**CT BOS Steering Committee Meeting Minutes**

**5/19/23 - 11:00 am – 12:30**

1. **Welcome and Chairs Introductions**

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

* NOFO Updates
  + HUD has indicated that CoC NOFO will be released in coming weeks.
  + There has been no update on Grant Inventory Worksheet (GIW) to date.
  + All providers should please update applicant profiles: [Applicant Profile Navigational Guide](https://files.hudexchange.info/resources/documents/Project-Applicant-Profile-Navigational-Guide.pdf) and ensure that at least two people have access to esnaps.
  + Providers should also update their Zengine contacts.
* Steering Committee Membership & Chair & Community Representative Elections
  + There were two nominations for the two chair positions: Sonya Jelks and Steve DiLella. Motion: to approve the two nominees as CT BOS Chairs. Motion passes.
  + CAN Registrations
    - CANs appoint then register their representatives, and forms are due 5/30/23.
    - CAN representatives will be announced at the June Steering Committee meeting. CANs and agencies with Steering Committee representation are encouraged to appoint BIPOC/LATINX reps.
  + CT Community Representative applications due 5/30/23
    - CT BOS has eight Community Representatives which includes two Youth Representatives. Youth Community Representatives must be between 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.
    - Applications will be circulated and Steering Committee will vote electronically.
* CT BOS mailing lists
  + Self-Register on CT BOS homepage ([www.ctbos.org](http://www.ctbos.org/)) to receive BOS e-mails.
  + To receive important information about policies and processes that impact CT BOS funded projects select either HUD Grantees, YHDP or SNOFO Providers. To get invites to Steering Committee meetings, select Steering Committee.
* Reminder - Monthly Steering Committee Debrief Meetings
  + These will be held the first Tuesday after each Steering Committee mtg, the next meeting is 5/23/23 from 5-5:30. There were no participants at the April meeting. Meetings will be discontinued if participation continues to be minimal*.*
* Upcoming Webinars
  + Upcoming webinars include Housing Requirements & Fiscal Issues. See BOS Trainings page for more info: [Link to BOS Trainings page](https://www.ctbos.org/trainings/)
* Updated RRH Operations Guide now available
  + The Operations Guide was released in 2022, establishing policies and procedures for CT RRH projects funded by DOH, CT BOS and ODFC Continuums of Care.
  + An updated version of the [CT DOH Statewide RRH Operations Guide](https://www.ctbos.org/wp-content/uploads/CTDOH-Statewide-RRH-Operations-Guide-v16.pdf) is now available on the [Resources page](https://www.ctbos.org/resources/) of the CT BOS website.
  + Changes include: updated Category 4 definition of homelessness to reflect changes enacted in the 2022 Reauthorization of the Violence Against Women Act (p. 121) and adjusted examples demonstrating estimation of monthly income (p. 50)
* Recent Recorded BOS Webinars Available – *BOS 101*
  + A brief (15 minute) recorded update to the March 2022 Introduction to BOS Webinar is now available.
  + Viewing both the update and the full webinar is recommended for new staff.
    - Brief Update: [Link to Slides](https://www.ctbos.org/wp-content/uploads/Introduction-to-CT-BOS-1.pdf); [Link to recording](https://www.youtube.com/watch?v=q_lFUr_lQbs)
    - Full Intro: [Link to Slides](https://www.ctbos.org/wp-content/uploads/2022/03/Intro-to-CoC-webinar-2022-v6.pdf); [Link to recording](https://youtu.be/tyPoD_lM0sU)
* CT DSS Upcoming RFP for Community Hubs/Remote Supports
  + DSS will be releasing an RFP for agencies to provide remote supports. This program is intended to be a non-licensed, non-medical model of delivering services. Services provided include supports by staff at a remote location (Hub) who are engaged with the members in their homes through technology. Congregate Housing providers are eligible to apply.
  + For more information, contact: [Gregory.D.Bennett@ct.gov](mailto:Gregory.D.Bennett@ct.gov)
* Update on CT BOS New Project Applications
  + There were 17 PSH applications; 7 RRH applications and 3 DV applications received.
  + The PSH Scoring Committee met, & the RRH/DV Scoring Committee meets in June.
  + Applicants will be notified once final scoring and ranking are determined.
  + Recommendation from Scoring Committee - **Vote**
    - Allow funding for families to enhance services in existing PSH Projects

**Motion: To approve the recommendation from the Scoring Committee. Motion passes.**

* + Recommendation from Scoring Committee - **Vote**
    - Recommend that PSH applicants that did not request admin apply for admin funding.

