**CT BOS Steering Committee Meeting Minutes**

**12/15/23 - 11:00 am – 12:30pm**

1. **Welcome and Chairs Introductions**

[**Participant List**](https://www.dropbox.com/scl/fi/f91mtar9bacqi8ab8d6i3/SC-Participants.xlsx?rlkey=c8oijkeplu2uaxdfwjulmqmxu&dl=0)

1. **Guidelines for BOS Meetings**
2. **Adopt Nov Semi-annual Meeting Minutes -** minutes approved by consensus

1. **Announcements**

* Welcome New and New Alternative Steering Committee (SC) Representatives
  + There is one new SC member and several new SC alternates. The new Steering Committee member from CT Department of Correction is Joy Zavarella, Reentry Services. The alternate Steering Committee members include: CT Department of Social Services: Theresa Rivera, Division of Program Oversight and Grant Administration; Partnership for Strong Communities, Carline Charmelus, Collective Impact & Equity Manager; CT Coalition to End Homelessness: Rose Kelly, Interim Director, HMIS and Strategic Planning and Corporation for Supportive Housing, Stephanie Lazarus, CT Fellow Consumer Leadership Involvement Project (CLIP).
* Post Steering Committee Meeting Q & A
  + Anyone who has questions or concerns is invited to stay on at the end of each meeting.
* Introduction to BOS Webinar
  + Webinar will be held on 2/29/24 from 10-11:30. (NOTE DATE CHANGE)
  + The webinar is for new Steering Committee members or anyone who wants a refresher on: CoC Responsibilities, Overview of the Homeless Response System, Key Partners, CT BOS Governance.
  + Join Zoom Meeting: [Zoom Link](https://us02web.zoom.us/j/82861899566?pwd=N1YvdFdvZUUrM3VCN2NteDBPZEFyUT09); Meeting ID: 828 6189 9566; Passcode: 271400; Call-in: 646-876-9923
* Policy and Administrative Requirements Webinar
  + The webinar will be held on 1/24/24 from 10am-12pm.
  + Webinar topics will include: overview of Federal and Local Requirements; Buy America Build America (BABA) requirements; Equity & Equal Access; Participant Rights & Notices and additional required policies.
  + Join Zoom Meeting; [Zoom Link](https://us02web.zoom.us/j/88546052390?pwd=THlxK0lVa3p2eFJlVjVjRTJ2TGtGdz09); Meeting ID: 885 4605 2390; Passcode: 420244; 16468769923
* Violence Against Women Act Webinar
  + The webinar will be held on 2/13 from 10-12.
  + Webinar topics will include: VAWA Overview; Who is eligible for protections; Responsibilities of CoC Providers; Documentation Requirements; Prohibition on Retaliation; Right to Report; VAWA Eligible Activities.
  + Join Zoom Meeting: [Link to Zoom Meeting](https://us02web.zoom.us/j/82805498935?pwd=TVFsVTVBTEhPUFFZc3JuZCs4SFYrZz09); Meeting ID: 828 0549 8935; Passcode: 369657; 16469313860
* HUD CoC Grant Consolidations
  + BOS encourages providers to look at their projects and to see if consolidation of grants is possible. Benefits of consolidation include: lessening administrative burdens with one APR and one project application; greater flexibility with more funding in a single grant may make it easier to over-lease and fully spend; and potential for improved performance outcomes since a small number of negative outcomes don’t impact performance as much in a larger project.
  + If you have more than one grant with the same component type for example: two PSH grants, please consider consolidating now. Consolidations can be applied for once the 2024 CoC Competition opens.
* Client Portal Follow-up
  + CT BOS has funding available in 2023-2024 Planning Grant which is enough to fund the CaseWorthy software module and Nutmeg to support build out (approx. $40,000) of the client portal.
  + Over the past 6 months, BOS has done a series of CaseWorthy Client Portal Demos (Steering Committee demo, Follow-up open session demo, Demo Session for Persons with Lived Experience). In addition, BOS provided a link to the site and conducted Interviews with groups using Client Portals including Santa Clara County, CA (BitFocus) and Goodwill (CaseWorthy). Feedback has overwhelmingly been in support of adopting the client portal.
  + It was noted that the money to fund this project must be spent by 6/30/24 and the next steps are to figure out timing and how this fits within competing HMIS needs

