**CT BOS Steering Committee Meeting Minutes**

**1/20/23 - 11:00 am – 12:30pm**

1. **Welcome**

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1. **Guidelines for BOS Meetings**
2. **Introductions –** *breakout in small groups*
3. **Adopt December Steering Committee Meeting Minutes – Motion passes by consensus**
4. **CT CAN End Homelessness Legislative Agenda & Updates**

* Evonne Klein, CCEH presented the 2023 Legislative Agenda: [CT-CAN Legislative Agenda 2023](https://cceh.org/wp-content/uploads/2022/12/CT-CAN-Legislative-Agenda-12.22.22.pdf)
* Key dates include:
  + Virtual Rally, Thursday, January 26th Zoom, 10-11 AM, [Register](https://us02web.zoom.us/meeting/register/tZ0rde6trz4jGNAzEPmZBgz6HC3q6u8H8Zfw)
  + Advocacy Training Days: Please register for one training:
    - Friday, January 20th  Zoom, 2-3 PM, [Register](https://us02web.zoom.us/meeting/register/tZwpfuCvpj8sGtHtrBofELIqZRvpVU9iGC2j) OR
    - Monday, February 6th Zoom, 2-3 PM - [Register](https://us02web.zoom.us/meeting/register/tZwtdeqvrT4uH9SXzFX8ZTmuk7ETv-tmHz7P)

1. **Announcements**

* Open Steering Committee Seat for Youth Representative
  + Only one of the two CT BOS Steering Committee seats for Persons with Lived Experience of Homelessness who also serve on the Youth Advisory Board (YAB) is filled. CT BOS SC voted to change the bylaws to enable filling the seats with Persons with Lived Experience of Homelessness who are under the age of 25 (i.e., Youth Community Representatives) removing the requirement to also serve on the YAB.
  + Please help us spread the word that CT BOS has an opening for a Youth Representative on the Steering Committee.
  + Please submit [CT BOS SC Youth Community Rep Application](https://www.ctbos.org/wp-content/uploads/CT-BOS-SC-Youth-Community-Rep-Application.docx) no later than 2/6/23 to [ctboscoc@gmail.com](mailto:ctboscoc@gmail.com)
* New BOS webinars available
  + There are updated CoC & PATH Monitoring Trainings. They can be found here: [CT BOS Trainings](https://www.ctbos.org/trainings/)
* Draft Updates to Homelessness and Disabling Condition Verification Forms
* The Homeless and Disabling Condition Verification Forms have been updated. Changes include using more person-centered language and formatting changes to clarify and simplify. There have been no changes to definitions, documentation requirements or process.
* Please send any comments on the forms to [ctboscoc@gmail.com](mailto:ctboscoc@gmail.com) by 1/27/23.

[Updated Draft Homeless Verification Form](https://www.ctbos.org/wp-content/uploads/CT-BOS-CoC-Homelessness-Verification-Form-Ded-Plus-Edits-v12-DRAFT-KZ.docx)

[Updated Draft Disabling Condition Verification Form](https://www.ctbos.org/wp-content/uploads/CT-BOS-CoC-Disabling-condition-verif-form-v11.docx)

* Point-in-time (PIT) Count of Persons Experiencing Homelessness (PIT) Reminders
  + The PIT will be held on 1/24/23. All PIT data are due in the PIT database no later than 1/31/23.
* Renewal Evaluation deadlines
  + The deadline to make changes and refresh in Renewal Evaluation Database (RED) is 1/20/23.
* Reminder: Steering Committee attendance policy
  + The CT BOS SC attendance policy states that members are expected to have at least an 80% attendance rate at all Steering Committee meetings.

1. **HOME CT Updates**

* Kiley Gosselin, Partnership for Strong Communities, presented the HOMEConnecticut 2023 Legislative Agenda**:** [**HOMEConnecticut Legislative Agenda**](https://www.pschousing.org/sites/default/files/2023_HomeConnecticut_Legislative_Agenda.pdf)

1. **Discussion of CAN data and New Project Priorities**

* Each year Steering Committee (SC) sets priorities for HUD CoC new project funding. The first step is deciding which types of project applications to seek through a Request for Proposal.
* CANs submitted data and project priorities. Data showed that the greatest need is for RRH, including Diversion/Rapid Exit. 3 of 4 CANs indicated need for more Permanent Supportive Housing (PSH), including for people exiting RRH and unable to sustain housing.
* CANs also called for project types not allowable under the HUD requirements (e.g., moving on vouchers and “light touch” PSH for people not living with a disability).
* There was discussion around the proposal for 2023 allowable types of new project applications for CoC funding which include:
  + New Units Permanent Supportive Housing (PSH) – Singles Only (including youth)
  + New Units of RRH (including Diversion & Rapid Exit) for Singles and Families (including youth)
  + Services for PSH Projects (housing units) with no dedicated services funding
  + Expansion Services for existing CoC-funded PSH and RRH projects with CoC services funds below $5,000 per household/year
  + Coordinated Entry Supportive Services Only (CE SSO - not via RFP)
* The proposal also includes giving Bonus Points for rental assistance for projects that received CT DMHAS Homeless to Housing funding
* It was noted that RRH projects struggle to find the needed matching funds, and this is a barrier for agencies that wish to apply for CoC RRH.
* There was a question as to why this does not include applications for family PSH units. It was reported that data submitted by the CANs does not demonstrate need for family PSH and data analyzed through the DOH system redesign project showed an excess of PSH units for families.
* It was reported that there is a need to obtain furniture for program participants. HUD CoC rental assistance and supportive services funds cannot be used for this purpose. Furniture is an allowable expense on the CoC operating budget line item (BLI); however, few projects have an operating BLI, because HUD does not permit combining operating and rental assistance.
* There was also a discussion regarding the allowable types of new projects for the DV bonus. The proposed types include:
  + RRH
  + Joint Transitional/RRH (TH/RRH)
  + CE SSO (not via RFP)
  + Any other project types that HUD indicates in NOFO are allowable (not via RFP)
* It was noted that DV survivors are turning to the homeless system, because they report that the DV system is not moving quickly enough on security deposits.
* The Steering Committee will vote on both of these proposals at the 2/17/23 Steering Committee meeting.
* Who is eligible to vote in accordance with the Conflict of Interest policy was reviewed.

