**CT BOS Steering Committee Meeting Minutes**

**8/11/23 - 11:00 am – 12:30**

1. **Welcome and Chairs Introductions**

[**SC Participants**](https://www.dropbox.com/scl/fi/xizspt8ndb1xmdcojek99/SC-participants-8.11.23.xlsx?rlkey=awn648ei6c2xksapnka32394r&dl=0)

1. **Guidelines for BOS Meetings**
2. **Adopt July Steering Committee Minutes – approved by consensus**
3. **Announcements**

* Post Steering Committee Meeting Q & A
  + Anyone who has questions or concerns is invited to stay on at the end of each meeting . The chairs will address questions and concerns. This additional time is part of CT BOS’ ongoing efforts to ensure that all Steering Committee members have the information they need to participate meaningfully in Steering Committee business.
* Statewide Outreach Guidelines: [Statewide Outreach Guidelines](https://www.ctbos.org/wp-content/uploads/CT-Street-Outreach-Standards_05.23.22.pdf)
  + The guidelines will be discussed at the September meeting. There will be discussion regarding the adoption of the Guidelines as a requiremens for CT BOS funded Street Outreach projects.
* National Standards for the Physical Inspection of Real Estate (NSPIRE)
  + If there are currently occupied units and they meet HQS, the grantee can continue using HQS for the annual inspection of that unit while it remains occupied by that same tenant. Or, they can switch to NSPIRE. Once a unit is inspected using NSPIRE, the NSPIRE method must be used moving forward.
  + After 10/1/23 all new occupancies must use NSPIRE. This applies to tenants who entered the project before 10/1/23 who want to move to a different unit and to new tenants entering a project, even if they move into a unit that was previously inspected using HQS.
  + Lead-based paint regulations are not affected by NSPIRE. Projects must continue to follow all lead-based paint requirements, including completing the visual assessment.
  + HUD will be putting out a Notice that will detail NSPIRE inspection standards and will be providing webinars and office hours

1. **HUD CoC Competition** 
   * Renewal and new project application updates/timeline

* Renewal Project Applications were due in Zengine no later than 8/4/23. New Projects are due 8/14/23.
* Housing Innovations will provide feedback and instruct on when to submit in eSnaps.
  + - Revisions are due within 2 days from receipt of feedback.
  + Indirect Costs - new guidance
    - HUD recently issued this response to a frequently asked question (FAQ): Can I enter multiple indirect cost rates in a project application if we have multiple subrecipients? The answer is “no” -- indirect cost rates from subrecipients cannot be used for CoC funds. A project applicant can only have one indirect cost rate, which must be the approved rate from the recipient organization. Indirect cost rates of subrecipients are not to be used with a CoC grant. All subrecipient organizations expending CoC funds must use the recipient organization’s indirect cost rate, or de minimis 10 percent rate, even if the subrecipient organization has a different rate.
      * DMHAS and DOH do not use a negotiated rate. As such, DMHAS and DOH subrecipients cannot claim a negotiated rate and may only claim the de minimis 10% rate.
      * Questions can be submitted to ctboscoc@gmail.com

1. **Vote -- CT BOS Code of Conduct Proposed Updates -**[**Link to Code of Conduct Proposed Updates**](https://www.dropbox.com/s/dj09e61ca9xqe2q/CodeConduct%202023%20Updates%20v1.docx?dl=0) **– Motion to approve the updated CT BOS Code of Conduct. Motion approved.**
2. **Break Out Discussion on CaseWorthy Client Portal** 
   * There was a poll conducted during the Steering Committee: Should the Client Portal be added to the CT HMIS? The poll was intended to get a sense of where the group stands not as a formal vote. Results were mixed and participants still have questions regarding the portal. Results: 46 respondents: No=16; Yes=10; Maybe=10; Don’t Know=7; Other=3
   * Participants were invited to submit Feedback on the Client Portal in the chat or by email by 8/25/23. Feedback received: [SC Client Portal Feedback](https://www.dropbox.com/scl/fi/hyj66x6jplrkqo03l0tik/Steering-Committee-Meeting-Client-Portal-Feedback.docx?rlkey=pvdz54xe4zy7xcdjdv1yk1mey&dl=0)
   * Depending on the feedback, CT BOS will refer this matter to the HMIS Steering Committee for a decision.
3. **Conflicts of Interest**

