**CT BOS Steering Committee Mtg Minutes**

**4/21/23 - 11:00 am – 12:30**

1. **Welcome and Chairs Introductions**

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1. **Guidelines for BOS Meetings**
2. **Adopt Semi-Annual Meeting Minutes – approved by consensus**
3. **Announcements**

* Steering Committee Membership & Elections
  + **CAN Registrations** are due on 5/30/23.
    - CANs appoint then register their representatives. CANs are encouraged to appoint BIPOC/LATINX reps. If people are interested in serving as a CAN representative, contact your CAN: [CAN Representatives](https://www.ctbos.org/about-can-reps/). CAN representatives will be announced at the June Steering Committee meeting.
    - Following is the CAN Registration Form: [CT BOS CAN Registration Form](https://www.ctbos.org/wp-content/uploads/CAN-SC-Application-2023-2024.docx)
  + **Community Representative Applications** are due on 5/30/23.
    - CT BOS has eight Community Representatives, which includes two Youth Representatives. Youth Community Representatives must be between ages 18-25.
    - Applicants must have lived experience of homelessness within the last seven years or be a current program participant in a program that serves persons who have experienced homelessness. The CoC encourages people who have utilized housing or services for people experiencing homelessness to apply.
    - Community Representatives’ applications will be circulated to Steering Committee members with a survey monkey link to vote. Votes are due back by 6/7/23. Results of the election will be announced at the June Steering Committee meeting.
    - Following are the BOS Community Representative Applications:
      * [CT BOS Steering Committee Community Representative Application](https://www.ctbos.org/wp-content/uploads/CAN-SC-Application-2023-2024.docx)
      * [CT BOS Youth Steering Committee Community Representative Application](https://www.ctbos.org/wp-content/uploads/CT-BOS-SC-Youth-Community-Rep-Application-2023-24.docx)
  + **Chair nominations** are due by 5/17 to [ctboscoc@gmail.com](mailto:ctboscoc@gmail.com)
    - People may nominate themselves. Steering Committee will vote electronically, and the results will be announced at the 6/16 Steering Committee meeting.
    - Following is a link to information on responsibilities of the Chairs: [CT BOS Chairs Responsibilities](https://www.ctbos.org/wp-content/uploads/Chairs-Responsibilities-v2.pdf)
* Monthly Steering Committee Debrief Meeting
  + There will be a Steering Committee Debrief Meeting the first Tuesday from 5:00-5:30pm after the Steering Committee meeting. Everyone is welcome. Next Meetings: 4/25 and 5/23. Link to register for meeting: [Link to Register for SC Debrief Meeting](https://csh-org.zoom.us/meeting/register/tZ0odOCsrz0uGtMFOAxJbdRQpI4XRGwmNqSO#/registration).
* CCEH Annual Training Institute (ATI) 5/17/23: [ATI Info](file:///Users/lizisaacs2/Housing%20Innovations%20Dropbox/.dropbox.cache/old_files/ATI%20Info)
  + Participants may attend four sessions of content this year at the ATI. Topics will include harm reduction, Housing First, Mental Health and Substance Use Care and more.
  + There will be a session on Shared Housing presented by Jamie Taylor. Topics will include the basics of Shared Housing, the benefits, how to match roommates, client choice and landlord engagement.
  + NAEH is presenting four sessions on Diversion, Housing First and Creative Exit Strategies.
* HUD SNOFO Webinar
  + There will be a HUD webinar for agencies awarded under the rural component of the SNOFO on 4/26 from 2:30-4.
* Recent Recorded BOS Webinars Available
* The following recorded webinars are available. Recording and slide links are below.
  + Participant Grievance Policies Training [Link for Slides](https://www.ctbos.org/wp-content/uploads/Grievance-Webinar-2023-v3.pdf) & [Link for Recording](https://www.youtube.com/watch?v=3Nensj9hXUM&feature=youtu.be)
  + Eligibility Documentation Training [Link for Slides](https://www.ctbos.org/wp-content/uploads/Eligibility-Doc-2023-v3.pdf) & [Link for Recording](https://www.youtube.com/watch?v=_Cj7jlcK6jY)
  + A new eligibility resource on use of [self-certification](https://www.ctbos.org/wp-content/uploads/Self-Cert-Overview-v1.pdf) is also available.
* Upcoming Webinars – Housing Requirements & Fiscal Issues
  + There will be a two-part Housing Requirements training on 5/16 and 5/23. Participants should plan to attend both sessions. Topics will include: Housing Quality Standards, Lead-Based Paint, Fair Market & Reasonable Rents, Leases/Occupancy Agreements/HAP (Housing Assistance Payments), Violence Against Women Act (VAWA) & Emergency Transfers, Environmental Review, Income Determination & Rent Calculation, DMHAS Specific Requirements.
  + The target audience includes: Continuum of Care grantee staff, including Supervisors overseeing housing activities & Housing Coordinators, *(may also interest others in leadership positions & Case Managers)*
  + *See Zoom information below:*
    - May 16th 10-11:30 Session: [Zoom link](https://us02web.zoom.us/j/84923881728?pwd=bktiRmhiTuN4ekNkSGIKNTUwUGpJZz09)
    - Meeting ID: 849 2388 1728; Passcode: 889589; Phone: 646-876-9923
    - May 23rd 10-11:30 Session; [Zoom link](https://us02web.zoom.us/j/86551742324?pwd=eHo4YjhyMzNjVTBrTEN2Q2g3M2Z6dz09)
    - Meeting ID: 865 5174 2324; Passcode: 200816; Phone: 646-876-9923
  + There will be a two-part Fiscal Issues training on 6/6 and 6/23. Participants should plan to attend both sessions. Topics will include: Components and Eligible Costs; Documenting Time; Matching Funds; Program Income; Audits; Administrative Expenses; Indirect Costs; Program Fees; Under Spending; Compensation and Gifts; Internal Controls and Sanctions. Target audience includes: CoC grantee leadership and fiscal office staff and program leadership.
  + See Zoom information below:
    - June 6th and June 23rd from 10-11am: [Zoom Link](https://us02web.zoom.us/j/89893990795?pwd=b1YxcVlPb2lLNVRMTjhEaDM2YVI3QT09)
    - Meeting ID: 898 9399 0795; Passcode: 982984; call-in: 16469313860