**Motion: To approve the recommendation from the Scoring Committee. Motion passes.**

1. Update on New Project Applications **CT Coordinated Access Network (CAN) Policies and Procedures Manual – VOTE** 
   * At the May Steering Committee Meeting, the group discussed the proposed updates to the policies.

**Motion: To approve the** [**CT Coordinated Access Network (CAN) Policies and Procedures**](https://www.ctbos.org/wp-content/uploads/CT-CAN-Policies-HUB-211-DRAFT-2023.03.27-Formatted-v5.pdf) **Manual. Motion passes**.

1. **Permanent Supportive Housing (PSH) Requirements and Operations Guide – VOTE**

At the May Steering Committee Meeting, the group discussed the [proposed](https://www.ctbos.org/wp-content/uploads/2023-CT-BOS-PSH-Operations-Guide-v6.docx) updates to the Guide.

**Motion: To approve the** [**Permanent Supportive Housing (PSH) Requirements and Operations Guide.**](https://www.ctbos.org/wp-content/uploads/2023-CT-BOS-PSH-Operations-Guide-v9-w.-Fiscal.pdf) **Motion passes.**

1. **Renewal Project Evaluation**

* 2023 Participant Survey Results:
  + Overall Participant Survey Results were positive. 94% of respondents said that “always” or “most of the time their service needs were met.” 93% of respondents reported that when they had a problem, there was a staff member to help them.
  + Two possible opportunities to strengthen results are:
    - Providing additional opportunities for participants to give input into how projects are run (35% noted they had not had that opportunity)
    - Linking participants to employment services (this was the most frequently noted service that participants need but don’t receive)
  + Robert Bongiolatti, Dept of Labor, notes that there are many employment programs available and he is concerned that there are participants who want these services and are not receiving them.
    - Providers noted that it can be hard for our population to use these programs and that mainstream DOL programs cannot meet the needs of the pop being served and more support is needed.
    - Rob expressed interest in hearing more about the barriers being encountered
    - f/u: HI to reach out to Rob (DOL) on how to get him feedback that would be useful
* Spending Results
  + Among the 104 programs for which we had spending data 88% of funding was expended. All of the work to reduce underspending and the fact that 100% spending is likely not achievable due to several structural barriers were acknowledged.
  + $5.6M was left unspent and the CoC will continue to work to further reduce under spending.
  + Spending challenges and strategies to reduce underspending were reviewed, including a recommendation from the Grievance Committee.
* Break Out: What can the CoC do to help agencies improve spending rates on CoC grants?
  + Due to time limitations, this item was tabled.
* Distribute scores?
  + Due to time limitations this item was tabled and will be voted on by non-conflicted members at the 6/16/23 SC meeting. Voting members were asked to come prepared to vote.
* [2024 Proposed Renewal Evaluation Criteria](https://www.ctbos.org/wp-content/uploads/2024-CTBOS-RE-Criteria-chairs-v2.pdf) (*Vote in June*)
  + Changes from 2023 include:
    - 2024 Spending Criteria: Projects over $2M: leave <$75K; Projects between $250K & $2M: spend 90% & leave < $50k unspent; Projects under $250K: spend 90%
  + Adult Projects– add Criterion to track (not score): Percentage of adult participants who increased any cash income from entry to exit/follow-up.
  + Youth Projects– adjust benchmarks: Percentage of adult participants who increased earned income from exit/follow-up; Increase benchmark from 20% to 25% (Avg performance in 2023: 28%) and RRH Percentage of leavers who exited to permanent housing – lower benchmark from 95% to 85% (Avg performance in 2023: 82%)
  + Youth Navigator projects
    - These projects have not previously been evaluated. Proposal is to track (not score) occupancy, spending and participant surveys.
* 2024 NEW Participant (Consumer) Survey is ready.
  + Many thanks to CLIP Cohort 1 for their great work on the updated survey tool.

1. **SNOFO – Unsheltered Special Notice of Funding Opportunity**

* SNOFO score debrief:
  + CT BOS scored 88.18 out of 100 points, which was just a few points below the highest score nationally.
  + CT BOS was one of just 4 CoCs nationally to get both unsheltered and rural awards.
  + The bulk of points lost were for Systems Performance
* CT BOS will send an update on grant agreements and clarifications from the HUD Rural Webinar to SNOFO grantees.
* SNOFO grantees are encouraged to reach out to the CT BOS team with any needs

1. **Other Business**
2. **Steering Committee Meeting Schedule**

* 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