**CT BOS Steering Committee Meeting Minutes**

**6/17/22**

**11:00 am – 12:30 pm**

1. **Welcome**

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1. **Guidelines for BOS Meetings**
2. **Introductions –** *breakout in small groups*
3. **Adopt May Steering Committee Meeting Minutes –** *minutes approved*
4. **Announcements**

* HUD COVID-19 Resources:
  + - HUD has provided critical info for providers about how to help persons experiencing homelessness with COVID get access to treatments to prevent severe outcomes.
    - Check out HUD Office Hours from 6/10/22: [https://www.hudexchange.info/trainings/snaps-covid-19-webinars](https://www.hudexchange.info/trainings/snaps-covid-19-webinars/)
    - Any questions related to COVID or other infectious diseases: HUD Exchange: <https://www.hudexchange.info/program-support/my-question/>
  + HUD Notice of Funding Opportunity (NOFO) Coming Soon!
* To get ready, providers can:
  + Update your applicant profile in esnaps: [Applicant Profile Instructions](https://www.hud.gov/sites/dfiles/CPD/documents/FY-2021-Accessing-the-Project-Application.pdf)
  + Ensure that you have at least two esnaps users in the system

[Adding and Deleting esnaps users](https://secure.in.gov/ihcda/files/adding-delete-registrants-esnap.pdf)

* + Make sure all staff working on NOFO are registered to receive BOS emails

[Sign up for BOS e-mails](https://visitor.r20.constantcontact.com/manage/optin?v=001AiXxKvPPdGzUvdxtsnR2xE0kDeCPWvF_Hz0mu6yvx81DRkDNVlO8VcFylK_N1QZ5WWMM_rsxLzAzsTe_HrqY6tuny8ZDix7ywQCvzQTaqR6dB6ikFBHkEDKWxDvDAj-uQbaIdoqZWi6IbOJMVfmcGg%3D%3D)

* + Unique Entity Identifer (UEI) needs to be updated in applicant profile in esnaps: [Info on UEI](https://www.hudexchange.info/news/coc-yhdp-recipient-applicant-transition-to-uei/)
  + Once Grant Inventory Worksheet (GIW) is released, review immediately
  + Update Zengine contacts: [Zengine Instructions](https://www.ctbos.org/wp-content/uploads/2020/10/Provider-Instr-Create-an-account-LPSQ-v5.pdf)
* CT BOS Renewal Evaluation Updates
  + Last day for providers to submit Support Requests and Renewal Evaluation HMIS Data Clean Up Tickets was 6/8/22.
  + Last day for providers to make HMIS data changes for consideration in 2022 Renewal Evaluation Score is 6/22/22.
  + Renewal Evaluation Score is final on 6/23/22.
  + The Grievance Process opens 6/23, and deadline to file a grievance is 7/8/22.
  + Grievance resources: [Renewal Evaluation Webinar Recording](https://youtu.be/EhAMQyHuQ6Y)

[Renewal Evaluation Data System Launch Webinar Slides 3.31.22](https://www.ctbos.org/wp-content/uploads/2022/04/Intro-to-RE-2022v8.pdf)

[Grievance Written Instructions](https://docs.google.com/document/d/1Gb9HsnkQeTu911Pf1VgzezmRY1EvjyyPZ7T1FwPgDaQ/edit)

* CT BOS New Project RFP Updates
* CT BOS received 17 applications: 9 Permanent Supportive Housing; 7 Rapid Rehousing (RRH); 1 Domestic Violence RRH
* CT BOS Scoring Committee meets in July.
* Projects to be included in CT BOS application to HUD will be determined once Notice of Funding Opportunity (NOFO) is released
* CAN Representatives to Steering Committee (SC) Announcements
* Annually each CAN chooses two representatives to serve on the BOS SC.
* Following are the CAN SC reps: Nancy Cannavo & Belinda Arce-Lopez – Northwest; Manssour Hanne & Deanna Bencivengo – Middlesex Meriden Wallingford; Amanda Gordon & Crane Cesario – Greater Hartford; Caitlin Rose & Lisa Cretella – Central; Nikki Barnofski & Cathleen Meaden Greater New Haven; Fenty Lee & Kim Jakowski – Eastern.
* Crane Cesario is continuing to serve temporarily until their CAN meets to select a new representative.
* All changes made by CANs to their appointed representatives will be announced at SC meetings.
* Update on PIT Planning funds
* Alice Minervino reported that the agency that had been awarded the Northwest PIT CAN funds will not be entering into a contract with DMHAS this year. BOS put out an RFP to contract with another agency to utilize the funds but no one applied.

