**CT BOS Steering Committee Meeting Minutes**

**1/21/22**



1. **Welcome**

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1. **Guidelines for BOS Meetings**
2. **Introductions**
3. **Adopt December Steering Committee Meeting Minutes –** meeting minutes adopted
4. **Announcements**

* HUD, Alanna Kabel, HUD Field Office
  + HUD headquarters is working on HUD CoC awards.
  + HUD is currently behind on risk anaylysis and scheduling monitoring. There is a new system to determine who is going to be monitored. The system looks at factors such as timely submissions, open monitoring findings (none for BOS), consumer complaints and others. Most of the data are pulled from the HUD data system and are autopopulated. HUD will start scheduling monitoring shortly and all monitoring will be remote until at least 3/31/22.
* CT BOS Semi-annual meeting 2/18/22, 11am-1pm

Join Zoom Meeting: [Link to meeting](https://us02web.zoom.us/j/95644878479?pwd=Wm9hamJka2Z5V0xWVXlidFRCZHE1UT09)

Meeting ID: 956 4487 8479; Passcode: 414595; 646-876-9923

* 2022 Renewal Evaluation Updates
* Deadline for Consumer Surveys & Agency Info Surveys has been extended to 1/28/22.
* Consumer surveys received after 1/28/22 will not be evaluated.
* The launch of a new renewal evaluation data system and webinar will be coming soon.
* Link to renewal evaluation documents: [CT BOS Renewal Evaluation Resources](file:///Users/lizisaacs2/Housing%20Innovations%20Dropbox/TA%20Projects/CT%20BOS%20CT-505/2022/Minutes%20&%20Agendas/01-Jan/CT%20BOS%20Renewal%20Evaluation%20Resources)
* Voting Guides for Homeless Providers and Persons Experiencing Homelessness
* U.S. Interagency Council on Homelessness (USICH) created voting guides for homeless providers and for people experiencing homelessness. Both are available in five languages:  
  [Election checklist for homeless service providers](https://r20.rs6.net/tn.jsp?f=001n7LFFDqLQbsUZahn8d_m9n3hls-4rAxDw3lCcuSc4rr1bVZJdQMUkvrapxzmldZsq6CShr-7HVWe8Ut_phfeM4nro6T87QpReCReGR2ThnWu7YSvjKbkDUIwIqNqw_4acK0-Uv71gL4VGV7kNsU4j3HGg_XIA9Fpjn-9JtwuTw1EZ2XT7A8HKbGUQmuwa6JBGwwZBD1tUbsYdtHV8paSkdWSsj11VYukOuJdieOQODUBKqPHUzW6v9kPR9q3QjqPkq624bSqQZsTkqeiCmatkkozFhZ_7Ihw62xplvb9xaLmRh3pIw8QkZdt7kakn9hxjZHnn9ZLRA5SfJICp9jmpAInCaKUUEA4DCzvUTImdYMPml1OqBmR9DGpewBQ5yyAyxxA67_G5s2PK32BevXFkkjwrS9N-pSqcIqzpQX1lf-yAxhCrNDX9ISuVSCKYBZCZXW6fPSLerlrXPMJHzvMWYYgnWwgT7vt7BeCjl9IMTTru3Y4C1lnnUe5EAIBT7iH2SNWnOi9RYqcS18E0Sz_LxgxbTUQtlX5OuCH6Gxi3i2KB6TFu2g7Ukm7pD7jXXkrvoZ51AyrGi8nWzVDO9E3xwF5AJmk1NagKO8reopanFO2CShMPldwySAiLwziW0Rtei79GyDaldW-R4s2rvDGCiAXanHDmuGQh3Pl0mKu8gtRGi7sorWIO_xGLKu1z0fHySI15QrlpdcpsTjkExtpoiAifdNW9ytRzC4gUjuYiMTX4ZAw7pvrBE29M-IwQHB51aQaVeFqBaJUFiC6cwxrjuFZZM3--5elCaVO2-n9aH4YQ7vc2KloiWr5h9Z-bI3D04Ryjs5j_m2oNL72pJbYm9Jqu2Qa_GvWEKmGlavUTpo5_XLcp3oEFn-w_zdEyUTRnPTOSpFeYjMZ1kDX0w7ZaXL_KnHjfGGd8cyoTZ45yvrMPyUFP4O6igR3DlT8iKNo60iBgdzCVXrDYqpBwY--NqDPLBjmgBuj1BH5ev3RUxYPH4HZNwe6bPQGtpe_Yncqw-QuLYurNcbu9vz0CDXaNboNMjqcBwC0WW_YXeLr5dYeVq9WIDks_mgseRSZVhclheWVOlrvWEE9HAtI641eEoFrYpjVT3--HEzSMSlWyQGFouaRPtXaA1Nm1hmHKvC9EOzfETlVFptX2GpeOTIGH8eqeCl-NG1-PQEeeW06jQTB5KW6HUnB9crdAbuu6n-IKb-VV8aDOXJluDKi429copzgrgPWeRBf7oFiBmlXJC2onmOtlHzc2XvZ1KZbjzz48Yq52rhtmhAHNsXac4w7UAVlGWM9fkTx1mlMZkN29JhJdObufrSr4TJxU_P6v_aRgKLctCkoCuBXHJ31gmURK0IAlMO_vIfZSoOWFwm3Xm5lcyD0WDtCTpRWk3dJAQrXfkiHA7Pl5B8lZ3iGQ2IGHKqzPQ90_ynT6wLCJG8L1PEYvSu32OeEXA==&c=gAlvguNAMs50x0OtPlrYayEVHHtqLPjPggFCe8FElPzXez8sYjHWnA==&ch=swpORnigbIh4YCEIsUtMvkeEiLgmEPLeRA-8XLNuMbEu2bJ67MJpeQ==)