1. **CT BOS Grievance Policy**
   * Vote on Proposed Changes to CT BOS Grievance Policy: [Proposed Changes to CT BOS Grievance Policy](https://www.ctbos.org/wp-content/uploads/2023.01.20-Adopted-Revised-CT-BOS-Grievance-Policy.pdf)

* Following are the proposed changes approved at this meeting are summarized below:
  + **Define timeframes in Grievance Policy for Consumers:** 
    - * Consumers must file the grievance within 30 days of having received notification of the outcome of the grievance filed with the relevant provider agency.
      * The written decision shall also indicate the opportunity to request within 15 days a final review by the CT BOS Steering Committee Co-Chairs, and provide instructions for requesting the final review, including contact information
* **Clarify process for CAN Grievances:**
* People who have a problem with CAN assistance can use the CT BOS Grievance process.
* **Align the CT BOS Grievance Policy with the Statewide RRH Operations Guide:**
* People who have a problem with RRH assistance must first file a [Participant Concern Form](https://r20.rs6.net/tn.jsp?f=001XomVgmRwZa0rMAzx9wQCFaZK4FpSMffbspO474d76wjBtCdcEvNEygC8HdVqy4vXSdGWm282YALFlL8qSbQcc7_F_poShciJXW77zOONHw1pqT8WFhfhl0FCIYCDMk_beHa1h0dr2FGzxy3muulu0XEo8E57q8k5RN0htUB4364rFpcURQBXjTB2c582zGlNsZJCj5aJatQCxsqf99AZBSQMWMa70tWT7Nq2BJWXfz7rtBBEoE5QUw==&c=3-6s-XA8eGyzHKapzw67AX7vWODoNr9GTHKy77zUwNf_gf-cw0rPDg==&ch=4QGD1TdqpGKBXM4ZuaHdshPMxu2900eLbfpvJJys_STeF1-mRqgUQw==). If they remain dissatisfied, they can follow the CT BOS Grievance Policy.
* **Clarify Limitations on Provider Grievances Related to Renewal Evaluation**
* The Grievance Committee will not consider grievances based on circumstances that are commonly experienced across projects.  For example, grievances based on a challenging housing market, staff turnover, or housing stability challenges commonly faced by participants.
* **Grievance Notification Requirement:** [Grievance Policy Notice](https://www.ctbos.org/wp-content/uploads/2023.01.20-Adopted-CT-BOS-Grievance-Policy-Notice.pdf)
  + CT BOS funded projects and Coordinated Access Networks are required to:
* Document provision of this notice to all households seeking or receiving help upon application, at project entry and at a minimum annually; and
* Review the content of this notice with CoC project participants and applicants to help them understand their grievance rights.

**Motion: To approve the proposed updates to the Grievance Policy. Passes by consensus.**

1. **Consumer Leadership Involvement Project (CLIP) Updates**

* Kiya Kennebrew, CSH presented the CLIP updates
* CLIP Cohort I is currently working on reworking the CT BOS Consumer Satisfaction Survey.
* CLIP Cohort II has had trainings on topics such as Supportive Housing and Affordable Housing. The group has met with CCEH to better understand HMIS data.
* Any group that would like to do a coffee hour with CLIP should reach out to Kiya: [kiya.kennebrew@csh.org](mailto:kiya.kennebrew@csh.org)
* CLIP is planning to do a 3-part training series March-May for the COS CoC. Stay tuned for dates.

1. **Proposed Updates to Participant Bill of Rights -** [**Participant Bill of Rights**](https://www.ctbos.org/wp-content/uploads/Clt-Bill-Rgts-updated-2023v2.docx)

* These proposed updates simplify the current Bill of Rights and condense the document to one page.
* It was suggested that adding an “order of operations” to the bill of rights might be helpful so that participants with grievances start with BOS. It was noted that participants can be encouraged to start with BOS but that participants have the right to pursue other available avenues for grievances as well (e.g., file a complaint with HUD’s Office of Fair Housing and Equal Opportunity or a complaint with the CT Commission on Human Rights and Opportunities)
* Providers will need to notify program participants of the Bill of Rights. Sample form to obtain participant sign-off for the following CT BOS Notices: [Participant Sign-Off Form](https://www.ctbos.org/wp-content/uploads/Notices-Participant-Sign-off-Form-v1.docx): Participant Bill of Rights, Emergency Transfer, Grievance. Providers can opt to use a different method to document notification.

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

* February 17, 2023; 11-12:30
* **March 24, 2023;** **11-1:00 – Semi-Annual – Note date change**
* April 21, 2023; 11-12:30
* May 19, 2023; 11-12:30
* June 16, 2023; 11-12:30