1. **Vote on CT BOS Steering Committee Chairs**

* There are four CT BOS SC Chairs and each Chair serves a two-year term.
* Terms are expiring for Alice Minervino (CT Department of Mental Health and Addition Services) and John Merz, (Advancing Connecticut Together) and they were nominated to serve again as SC Chairs.
* The opportunity to nominate was announced at the May meeting and nominations were also sought from the floor. No additional nominations of eligible candidates were received.
* There was a motion to have Alice and John continue to serve as SC Chairs. Motion passes.

1. **Vote – Governance Change - Additional Community Representative Seat(s) for Youth Action Board (YAB) member**

* CLIP reviewed the BOS governance structure, and recommended that that BOS SC include a Youth Advisory Board (YAB) representative with lived experience of homelessness. When approached the YAB recommended having two representatives to ensure support and avoid isolation. This proposal was discussed at the May SC meeting.
* There was discussion regarding whether other sub-populations such as persons living with HIV and elderly should also have a designated representative on the BOS SC. It was noted YAB provides a structure to support representatives and collect feedback from their members regarding Steering Committee business.
* It was clarified that the proposal is to dedicate 2 YAB Community Representative seats, but that doesn’t guarantee that those seats are always filled.
* **Motion: To approve the following changes to the BOS Governance Charter: Changed/additional language is in bold.**

The CoC Steering Committee is comprised of representatives of state government agencies (including ESG recipients), nonprofit intermediaries, at least two and up to ~~six~~ eight Community Representatives (i.e., persons with lived experience of homelessness). **Two of the Community representative seats are for Persons with Lived Experience of Homelessness who also serve on the Youth Advisory Board (YAB). Motion passes.**

1. **Discussion – Governance Change to CT BOS Board**

* Reaching Home Coordinating Committee has been functioning as the Board for the BOS CoC. Given that Reaching Home has been dissolved, BOS needs to update the governance structure.
  + The proposal is to make the BOS Steering Committee instead of Reaching Home Coordinating Committee the CoC Board.
  + There will be a vote on this proposal at the 7/15/22 BOS SC meeting.

1. **2022 Housing Inventory Chart (HIC) & Point-in-time (PIT) Count of Persons Experiencing Homelessness Presentation** 
   * Each year HUD requires CoCs to conduct a Housing Inventory Chart (HIC) & Point-in-Time Count (PIT) of persons experiencing homelessness on one night in the last 10 days of January.
   * Data from HIC & PIT are: reported to Congress; used in System Performance Measures (SPMs); used for local planning purposes and scored in the CoC Competition. Data impact how much funding the CoC receives.
   * From 2020 to 2022 there have not been large increases or decreases in units/beds. There was a drop in transitional housing beds as several Grant Per Diem (GPD) programs closed.
   * From 2021-2022 in the PIT, there was an increase in homelessness overall (14%); and an increase in Emergency Shelter utilization. It was very cold on the night of the count and large numbers of motel vouchers were being issued.
   * From 2021-2022 in the PIT, there was a decrease in unsheltered and chronic homelessness.
2. **Other Business**
3. **Steering Committee Meeting Schedule**

* July 15, 2022; 11-12:30
* August 19, 2022; 11-12:30
* September 16, 2022; 11-1:00 – CT BOS Semi-annual meeting
* October 21, 2022; 11-12:30
* November 18, 2022; 11-12:30
* December 16, 2022; 11-12:30