[Voting checklist for people experiencing homelessness](https://r20.rs6.net/tn.jsp?f=001n7LFFDqLQbsUZahn8d_m9n3hls-4rAxDw3lCcuSc4rr1bVZJdQMUkvrapxzmldZsjNkWy9DxptgF8daYwcPXKfGGk8zvQjUPsCvn8H8GP0eSgeHxew3EFGVx5emLeYUb_FMxVlRO4Ztq2w65ZG5Yo6GSfjkgIt63x7mjo-HBwkxUwOvmDXA4iBht0hoZvADNPo36D4zqyGTQ3DlrtfFkBRJOCxNvsKLCWs_eKBGnWy7tYePO1148ut3WsTLgxvLtQkiYEwBFCKXF_Jotk__5tDtW_jMSanaFKDglqHHJ7tNMRQSmA8JzpaUEg_RcssI86CZdbRZ1tkaONwScAur7fBkCqR8-eTleHZcSYCxAU_GPJ6nYaMancjz8k6AbJ8jK4Uh9a-l07pSIUgZnn7K4oGbA53bPM7QzknFDcDfShe9ZiApExAeD0xfM1zg82LVFOLLGYScmaGVAhTyX_CzOXtjcYo6r9HBiaqBNDflQI7EQKF5cMwcPq3VweezA-6m4E2wWKrzOCv_DeDS2eYOBNLW3LFMX-imjNY1Hj5ztEUezlO4BUgDQr3uGsBEeCkQV7d8TcDsRxRVb7KmhZsdbuVrSkAxdeH5bOtqZToWHrMdfdaWwQriCwCcM4NmkLxIzqyFutMGC5R_lnUF4WnhoyKEpg_1iILK1raA_RXN1LUuajYtiqF0SfUopB67K4wHZrgk6Z2CyvkgQZFfQ-Wyi9cRM9gx0-VLzjkbdNBnbooYetLVeFSbfOgIKYr6yrt0AvM4A3EhaTS-uLdQIArht6jmUJ68Wg8JWTzPiYOx2iuKtAAIx0Jq2Vh7421BqwH4UBdTrMkl1fxZ5EyLsG8pE1U0RC_RYfwga9fhyAV2UGJ0Du5tKepu2xQtL04QM66U2mYSF6yx1JMTtF-ijMYz1dYOpcqGd5Hi1SPATbqubA8pgXgqVXrOVd_CQWdGW9FPyYAaHY6gqiz-I6xBKN3Ss4ws-jp4NPrTmpJSA21ZMqjEkfCcif_IkdgbOFG7fCl96QWf-pSm0f0ivoNm_kJvD-vsnGaWYPfxTLN99i5UBmMtqBIY7y6eJra57KF2nl-TK6wLxgfRWdtjlNyjdAZ-XtBI7Ce4qHXPj0wXRudP61OAwvafNU0WbEtQCRK4bmJPLkM_6bSE4YVB8b_QZy7Wha6iq6gOgjaC9NqsClfxCRA2DvNW1K9TR9tngigeo-C24kjmzWQL27FKw8eB6VMBfgWljrXerSoQymm2gJyBoodAHtdry94bHTtx_8gQ3eXF2bn6RPfNtf5bz48yY_EIMWt_lzfESRd0CG3SK3zsH6yCQPOq8UUJufB3H9ITaJqxprh76WUqor9u7XjrOnrePizdRdExT3VkKzsfUxr1l5H6w8WPUpVe8-mb9yv28eWwTNxtB783dqb5LdLOga6a7RiJ5cgoQESvhJwcZxvipbVOBxotXczGPKw==&c=gAlvguNAMs50x0OtPlrYayEVHHtqLPjPggFCe8FElPzXez8sYjHWnA==&ch=swpORnigbIh4YCEIsUtMvkeEiLgmEPLeRA-8XLNuMbEu2bJ67MJpeQ==)

