**CT BOS Steering Committee Meeting Minutes**

**1/19/24 - 11:00 am – 12:30pm**

1. **Welcome and Chairs Introductions**

****

1. **Guidelines for BOS Meetings**
2. **Adopt Dec SC Meeting Minutes –** Minutes approved by consensus

1. **Announcements**
* Sonya Jelks has left CSH and will no longer be CT BOS Chair. CSH will appoint another Steering Committee rep, and there will be a call for nominations and then an election for a new CT BOS Chair.
* Welcome new alternate Steering Committee Representatives: CT Department of Mental Health and Addiction Services, Lisa Callahan, Health Program Associate; CT Department of Labor, Heriberto Cajigas, Program Manager WIOA Administration unit; CT Department of Housing, Leigh Shields, Coordinated Access Network Manager; CT Department of Children and Families, William Seals, Director of Interagency Navigation; U.S. Department of Veteran Affairs, Jen Moriarty; CT Coalition Against Domestic Violence, Yolanda Potter, Director of Housing Advocacy
* Post Steering Committee Meeting Q & A
	+ Anyone who has questions or concerns is invited to stay on at the end of each meeting.
* Policy and Administrative Requirements Webinar will be held on 1/24/24 from 10am-12pm
* VAWA Webinar will be held on 2/13/29 from 10am-12pm
* Introduction to BOS Webinar will be held on 2/29/24 from 10am-11:30am. 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
* Point-in-time Count of Persons Experiencing Homelessness Reminder
	+ PIT Count will be conducted on 1/23/24. For more information see: [Nutmeg PIT Info Page](https://cthmis.com/pit/)
* Updated List of Hubs and Warming Centers
	+ DOH presented information about Hubs and Warming Centers. See [List of CT Hubs and Warming Centers](https://www.dropbox.com/scl/fi/vaxin3mdkh5im5i7vxtyx/2024.01.19_BOS_HUBS-and-WC-56.pptx?rlkey=gm0m7vqt81jd8swlh11h717rs&dl=0)
* CT BOS Renewal Evaluation Updates/Reminders
	+ 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 is today, 1/19/24. The deadline to make data changes and refresh data in RED is 2/5/24. Upcoming deadlines regarding Change Requests & Grievances will be released shortly.
	+ 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.  For more information on all renewal evaluation issues, see [CT BOS 2024 Renewal Evaluation Instructions](https://www.ctbos.org/wp-content/uploads/2024-RENEWAL-EVALUATION-INSTRUCTIONSv3.docx).
* Vacant Community Representative Updates
	+ There are two Community Rep positions open – one is open to people of all ages. The other is designated for a young person aged 18-24. Applications are due 1/24. [Community Rep Application](https://www.ctbos.org/wp-content/uploads/Community-Representative-SC-Application-2024.docx)
* Updated rights notices
	+ These notices have been updated to make them easier to understand. [Grievance Rights Notice](https://www.ctbos.org/wp-content/uploads/Grievance-Rights-Notice-Updated-2024.01.04.docx.pdf); [Participants Bill of Rights](https://www.ctbos.org/wp-content/uploads/Participant-Bill-of-Rights-2024.01.04.pdf) ; [ER Transfer Rights Notice for DV](https://www.ctbos.org/wp-content/uploads/ER-Transfer-Rights-Notice-v7.docx). CoC projects are strongly encouraged to help ensure that this information is accessible to the people we serve by beginning to use the updated versions effective immediately.
* Narcan HUD & DMHAS Information
	+ HUD released a new fact sheet about Narcan: [HUD Fact Sheet for CoC Providers](https://www.ctbos.org/wp-content/uploads/Fact-Sheet-on-Naloxone-for-CoC-ESG-YHDP-and-HOPWA-Grantees-2023-12-21.pdf). Alice Minervino from DMHAS presented on how providers can access Naloxone (Narcan) FREE in CT using the following links: [Guidance from DMHAS on how to get FREE Narcan](https://www.ctbos.org/wp-content/uploads/Narcan-Guidance-Homeless-Shelters.doc-FINAL73.pdf) & [REGIONAL BEHAVIORAL HEALTH ACTION ORGANIZATIONS contacts to get FREE Narcan](https://portal.ct.gov/-/media/DMHAS/Prevention/RBHAOContactspdf.pdf)
1. **City of New Britain Presentation - 2024 Annual Plan process**
* Scott Williams, Grants Administrator, City of New Britain Department of Planning & Developmentscott.williams@newbritainct.gov presented and is seeking input on priorities this year.
* Applications for funding are open until 2/23. There is $145,000 in funding with an additional $111,000 HOME ARP for services. Last year RRH was a priority and received 51% of the funding.
* Feedback can be emailed to Scott, and [application for funding](https://www.newbritainct.gov/services/planning-n-development/community-development/programshtm) can be found on the website.
1. **Vote - 2024 CT BOS New Project Priorities**
* At the January Steering Committee meeting, the group discussed new project priorities and provided feedback at the meeting and through e-mail sent to CT BOS.
* The following proposal for New Project Priorities for the 2024 HUD CoC competition was reviewed.
* New Project Priorities- CoC Bonus and any Reallocated Funds
	+ New Units Permanent Supportive Housing (PSH) for individuals (including youth)
	+ PSH projects can serve people who meet the HUD definition of disability
	+ Preference for projects where at least 25% of the units designated to serve people experiencing homelessness are funded by a source other than CoC or ESG.
	+ Set-aside for projects targeting people aged 60 and older
	+ New Units of RRH for Singles and Families (including youth)
	+ Set aside to fund enhanced services in existing CoC-funded PSH & RRH units (up to the $9K per household annual funding cap) with a preference for proposals for services in PSH projects with no designated services funding
	+ Coordinated Entry Supportive Services Only (CE SSO - not via RFP)
	+ Proposed projects can claim up to 10% for project administrative costs
* Vote: New Project Priorities– DV Bonus Funds
	+ RRH
	+ Joint Transitional/RRH (TH/RRH)
	+ Coordinated Entry – Supportive Services Only (CE SSO; not via RFP)
	+ 10% allowed for project administrative costs
	+ Any other project types HUD indicates in NOFO are allowable (not via RFP)
* There was discussion regarding the need for providing housing and services to persons 60 and over. It was noted that the data show that there is a need. If a CAN does not have an eligible applicant 60 or over, the process would work similarly to DedicatedPLUS. The CAN should ensure due diligence to identify an eligible applicant first, then offer the vacancy to another CAN to be filled by someone 60+ or go to the next person on the By-name list.
* There was also discussion around who would be the grantee for projects using the broader definition of disability. DMHAS noted that they could possibly be the grantee but would not be able to provide the needed match. f/u: to be addressed in the next chairs meeting – guidance on who the applicant will be and any match requirements for applicants will be in the RFP.

