** CT BOS Steering Committee Meeting Minutes**

**10/20/23 - 11:00 am – 12:30**

1. **Welcome and Chairs Introductions**

[**SC 10.20.23 Meeting Participants**](https://www.dropbox.com/scl/fi/p1ci0fko69dfhgotopxim/SC-participants.xlsx?rlkey=2a92u3khlzu38mmc1xguv8qau&dl=0)

1. **Guidelines for BOS Meetings**
2. **Adopt Sept Steering Committee Minutes –** Meeting minutes were approved by consensus.

1. **Announcements**

* Semi-Annual Meeting in November
  + The BOS Semi-annual meeting will be held on 11/17 from 11am-1pm. As always, the meeting is open to the public.
* Post Steering Committee Meeting Q & A
  + Anyone who has questions or concerns is invited to stay on at the end of each meeting.
* CLIP - Congrats to CLIP Cohort II & CLIP Recruitment
  + Congratulations to the CLIP Cohort II graduates: Ebony Beall, Aleena Durant, Nicholas Galella, Raven Johnson, Theresa Miles, Tracy Samuels.
  + CSH is recruiting for CLIP Cohort III. To apply for CLIP, use the following link: [Link to CLIP 3.0 Application](https://www.surveymonkey.com/r/9NLVWQG). Applications are due 10/31/23.
* CoC Grant Management Requirements Training Webinar - 11/14/23 - 10:00-11:30
* [Zoom Link](https://us02web.zoom.us/j/83791584420?pwd=cDJOY0ZCSXZ3SVR6MS9lWnRtMXlRZz09); Meeting ID: 837 9158 4420; Passcode: 095674; Phone: 646-876-9923
* CT BOS and DMHAS CoC Rental Assistance Monitoring Webinar – 12/5/23 – 10-11:30
* [Zoom Link](https://us02web.zoom.us/j/89535376100?pwd=V1QrcnQ0M0JhVjBWdlZZaFZZNlN1QT09); Phone: 646-876-9923; Meeting ID: 895 3537 6100; Passcode: 399781
* Indirect Rate for Subrecipients – Clarification from HUD
  + During the most recent CoC Competition, HUD released a FAQ on indirect cost rates for Subrecipients. The FAQ conflicted with guidance HUD previously provided in their [2021 ESG/CoC Indirect Cost Rate Toolkit](https://www.hudexchange.info/resource/6289/indirect-cost-toolkit-for-coc-and-esg-programs/).
  + The Hartford Field Office recently clarified that the Toolkit is correct and that a subrecipient of CoC funds may have its own indirect cost rate.
  + Subrecipients (including those on DOH and DMHAS projects) can use the subrecipient agency’s Negotiated Indirect Cost Rate Agreement (NICRA) if they have one or can opt to use the 10% de minimis rate if they do not have and have never had a NICRA.

1. **Discussion of Length of Steering Committee Terms**

* There was a proposal to align the terms for Steering Committee members to better connect with the HUD competition and other CoC tasks. The current schedule (7/1-6/30) has members joining during the HUD competition which does not provide enough time for members to become informed about CoC priorities and HUD requirements in time to help make funding and other decisions needed for the competition. The proposal is to have SC terms run from 1/1-12/31 each year.
* **Motion:** 
  + - * **Change the standard term of service to 1/1 – 12/31 (currently 7/1-6/30). And extend the term for current members to end on 12/31/24. Motion passed by consensus.**

1. **Vote - Statewide Outreach Guidelines:** [Statewide Outreach Guidelines](https://www.ctbos.org/wp-content/uploads/CT-Street-Outreach-Standards_05.23.22.pdf)
   * Guidelines were reviewed during the October SC meeting.
   * **Motion: to approve the Statewide Outreach Guidelines as requirements for all CT BOS funded outreach programs. Motion passed unanimously.**
2. **Break-out Discussions**

* The CT Department of Labor (DOL) will be presenting at the Semi-Annual Mtg in November. Discussion Question for today: *What questions and/or concerns do you have for DOL regarding employment services for Persons with Lived Experience of Homelessness?*
* This document summarizes the input received: [Feedback and questions for DOL](https://www.dropbox.com/scl/fi/x8bpu19q4cs923dg66kb3/Questions-from-SC-for-DOL.docx?rlkey=0812kkpginan3577wnpk5o5fh&dl=0)