* Responses to Questions raised in July Break Outs
* *Does a Community Representative who gets housing/services from or is employed by a CT BOS funded agency have a conflict of interest on decisions related to funding?* 
  + A Community Representative who gets housing/services from or is employed by a CT BOS funded agency does have a conflict of interest on decisions related to funding.
* *Why can "conflicted" persons/organizations not be part of discussions related to funding allocations as long as they disclose their conflict?* 
  + According to HUD, members and officers of the CoC Board of Directors may not participate in or influence discussions or decisions concerning the award of a grant or other financial benefits to organizations that the member or officer represents. Some CoC’s require people with conflicts to leave the room during discussions related to funding. Others have committees that don’t include providers make all decisions related to funding.
* *Is there a process for discussing a potential conflict of interest if you believe someone is voting despite a conflict?*
  + Steering Committee members are encouraged to discuss concerns directly with each other. Concerns can also be raised confidentially to the CT BOS Team ([www.ctboscoc@gmail.com](http://www.ctboscoc@gmail.com)). What constitutes a Conflict of Interest can be confusing, and we always want to assume no ill intent*.*
* *What happens if someone violates the CT BOS Code of Conduct or the Conflicts of Interest Policy?*
  + Members may be dismissed from CT BOS CoC Committees for violating the CT BOS CoC Code of Conduct or Conflicts of Interest Policy via a majority vote by the Steering Committee. Co-Chairs may remove individuals from CoC meetings for violating the Code of Conduct or Conflicts of Interest Policy.
* *Are conflicts of interest among Co-chairs identified and monitored by anyone?*
  + As Steering Committee members, co-chairs are subject to the same requirements as other members (i.e., to disclose conflicts and recuse themselves from discussions and decisions on matters in which they are conflicted). All COI disclosures are submitted to Housing Innovations (HI), & HI advises both the chairs group and the Steering Committee regarding conflicts. The Steering Committee may, by majority vote, remove anyone who is violating the Code of Conduct or Conflicts of Interest Policy from any committee – this includes removing a co-chair from the Executive Committee.

1. **Discussion of Change to Category 4 of the HUD Homeless Definition**

* HUD requires CoCs to use a very specific definition of homelessness that includes 4 categories. The most recent VAWA re-authorization updated Category 4. The updated Category 4 definition is as follows: - Any individual or family who: (i) is experiencing trauma or lack of safety related to, or fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous, traumatic, or life-threatening conditions related to the violence against the individual or a family member in the individual’s or family’s current housing situation, including where the health and safety of children are jeopardized; and (ii) Has no other safe residence; and (iii) Lacks the resources\* to obtain other safe permanent housing.
* Survivors of human trafficking are included in the definition.
* Key changes include: Survivors can qualify when they are experiencing trauma or lack of safety in their current housing related to recent or previous violence; Clarifies that if another residence a household can access is not safe, they can qualify under Category 4; Omitting “support networks” ensures that survivors need not reach out to family and friends before they can qualify; Clarifies the inclusion of conditions that jeopardize the health and safety of their children*.*
* HUD will not require that CoCs use the updated definition until they issue a Rule. CoCs may opt to implement the updated definition sooner. CoCs must update their written standards before implementing the new definition.
* The Steering Committee will vote on whether to proceed to implement the updated definition or await the HUD Rule at the September Steering Committee meeting.

1. **CCEH Updates (see slides for presentation)** [**Steering Committee Slides 8.11.23**](https://www.ctbos.org/wp-content/uploads/SC-Mtg-Slides-8.11.23-v4-1.pdf)

* CCEH provided updates on progress on System Performance Measures (SPM) and on HMIS Data Standard Changes

1. **Partner Announcements - none**
2. **Other Business - none**
3. **Steering Committee Meeting Schedule**

* September 22, 2023; 11-12:30
* October 20, 2023; 11-12:30
* November 17, 2023; 11-1:00 – Semi-Annual meeting
* December 15, 2023; 11-12:30
* January 19, 2024; 11-12:30
* February 16, 2024; 11-12:30
* March 15, 2024; 11-12:30