* PIT Homeless Count Updates from ACT
  + The BOS Chairs made a time-sensitive decision to eliminate the service-based count due to Omicron.
  + The deadline to enter data into the PIT database is 2/2.
  + There is a new link for the PIT database: : [https://poe.nutmegit.com/AppCenter2](https://r20.rs6.net/tn.jsp?f=001PaXHW6qUtbUmNmVHPxnu3gVKdj0decZxtrBNXe3YRR11S_uPYpWwtUI1kbqKIMDrLi_F6CJkBh3nA-2m-vcr99pCBszBQTeBHe4xo5cEo7g3Zcqnjr4hjjImQgGPbxkYZqYeIFYcUuJWGglYkSYzsvK8VJRU1s5c&c=uy4E1UXmZ7e0pFykV69xNsK7w_evDVhbXhv14dVdVylorZ0DpCps2g==&ch=R6j5gJtEfl5tSzVInSXymDLjFkFJJLnDtjasfhetwCbWoIyhctb_QA==)
  + Non-HMIS users need to ensure that their programs are in the PIT database. It was suggested to send in a help desk ticket if you do not see your program, don’t wait until the count.
  + CAN managers should be looking at the BNL to verify chronic homelessness.
  + The suggestion to organize a count that includes people who are couch surfing will be raised with Reaching Home.
* City of New Britain Consolidated Plan Updates
* Scott Williams, Grants Administrator, Department of Community Development, City of New Britain presented to the Steering Committee
  + New Britain now gets ESG funds after not getting funds since 2014.
    - Providers are encouraged to submit applications for funding. It was noted that they would like to support a variety of projects such as emergency shelter, prevention, street outreach and more. Applicant agencies can be from outside of New Britain, but proposed project services must be located in New Britain.
    - Link to 2022 Application for Funding: <https://www.newbritainct.gov/services/planning_n_development/community_development/programs.htm>
    - It was suggested that the City consider funding a program that is run by peers.
* System Performance Measures (SPM) Updates and Reminders to Providers
  + CCEH is wrapping up the clean-up process and working with providers on final data corrections.
  + Outstanding data clean-up should be complete by 1/31/22.
* Grant Amendments
  + Providers should complete grant amendments before the HUD Grant Inventory Worksheet (GIW) is released.
  + Alanna Kabel from HUD notes that these are reviewed by both HUD Field Office and SNAPs and should have a compelling argument regarding why this change was not made at time of grant execution.
* CT BOS 101 Webinar announcement – 3/23/22 – 10-11:30
  + Join Zoom Meeting: Intro to CT BOS Zoom Link; Meeting ID: 895 8679 0212; Passcode: 001236
  + Call-in number: 646 876 9923

1. **Updates from CT Coalition to End Homelessness (CCEH) on Homeless Management Information System (HMIS)**