1. **2024 CT BOS New Project Priorities** 
   * CAN Data & Priorities
     + All 6 CANs submitted data/recommendations and all recommended need for both Rapid Rehousing (RRH) and Permanent Supportive Housing (PSH). Five of the 6 CANs noted significant unmet needs among people experiencing unsheltered homelessness and 3 of 6 CANs noted significant unmet needs among older adults.
     + The data showed greatest need for Rapid Rehousing (RRH) for both individuals (1203 unmatched households) and families (59 unmatched households).
     + The data also supports need for PSH for single adults and some CANs noted need for Family PSH. It was noted that the available PSH data underrepresents the need (e.g., doesn’t capture people in RRH that will need PSH).
     + Other suggestions from the CANs included: allowing 10% admin (currently 7%); focusing funding on housing location services in RRH and PSH projects; and funding PSH projects that serve people with all types of disabilities eligible under the HUD disability definition.
   * Proposed CT BOS New Project Priorities for CoC Bonus and Reallocation Funds
     + There was discussion at the meeting, and there will be a vote in January to determine what types of new project applications and costs that CT BOS will seek via the upcoming Request for Proposal (RFP).
     + There are five types projects that HUD allows for new HUD CoC funding: RRH, PSH, Joint TH-RRH, Coordinated Entry, and HMIS. The proposed priorities outlined below were discussed.
     + New Units Permanent Supportive Housing (PSH) for individuals including:
     + Preference for PSH projects that can demonstrate that at least 25% of units designated to serve people experiencing homelessness are subsidized by a source other than CoC or ESG. This would help to ensure that CT BOS secures bonus points on the CoC application.
     + Priority given to PSH projects targeting people 60+
     + Funding PSH projects that use the HUD definition of disability
   * New Units of RRH for Singles and Families (including youth)
   * Preference for Enhanced Services for existing CoC funded PSH and RRH projects
     + Create Set Aside to enhance services in existing PSH & RRH units with a preference for proposals for services in existing PSH projects with no designated services funding.
   * Coordinated Entry Supportive Services Only (CE SSO - not via RFP)
   * 10% allowed for project administrative costs

* There was discussion around funding an HMIS project. A member of the HMIS Steering Committee noted that a recent analysis suggests that ODFC may be supporting an inequitable share of the HMIS costs and that they are working to gather more information.
* It was reported that there has been a call for master leasing among landlords and for the immigrant resettlement population. CLIP members noted that it is also helpful for tenants with poor credit and rental histories.
* There was support expressed for having projects serve persons over 60 and increasing units for persons with physical disabilities.
* Participants noted the need for housing search services.
* Concern was raised over whether tenants are able to sustain the RRH rents long term once they exit RRH.
  + Proposed CT BOS New Project Priorities for DV Bonus:
    - RRH, Joint Transitional/RRH (TH/RRH), CE SSO (not via RFP)
    - Any other project types HUD indicates in NOFO are allowable (not via RFP)
    - 10% allowed for administrative costs
    - It was noted that there is a need for PSH for survivors of DV but that HUD does not currently allow PSH projects funded through the DV Bonus.

1. **Break-out Rooms** 
   * Please share your thoughts on the proposed CT BOS New Project Priorities
   * Feedback provided during the meeting:
   * Participants were invited to submit additional feedback to [ctboscoc@gmail.com](mailto:ctboscoc@gmail.com) by 1/10/24
2. **Projects with No Designated Case Management Provider**

* There are several large and some smaller PSH projects funded by CT BOS that have no services funding. BOS is encouraging service providers to apply in 2024 to provide services to these PSH projects. CAN reps were asked to discuss at the CAN to identify providers who will apply to fill this critical gap in services.
* These projects include:
  + - Greater Hartford CAN: Total 164 units; Projects: Capitol Region Mental Health Center (CRMHC); CT0022 Greater Hartford Rental Assistance Consolidated; CT0185 Manchester Rental Assistance
    - Greater New Haven CAN: Total 101 units; Projects: Community Services Network (CSN) and CT0164 New Haven Rental Assistance.
    - Northwest CAN: Total 70 units; Projects: Western Connecticut Mental Health Network- CT0151 Waterbury Housing Plus; CT0200 Torrington Rental Assistance WHO; CT0204 Waterbury Rental Assistance and CT0211 Waterbury Step-up.
    - MMW CAN: Total 20 units; Projects: River Valley Services (RVS) & Community Health Center- CT0054 Middletown Rental Assistance