1. **Waterbury Consolidated Plan Update**
   * Christopher D. Bandecchi, Community Development Director, City of Waterbury presented on the Waterbury Action Plan 2020-2024: [Proposed Waterbury Annual Action Plan](https://waterburyct.org/filestorage/103431/106810/106830/CD_Year_49_-_AAP4_-_Proposed_Draft_Annual_Action_Plan.pdf). The City is collecting feedback until 5/1/23. Feedback can be sent to: [cbandecchi@waterburyct.org](mailto:cbandecchi@waterburyct.org)
   * There is approximately $200,000 ESG funding allotted for shelter, homelessness prevention and rapid rehousing.
2. **HUD CoC Notice of Funding Opportunity (NOFO) Awards**

* All BOS renewals were funded with total renewals of $46,180,433 for 97 projects.
* All BOS new project applications (13 projects) were fully funded and include DV Bonus, CoC Bonus and both new and expansion projects (total: $4,057,409).
* BOS scored 188.75 points out of a possible 200 points on the CT BOS HUD CoC Competition. This was the top score nationally.

1. **CT BOS Renewal Evaluation –** Reports summarizing the results: [CT BOS 2023 Renewal Evaluation Performance](https://www.ctbos.org/wp-content/uploads/2023-CT-BOS-Performance-Results-2023-04-19.pdf)
   * Adult projects exceeded the BOS standards in occupancy, PSH participants remaining or exiting to permanent housing, consumer survey response rate, RRH participants housed within 30 days and RRH participants exiting in less than six months.
   * Adult projects performed below the BOS standards in receipt of non-cash benefits and increasing earned income.
   * See the reports linked above for results among youth projects.
2. **Breakout Rooms**
   * Meeting participants met in break-out rooms to answer the following questions:
     + What kind of program interventions, support and/or training would be helpful to increase employment income for program participants?
     + What have you seen that has helped people get jobs?
     + See responses in embedded document below:



