laws and policies are intended to address these needs, while ensuring that decision-making processes are fully transparent, codified in governance documents, and informed by key stakeholders.

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**Motion: To accept the procedures and to add in Motion #4 that Steering Committee members will have a minimum of one business day to vote. Motion passes by consensus.**

**6. HIC/PIT Updates**

* Updates on HIC/PIT
* Housing Inventory due TODAY (11/20) in CCEH Point-in-time (PIT) database
* 2021 Point-in-time Count of Homeless Persons Methodology
* Sheltered methodology will mirror what was done in 2020 with minor revisions.

[2021 PIT Methodology - Sheltered](https://www.ctbos.org/wp-content/uploads/2020/11/PIT-Methodology-2021-11122020.docx)

* Unsheltered methodology will look different given COVID-19. There will be no volunteers this year; outreach teams will do canvassing, and the count will rely more heavily on HMIS and the By-name List. CCEH will be providing streamlined data entry. CCEH to develop detailed 2021 Unsheltered PIT Methodology for circulation to the Steering Committee.
* Vote on PIT methodology will take place at the 12/18/20 SC meeting.

**7. SC Meeting Schedule for 2020**

(generally 3rd Friday of each month)

* December 18, 2020; 11:00-12:30
* January 15, 2021; 11-12:30 Semi-annual meeting
* February 19, 2021; 11-12
* March 19, 2021; 11-12
* **8. COVID-19 Office Hours** – December 4, 2020; 11:00 – 12:00