1. **Renewal Evaluation Updates** 
   * There are two upcoming Renewal Evaluation deadlines: 1/19/24: Deadline for providers to submit [support](https://r20.rs6.net/tn.jsp?f=001o80tw-Dn1gr47yWeztiEUnzS0tfW9ARp2kXBuKQBffJ6CJBOrpPmT2TYss6jwujNy8Dt-xYUdBkDxsLpyi9yEZvZdq4y4NjeQgARAlf4p1Mbh4DWgrbw4HAcxRbWR5EV1Kh1Vu_DFtexKa3_bQmqEsAn0Xw5KdPw5f-bENd34SS5YyHxEAGNKg==&c=V7Q1zEVcwYQH47NffikglsMOYailRIw_oJrcGJkzgjOqlulrEa122g==&ch=27zHkjOTdnSgP400CRiSX-jfNsGV1I5esUt6W6IabzaNYqDorB1ehw==) requests and 2/5/24: Deadline to make data changes and refresh data in RED. For more detail on the renewal evaluation process, see [**CT BOS 2024 Renewal Evaluation Instructions**](https://www.ctbos.org/wp-content/uploads/2024-RENEWAL-EVALUATION-INSTRUCTIONSv3.docx)**.**
   * Nutmeg has determined that unexpected results in RED are due to data quality issues not visible in the APR. They have provided this list of most common data quality problems impacting RED results: incomplete assessments; duplicate assessments with the same start date or in the same annual report date range; missing annual assessments; missing exit assessments. If you need help to identify or correct data quality issues use the link for the [CoC Renewal Evaluation Help Desk](https://r20.rs6.net/tn.jsp?f=001o80tw-Dn1gr47yWeztiEUnzS0tfW9ARp2kXBuKQBffJ6CJBOrpPmT4PHJt4aQ6tN6MdpZiFDepVolO9SSCVQGWORQc4peyOEDDwRWlOqOj0EGS7QbQbAMZDpddToecnloUWxgVf8bPpnadyEn_23htEOn2baEoykINcp0-Z2deh7zQ13DpUJ4pZnATKLUt5DYwWRDaNaBztIYfXxePOHLQ==&c=V7Q1zEVcwYQH47NffikglsMOYailRIw_oJrcGJkzgjOqlulrEa122g==&ch=27zHkjOTdnSgP400CRiSX-jfNsGV1I5esUt6W6IabzaNYqDorB1ehw==) to submit a ticket.
2. **Steering Committee Attendance Requirement & Next Steps** 
   * A Community Representative has missed over 80% of Steering Committee meetings since the beginning of their participation in July 2023. Extensive outreach has been conducted and no connect has been able to be made with the Rep.
   * There was discussion regarding next steps. It was decided to remove the rep and open the spot for someone new.
   * Motion: To remove the Community Rep from the Steering Committee for missed attendance and seek and new Community Rep for the position. Motion passes by consensus.
3. **Partner Announcements** 
   * The Point-in-time Count of Persons Experiencing Homelessness will be held on 1/23/24.
   * CT CAN End Homelessness - Policy & Advocacy Committee will be meeting on Tuesday, December 19th, from 1PM-2:30PM to VOTE on the 2024 legislative agenda. This meeting is open to all to attend.
4. **Other Business**

* It was suggested that there be a discussion at BOS regarding tenant payments when there is a transfer from RRH to PSH and to better understand tenants exiting RRH into homelessness.
* A suggestion was made to add more Community Representatives to the BOS SC.

1. **Steering Committee Meeting Schedule**

* January 19, 2024; 11-12:30
* February 16, 2024; 11-12:30
* March 15, 2024; 11-12:30
* April 19, 2024; 11-12:30
* May 17, 2024; 11-12:30
* June 21, 2024; 11-12:30