**CT BOS Steering Committee Meeting Minutes**

**2/16/24 - 11:00 am – 12:30pm**

1. **Welcome and Chairs Introductions**
2. **Guidelines for BOS Meetings**
3. **Adopt Jan SC Meeting Minutes –** Minutes approved by consensus

1. **Announcements**

* Welcome New Steering Committee members!
  + Theresa Miles and Jane Ryan are the new Community Representatives.
* Post Steering Committee Meeting Q & A
* Anyone who has questions or concerns is invited to stay on at the end of each meeting.
* Nominations to fill vacant CT BOS Co-Chair seat
* CT BOS SC has 4 Co-Chairs. The current Chairs represent: CT DOH, CT DMHAS and Advancing CT Together (ACT). The Chairs’ roles and responsibilities are described here: [Chairs' Roles and Responsibilities](https://www.dropbox.com/scl/fi/utg9o3slatqy6dkur2yus/Chairs-Responsibilities-v2.pdf?rlkey=lsingk1qgwy64nbcgmmvill75&e=1&dl=0). One position recently became vacant so the position is open to serve thru December 2025.
* Diversity is sought for the position, for example: PWLEH; BIPOC; LGBTQ+; People with disabilities, all gender identities, or from minority religious groups or native speakers of languages other than English.
  + Please send nominations by 3/8/24 to: ctboscoc@gmail.com
* Introduction to BOS Webinar will be held on 2/29/24 – 10-11:30.
* Violence Against Women Act (VAWA) Requirements for CoC Projects Webinar will be held on 3/7/24.
* CT BOS New Project RFP & Bidders Conference will be held on 3/1/24.
* HOTMA (Housing Opportunities Through Modernization Act) Update
  + HOTMA passed in 2016 & aims to align HUD rules across programs, including: definitions and rules for income determination, asset limitations and rent calculations. HUD has not provided training and guidance on HOTMA implementation for CoC programs. The implementation deadline has been extended to 1/1/2025. CoC projects should continue to follow the existing income determination and rent calculations requirements. The PSH and RRH Operations Guides include more details about those requirements.

1. **Notice of Funding Opportunity (NOFO) Awards**

* CT BOS received a total award in the amount of $58,800,238. All renewal projects were funded with an increase of $4,817,661 in operating, leasing, & rental assistance (based on FMR).
* There were three new projects awarded: New Reach New Haven PSH - $692,490; Mercy Homeless to Housing RRH - $230,540 and DV Bonus: CT0338 CCADV RRH Expansion -$1,321,705.
* [**Link to CT HUD CoC Awards**](https://www.hud.gov/sites/dfiles/CPD/documents/CoC-2023-CT_Press.pdf)

1. **CT CAN End Homelessness Update**

* Bobbi Riddick from CCEH provided an update on CT CAN End Homelessness. She encouraged anyone interested in participating in the work groups to please join. She noted that the campaign seeks to ensure that many voices are heard.
* The Outreach Committee will be discussing renewal evaluation criteria for SNOFO Outreach projects at the 2/27 meeting. The Outreach Committee meets the 4th Tuesday of the month from 3-4 - Link to Zoom Meeting.
* Bobbi noted that the campaign is focused on making sure that Housing First is evident in all the work that is done. They want to help consumers make service connections so that needs can be met. It was noted that there are barriers with getting vital documents. They are looking to eliminate silos and see how organizations can work together.

1. **Vote - By-laws Change - Add CT CAN End Homelessness Rep to the Steering Committee**

* Reaching Home Campaign had a representative on the BOS Steering Committee in the past. CT CAN End Homelessness rep could share information between BOS and the campaign.
* **Motion: To add CT CAN End Homelessness Representative to the Steering Committee. Motion passes by consensus.**

1. **System Performance Measures (SPMs) & HMIS Steering Committee Updates**

* Rose Kelly, CCEH provided updates on SPMS and the HMIS Steering Committee. See SPM slides: [SPM Slides](https://acrobat.adobe.com/id/urn:aaid:sc:US:2bfe4d4e-ac63-44f3-948a-2acbeec9b9f4). See HMIS Steering Committee Updates below.
* Nutmeg provided ongoing updates during the development of the Learning Management System (LMS) which was implemented to increase availability of trainings and to target specific training needs.
* Nutmeg provided ongoing updates on development of an Outreach Application being developed to assist Street Outreach users with data collection and entry.
* Process to request changes to HMIS was updated from the Release Bin to an improved Enhancement Request process to provide transparency of details for items requested, in development, and outcomes. Nutmeg has created an online Submission Form and Dashboard available to all users.
* Data retention and purging policies were discussed but not referred for further review at the time due to wide variation in retention policies and time spans across agencies and program data.
* Addition of PSH programs to the Acuity Index to balance caseloads was referred to DOH and Nutmeg to review appropriateness for inclusion, costs, benefits, and potential implementation.
* End user data entry instructions and cautions for adding clients who decline to sign an ROI as ‘anonymous’ was referred to Nutmeg, CCEH, and DOH. Documentation is on CTHMIS and available to all users.
* Security requirements for storing HMIS data in various applications outside of HMIS were referred to the HMIS and Data Leadership Committee.

1. **Break-out Rooms** 
   * What do you want to know from the Homeless Management Information System (HMIS) that you don’t know now? [**Breakout Room Responses**](https://www.dropbox.com/scl/fi/ksgrv8tmvbcv5b0wl5cjo/Breakout-Room-Summary.docx?rlkey=crs4zgaohbe187mdqk1f7qsng&dl=0)
2. **Discussion Grievance Policy Changes**

The Grievance Committee made the suggestion to add the following additions to the Grievance Policy for Providers and Steering Committee Members - Limitations on Grievances

* Proposed Addition to Policy: The Grievance Committee will not consider Grievances from projects that could not meet certain performance benchmarks (e.g., occupancy or spending) because of an insufficient number of people experiencing homelessness who are eligible for the project. Such projects are encouraged to seek referrals from another CT BOS CAN or work with their CAN and HUD field office to alter target pop and/or reduce size of project.
  + [CT BOS Proposed Grievance Policy Addition](https://www.dropbox.com/scl/fi/cuybcaprinfiss3q1rre1/2023.04.25-Proposed-Revision-CT-BOS-Grievance-Policy.docx?rlkey=xs66c3imfsm1rcf9auh3z4lv6&dl=0)
  + CT BOS Steering Committee will vote on this change at the 3/15 meeting.

1. **Renewal Evaluation** 
   * Currently there are issues preventing submission of change requests and impacting scoring for some projects. Once the issues are resolved, the “Change Request” feature in RED will be enabled and BOS will send out the new deadline for change requests.
   * This year, there will not be a penalty for not updatingZengine quarterly. Providers are reminded to keep Zengine contacts current. Even if there are no changes, review and hit submit quarterly in Zengine. This may be a scored item in the future.
2. **Partner Announcements – no announcements**
3. **Other Business**

* It was reported that there was an issue with Mandy Management. The management company paid and coerced a tenant to leave and the tenant then became homeless. It was reported that other providers have had issues with this management company.

1. **Steering Committee Meeting Schedule**

* March 15, 2024; 11-12:30
* April 19, 2024; 11-12:30
* **May 17, 2024; 11-1:00 – SEMI-ANNUAL MEETING**
* June 21, 2024; 11-12:30
* July 19, 2024; 11-12:30
* August 16, 2024; 11-12:30
* September 20, 2024; 11-12:30
* October 18, 2024; 11-12:30
* November 15, 2024; 11-12:30
* December 20, 2024; 11-12:30