* Evonne Klein, CEO of CCEH, provided updates on HMIS.
* The CT BOS Chairs, Nutmeg and CCEH have been discussing how to keep data in HMIS secure. It was decided that Multi-factor Authentication (MFA) would be the best route to take to protect data. This group recommends this as the top priority for HMIS.
* Developing MFA would take about 3 months to complete (150 development hours). MFA would become front and center and some other projects will need to wait their turn including the By-Name List (BNL) 2.0 project.
* Participants in the meeting agreed that MFA should be prioritized and that the release bin, which is the list of projects to be addressed, will be re-prioritized. No opposition was raised.
* CCEH staff noted that the HMIS Steering Committee decided it would no longer make release bin prioritization decisions and that, rather, CCEH and Nutmeg make prioritization decisions in consultation with stakeholders as they determine appropriate.
* CCEH and Nutmeg are looking at HMIS training capacity, and there is a sub-committee to explore concerns and find solutions. E-mail Evonne Klein with any concerns: eklein@cceh.org
* DMHAS is looking into the possibility of funding some of the projects in the release bin to move projects along.

1. **Access to CT BOS Grievance Procedure for Consumers**

* The first step to grieving is for consumers to complete the BOS funded agency grievance process.
* For DMHAS projects (DMHAS is grantee or project receives other DMHAS funding), consumers must use DMHAS Appeals Process
* For DOH projects (DOH is grantee or project receives other DOH funding) or if grievance is about an eligibility or program acceptance decision, consumers need to follow CT Coordinated Access Network (CAN) Policies and Procedures.
* The outcome of the DMHAS Appeals process & CAN Grievance process is final and not subject to review through the CT BOS Grievance process.
* BOS Grievance Committee Hearing Process for Consumers:
* CT BOS Grievance Committee meets within 30 days and consumer may be present for meeting.
* Within 10 days of the review process, the committee issues a written decision.
* If consumer is not satisfied withoutcome, a final review by CT BOS Chairs may be requested.
* Contact ctboscoc@gmail.com with any questions or for assistance.

1. **Follow up on projects in Corrective Action for multiple years**

* Each year CT BOS evaluates CoC funded projects. And, each year the Steering Committee sets the corrective action threshold for projects.
* Projects in Corrective Action for 2 years are at risk of reallocation.
* For current projects in this situation, BOS is providing support to agencies. One of the agencies will be monitored again this Spring.
* Several projects do not have any service dollars in their CoC budgets or any designated service provider funded through a different source, which is a barrier to achieving performance benchmarks. The possibility of setting aside funds in the 2022 CoC Competition to support new projects that would provide services in such projects was discussed. Participants expressed support for the proposal and no objections were raised.

1. **Governance changes and Updates on Persons with Lived Experience to join CT BOS Steering Committee**

* The following changes to the Governance Charter Section on CoC Steering Committee Member Selection were proposed.
  + Proposal: to remove language highlighted below:

Current Language: Consumer representatives (homeless and formerly) submit applications to join the Steering Committee. The CoC encourages consumers who have utilized homeless housing or services to apply. Consumers may not be employed by any agency receiving CoC funds and no CAN can have more than one consumer representing its region.

* There will be a vote electronically following the 10-day required notice.
* Next steps for Persons with Lived Experience of Homelessness to join the CT BOS Steering Committee were discussed.
* Steering Committee (SC) voted to include at least two and up to six Community Representatives (i.e., persons with lived experience of homelessness).
* CLIP recommends using the title “CLIP Consultant” for their members.
* Applications for the SC for these seats will be released soon with a two week turn around.
* These seats are open to all eligible persons with lived experience of homelessness not just CLIP consultants. Agencies are encouraged to inform clients of the opportunity.
* The Steering Committee will vote at the 3/18/22 meeting. Community Reps/CLIP Consultants will serve through June 2023.
* It was noted that there is a small number of CLIP consultants making governance recommendations and that perhaps this group should be expanded.

1. **SC Meeting Schedule**

* February 18, 2022; 11-1:00 – Semi-annual meeting
* March 18, 2022; 11-12:30
* April 22, 2022; 11-12:30
* May 20, 2022; 11-12:30
* June 17, 2022; 11-12:30
* July 15, 2022; 11-12:30
* August 19, 2022; 11-12:30
* September 16, 2022; 11-12:30

1. **BOS Office Hours** 
   * 3/4/22, 11-12 - Coordinated Access Updates