1. **Point-in-time (PIT) Count of Persons Experiencing Homelessness 2024** 
   * Nutmeg presented PIT updates and Methodology. For more information see these slides: [PIT Updates & Methodology](https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:0e7d3b17-14fa-3df7-9bd9-108c78702e77)
   * [CT BOS 2024 PIT Methodology](https://www.dropbox.com/scl/fi/3zku73vqc3wh715e4p61x/2023.10.12-PIT-Count-Methodology.docx?rlkey=v2g8gfw5kh97xydxvgckfjrc4&dl=0)
   * BOS Steering Committee will vote on PIT Methodology at the 11/17 BOS Semi-annual meeting.
2. **2024 Renewal Evaluation Process**

* Upcoming Deadlines:
  + 10/20/23 Deadline to confirm the 2024 Renewal Evaluation Project List: [Link to project list](https://www.dropbox.com/scl/fi/be6usmi0k7rtoki505ns2/APR-HMIS-Grant-ID-List-2021-NOFA-Grants-ver-2023-09-01.xlsx?rlkey=rn6k0eldh9szqz39vgzu4kwuj&dl=0).
  + 11/1/23 Renewal Evaluation Launch Webinar & Renewal Evaluation Database (RED) opens: [Link to RED](https://poe.nutmegit.com/GrantEvaluator/Identity/Account/Login?ReturnUrl=%2FGrantEvaluator%2FProvider%2FMyProjects).
  + 12/6/23 Deadline to submit consumer surveys.
  + 12/6/23 Deadline to complete the initial submission process in RED (i.e., complete grant assessment review and refresh data).
* Penalties will be applied for late consumer surveys and not updating/confirming Zengine contacts.
* Renewal Evaluation Webinar – 11/1/23 – 10am
* [Zoom Link](https://us02web.zoom.us/s/83305001724?pwd=V1NlWUNzdUo5N3YyWnQwa0hGaGJDZz09#success); Meeting ID: 833 0500 1724; Passcode: 861666

1. **Follow-up on Client Portal in HMIS** 
   * There was a demonstration conducted by CaseWorthy on the web-based HMIS client portal for Persons with Lived Experience of Homelessness on 10/12.
   * Participants noted that: the uploading, storing and accessing documents on the portal would be a huge benefit for persons experiencing homelessness (PEH); anything that could help PEH more easily access their information and information that could help them obtain housing was something that should be used; notifications from providers regarding appointments, resources and referrals would be valuable and would improve communication between agencies and tenants/clients. There was no negative feedback from participants.
   * Responses from CaseWorthy to questions previously raised were discussed.
   * CaseWorthy welcomed BOS to try out the system and has provided log-in information. [Link to CaseWorthy Demo](https://demo.caseworthy.com/CaseWorthy/PortalDefault.aspx?DatabaseID=1349&); Login: [mary@test2.com](mailto:mary@test2.com); Password: Birdy123!
   * Santa Clara County is using Bitfocus which did not have a client module. They spent almost 2 years building out the software and spent hundreds of thousands of dollars to develop the system. The pilot had good uptake by clients. They are using the system for: collecting client documents; release of information; assessments; calendar; messaging; resource directory and location functions.
   * Next month the Steering Committee will discuss whether to recommend to the HMIS Steering Committee that the CaseWorthy Web-based Client Portal be implemented.
2. **Partner Announcements**

* DOH is working on reviewing applications received in response to the CT Homeless Response System Request for Proposals. DOH will announce awards in the coming weeks.
* DOH cold weather funding for each of the CANs will be available in the next week.

1. **Other Business**

* BOS had been discussing the possibility of instituting the new and expanded HUD definition of persons who fall into the Category 4 definition of homelessness. Participants at SC meetings had expressed concern that the broadening of the definition could create a large influx of new persons seeking shelter and housing. Because there are no data currently to help make a decision on whether to adopt the definition, BOS will wait until HUD requires CoCs to institute the definition.

1. **Steering Committee Meeting Schedule**

* **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