Connecticut Balance of State Continuum of Care
Ending Homelessness in Connecticut | **Email:** ctboscoc@gmail.com | **Website:** www.ctbos.org

CT BOS Steering Committee Meeting Minutes
12/18/20

1. **Welcome**
   - Steering Committee Meeting Attendance

     [PDF icon] BOS 12.18.20 Steering Committee

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2. **Announcements**
   - CoC Monitoring & Participant Chart Guidance Webinar will be held on January 7th from 10am-11:30am.
     - To join the webinar: Link to webinar
     - Meeting ID: 810 2390 3395 Passcode: 960702 646-876-9923
   - HOMEConnecticut campaign for affordable housing in CT & Partnership for Strong Communities (PSC) would like feedback from advocates, tenants, concerned citizens, and those who work in housing.
     - PSC wants to hear from you:
       - What are the most important affordable housing issues in your work and/or community?
       - What's working and could use more support or funding? Where are there gaps in advocacy and action?
       - How can HOMEConnecticut best serve the needs of Connecticut residents and communities?
       - PSC Survey: PSC Survey on Affordable Housing. This survey is available in English and Spanish.
       - For more information about our HOMEConnecticut campaign: HOMEConnecticut
   - Goodwin University
     - There are available units for families experiencing homelessness who want to enroll at Goodwin University in East Hartford. Rapid Rehousing funding supports the rent. One household has taken advantage of the program. For more information contact: Kara Zichichi, DOH at: Kara.Zichichi@ct.gov

3. **2020 Planning Grant Allocation & Discussion**
   - Each year the CoC receives HUD planning funds to support the work of the CoC.
   - Eligible activities were reviewed.
   - The CoC is soliciting ideas from the Steering Committee on what projects should be funded (Planning Grant period: 7/1/21-6/30/22).

- There have been several suggestions including:
  - using funding to expand and implement the racial equity work in BOS;
  - improving outreach data processes to ensure that staff has the technology they need to collect and maintain data on outreach clients;
  - maintaining a Web-based Training Platform that could also be shared with partner agencies;
  - providing RRH case conferencing to support the efforts of RRH agencies.
- All agencies that receive Planning Grant funds are required to complete the budget template: **Planning Budget Template**
  f/u: CAN reps to take ideas back to localities and send any ideas to CT BOS at ctboscoc@gmail.com no later than 1/6/21.

4. Attendance/Voting

- Attendance Policy
  - 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
- There was a review of who was eligible to vote.
- Conflict of Interest (COI)
  - Conflict of Interest Forms are due 1/10/21. Steering Committee members are required to complete the COI each year even if they do not have a known COI.
  - COI can exist when there is a situation in which a person has competing commitments, obligations, duties or goals. These situations can result in real or perceived lack of independence or impartiality. For example, when a SC member, a member of his/her immediate family, or his/her business associate has an interest, financial or otherwise, whether as employee, owner, fiduciary, consultant, Board member, or supplier or recipient of goods or services, in any program or agency that receives Continuum of Care funds.

5. Reallocation Discussion

- For the 2021 HUD CoC Competition, there will be project reallocations to consider, and the SC needs to decide on how to proceed in making decisions regarding these reallocations. The following proposals were made:
  1. Steering Committee (SC) is made aware of the projects that are being proposed for reallocation and votes on whether to reallocate their funding.
  2. Steering Committee makes the decision to reallocate the funding WITHOUT knowing the agencies to be reallocated.
  3. *Steering Committee yields the reallocation decision to the SC Chairs.*
- Two people commented in support of option #2.

f/u: SC members should come prepared to vote in January on which of the above will be used to decide on how to move ahead on reallocation.

6. CCEH Updates
Updates on Housing Inventory Chart/Point-in-time Count
- CCEH presented the 2021 Point-in-time Count of Homeless Persons Methodology.
  Proposed 2021 PIT Methodology
  - Sheltered Methodology
    - No methodology changes in the sheltered methodology from last year.
    - For clients staying in hotels a separate PIT database entry will be necessary to record how many clients slept in hotel vs shelter. This is to be completed night of count (Tuesday, January 26, 2021).
  - Unsheltered Methodology - Changes from 2020 include:
    - The count will rely on outreach team and there will be no volunteers.
    - There will be no systematic sampling or weighting low probability areas.
    - The focus will be on using existing data and on known clients and high probability areas.
    - There will be an emphasis on improving data collection options and both HMIS and non-HMIS users will be participating.
    - HUD approved the revised methodology.
    - Steering Committee approved the proposed methodology by consensus
  - How will this year work?
    - Current PATH and street outreach programs will staff the outreach efforts.
      $\Rightarrow$ If you do not have an outreach project in HMIS but have HMIS access, use the NEW PIT Outreach program in HMIS.
    - Data collection option for those who do not have HMIS access (soup kitchens, municipalities, etc.).
      $\Rightarrow$ Paper and mobile-ready online form
      $\Rightarrow$ Captures demographic and characteristic data
  - Timeline was reviewed.

7. PSH Prioritization Criteria – Revisions to CAN Policies
- 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 will start making DedicatedPlus referrals in Jan 2021.
- Reminders from Dedicated Plus Webinar:
  - Update your intake policy – DMHAS projects are covered by the DMHAS CoC Operations Guide and do not need to do this. Link: Sample Intake Policies
  - Use the new homelessness verification form. Discard old versions of the form. Link: Homeless Verification Form
  - Use the new sample letters, self-certification and due diligence templates (optional). Link: Sample letters
- CAN Policies were revised to address the conversion of PSH projects to DedicatedPLUS
- Revisions include - Section V. Prioritization and Matching
  - Section E. Permanent Supportive Housing (PSH) Eligibility Review and Documentation.

    o   Section F. Permanent Supportive Housing (PSH) Prioritization
    o   Section G. Prioritization for PSH Under Special Circumstances.

f/u: Steering Committee Members to vote on the proposed revisions to CAN policies no later than 1/8/21 using the survey monkey link: [Survey Monkey Link](#)

8. SC Meeting Schedule for 2020
    (generally 3rd Friday of each month)
- January 15, 2021; 11-12:30 Semi-annual meeting
- February 19, 2021; 11-12
- March 19, 2021; 11-12
- April 16, 2021; 11-12
- May 21, 2021; 11-12
- June 18, 2021; 11-12

9. COVID-19 Office Hours – January 8, 2021; 11:30-12:30

10. Consumer Leadership Involvement Project (CLIP) Focus Group
- CSH held a CLIP focus group during second half of the Steering Committee meeting. The Co-Chairs and Housing Innovations staff excused themselves from this part of the meeting.