**Motion: To approve the proposal as presented (both CoC/Reallocation and DV Bonus funds).** Motion approved.

1. **Projects with No Designated Case Management**
* Reminder: There are BOS CoC funded projects that do not have any services funding. These include: 164 units in Hartford CAN; 101 units in New Haven CAN; 70 in NW CAN and 20 in MMW CAN. CAN representatives are asked to encourage agencies to apply to provide services in these projects.
1. **New Project RFP – Coming Soon!**
	* CT BOS will soon be releasing a Request for Proposals (RFP) for new project applications to be submitted to HUD for CoC funding. There will also be a bidders’ conference, which all applicants are strongly encouraged to attend.
2. **Street Outreach Program Performance Measures**
* CT BOS is required to evaluate the outcomes of all projects, including SNOFO outreach projects. These measures to be used to monitor impact of SNOFO investment on unsheltered homelessness were discussed. Some of these measures may also be incorporated into the CT BOS Renewal Evaluation criteria.
* HUD required System Performance Measures (SPMs):
* Change in the Unsheltered Point In Time (PIT) Count
* Percent Successful Exits from Street Outreach: Placement in Permanent Housing (PH) & Placement in temporary and some institutional destinations
* Percent of Returns to Homelessness from Street Outreach (of those who exited to PH, % who returned to homelessness within 2 years)
	+ - Proposed measures (in addition to HUD SPMs) to monitor impact of SNOFO investment on unsheltered homelessness.
		- Number of people on Smart Sheets who are verified as unsheltered that are not on By-Name-List
		- Percentage of unsheltered households on By-Name List (BNL)matched to permanent housing (PH) resources
		- Number of unsheltered households exited from BNL to PH
		- Median # of days for unsheltered households to exit By-Name List to PH
* It was suggested that we should also be looking at people who cannot get on the BNL because they are "couch-surfing.” It was clarified that HUD requires use of the HUD definition of homelessness with reporting PIT and SPM data.
* Some providers noted that there is already a lot of reporting and being asked to do more would create an undue burden. It was reported that the majority of these measured are already in HMIS.
* It was noted that the CANs might need to use Smart Sheets in to track some information. Multiple concerns were raised regarding use of Smart Sheets in lieu of HMIS, including increased data entry burdens and inconsistent data collection protocols.
* Concerns were raised regarding evaluating Street Outreach providers on outcomes related to housing, when they don’t control the housing market.
* Concerns were raised regarding the cost and energy required to set up additional performance tracking in HMIS.
* It was suggested that a committee be formed to take a look at the measures to decide what would make sense to use for evaluation. Sarah Fox, CCEH suggested that the CT CAN End Homelessness Outreach Committee can host the outreach SPM and Renewal Evaluation criteria conversation. f/u: HI to send out Outreach Committee meeting dates/times on this topic.
1. **Break-out Rooms – 10 min**
* Are there other things we should measure Street Outreach programs on? Should any of these measures be removed? (Note that we will focus on using data that already exists rather than adding data collection requirements.)
* Stakeholders were invited to submit comments in the chat and/or to ctboscoc@gmail.com
* Include Pets in HMIS
* Nutmeg/CCEH to price what the SPM cost would be and they will get back to us
1. **Discussion By-laws Change - Add CT CAN End Homelessness Rep to the Steering Committee**
* Reaching Home Campaign had a representative on Steering Committee in the past. CT CAN End Homelessness rep could share information between BOS and the campaign. Steering Committee will vote on this at the 2/16/24 Steering Committee meeting.
1. **Partner Announcements**
* CT CAN End Homelessness is the statewide initiative to solve homelessness with a collective impact approach to ensure that people who have been or are unhoused are involved along with government agencies, not-for-profits and others have a voice in working to end homelessness. The Policy and Advocacy Committee is asking the state for $20 million during this legislative session.
* DMHAS has RFP out for Unsheltered Homelessness due 3/7/24: [RFP](https://portal.ct.gov/-/media/DMHAS/Publications/SWS-HOUSING-UHSOC-RFP-2024.pdf)
1. **Other Business**
2. **Steering Committee Meeting Schedule**
* 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
* 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