1. **Renewal Evaluation Project Summary and Corrective Action Threshold - Vote**

* There were 127 projects scored. The high score was 100, lowest score was 8.75, average score was 76.35 and median was 80.
  + There was discussion regarding setting the Corrective Action threshold. Projects in Corrective Action are required to submit a Corrective Action Plan.
  + **Motion: Lowest scoring 10% of projects will be in corrective action and required to submit a plan (13 projects of 127). Motion passes by consensus.**
  + There was discussion to decide if the renewal evaluation scores should be shared publicly. Several meeting participants noted that they think the scores should be distributed and that the CANs and other providers should know which projects may need support and then assistance could be provided. Transparency also enables agencies to identify projects that scored well and learn from that success. Silvia Moscariello, Liberty Community Services noted that Liberty has been able to improve scores and offered her contact info as a resource: [smoscariello@libertycs.org](mailto:smoscariello@libertycs.org). Others noted that the scores should not be distributed, and there might be a “shame” factor for some organizations.
* It was decided that the decision will be made at the May Steering Committee meeting once the CANs have had a chance to weigh in.

1. **Proposal to Adopt Connecticut Coordinated Access Network Policies and Procedures Manual –**

[**Proposed CAN Policies and Procedures**](https://www.ctbos.org/wp-content/uploads/CT-CAN-Policies-HUB-211-DRAFT-2023.03.27-Formatted-v5.pdf)

* The manual is a system guide for Connecticut (CT) Coordinated Access Network (CAN) member agencies & others involved in implementing the CAN strategy. It describes the system, each component and principles that guide the CANs.
* Major changes include: revised entry section to include HUBs and revised 211 protocols, clarified phased assessment process, revised Housing Prioritization to reflect length of time homeless as primary sorting factor, Rapid Rehousing prioritization at discretion of CAN to allow for a blend of Rapid Exit & longer term RRH and a description of By Name List (BNL) 2.0
* The Steering Committee will vote on approval of these policies at the May Steering Committee meeting. Any comments should be sent to [ctboscoc@gmail.com](mailto:ctboscoc@gmail.com) no later than 5/8.

1. **Proposal to Adopt Permanent Supportive Housing (PSH) Requirements and Operations Guide –**

[**Proposed PSH Requirements and Operations Guide**](https://www.ctbos.org/wp-content/uploads/2023-CT-BOS-PSH-Operations-Guide-v6.docx)

* The guide establishes standard concepts, definitions, policies and procedures for CT BOS PSH and the DMHAS CoC Rental Assistance, including leasing, tenant, sponsor and project based rental assistance.
* Major changes include broadening the scope of the guide to cover all PSH funded by CT BOS, adding and updating notification requirements, adding information on the CT BOS Grievance process & details regarding security deposit return and adding that DMHAS PSH projects funded through the 2022 CoC Supplemental Notice of Funding Opportunity (SNOFO) use the broader HUD definition of disabling condition.
* The proposed updates apply the requirements in the guide to all CT BOS funded PSH as recommended by the BOS Grievance Committee.
* A suggestion was made to add the DOH logo to the cover page to clarify that the Guide is also applicable to CT BOS PSH projects subcontracted through DOH.
* The Steering Committee will vote on approval of these policies at the May Steering Committee meeting. Any comments should be sent to [ctboscoc@gmail.com](mailto:ctboscoc@gmail.com) no later than 5/8.

1. **Supplemental Notice of Funding Opportunity (SNOFO) Plan** **to Serve People Experiencing Homelessness with Severe Service Needs** 
   * The creation of the plan was a required component of SNOFO application submitted to HUD in October 2022. The plan incorporated input from government agencies, providers and Persons with Lived Experience of Homelessness. The plan includes a description of current strategies and proposes new initiatives. CT BOS received a total award of $18,200,171 over 3 years.
2. **Other Business - none**
3. **Steering Committee Meeting Schedule**

* May 19, 2023; 11-12:30
* June 16, 2023; 11-12:30
* July 21, 2023; 11-12:30
* August 18, 2023; 11-12:30
* September 22, 2023; 11-12:30
* October 20, 2023; 11-12:30
* November 17, 2023; 11-12;30
* December 15, 2023; 11-12:30