**CT BOS Steering Committee Meeting Minutes**

**12/16/22 - 11:00 am – 12:30pm**

1. **Welcome**

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1. **Guidelines for BOS Meetings**
2. **Introductions**
3. **Adopt November Steering Committee Meeting Minutes –** Minutes approved by consensus.
4. **Announcements**

* Alanna Kabel, HUD Hartford CPD Field Office Director is retiring at the end of December. CT BOS thanked her for her hard work and support of the Continuum of Care (CoC).
* Samantha Arruda, CHD, is the new CT BOS Steering Committee Coordinated Access Network (CAN) CAN representative for Western CAN.
* CoC funded providers are reminded to execute their HUD CoC grants before the end of the year.
* CoC funded providers are reminded to submit grant amendment requests to HUD ASAP if they are considering doing them. Providers are also reminded that CT BOS requires grant amendment requests be approved by the CAN and that **amendments approved by HUD must be submitted to ctboscoc@gmail.com.**
* CAN Data Request
  + Each year the Steering Committee (SC) sets priorities for HUD CoC new project funding. As part of this process, the SC is requesting info from CANs about local needs. BOS is requesting that CANs provide data on unmatched households (verified chronic on BNL, shelter waiting list, prioritized for RRH) by 1/16/23. The SC will discuss priorities in January.
* Renewal Evaluation deadlines are as follows:
  + Deadline to submit consumer surveys is 12/16/22.
  + Deadline to complete the initial submission process in the Renewal Evaluation Database (RED) (i.e., complete grant assessment review and refresh data) is 12/16/22.
  + Deadline for providers to submit support requests is 1/6/23 ([Link to Support Page](https://r20.rs6.net/tn.jsp?f=001LN_d6KBlF8rwrK3LnQtViDE-lgFX75J7i5s98G671b8dx2PLslmGkwa1F0ZZSD4dXyvGhA2wlqDKtzhQ9WhGi1x146nflcAl-aj2qdTuhsoCozzwJiSNIgPbtfHq9h5f_h1Fwcb72PGd597TKkPBqyFeQoPTuKpsgf4F1oF2WvsAbWWc98V2_Q==&c=5uIf567ZePkMHFYo6ug8t0kGCAGdNHsifnBAdFkMgGOJm9j01BLOWA==&ch=fBZK1vdkerCF0ZYBNQhzIDT1exrSGxFwwpYYFiLUCt7n8NZ2abU0og==)).
  + Deadline to make data changes and refresh in RED is 1/20/23.

1. **Point-in-time (PIT) Count – Vote on Methodology**

* During the November SC mtg, ACT presented the CT BOS 2023 PIT methodology.

**Motion: To approve the CT BOS 2023 PIT Methodology. Motion passes by consensus**. [CT BOS 2023 PIT Methodology](https://www.ctbos.org/wp-content/uploads/2022.10.31-HIC_PIT-2023-Methodology.docx)

1. **CT BOS Grievance Policy**
   * Discussion on Proposed Changes to CT BOS Grievance Policy
     + The Grievance Committee reviewed provider grievances on Renewal Evaluation and a grievance from a PSH participant and made recommendations for Steering Committee consideration.
     + Following are the proposed changes discussed at this meeting and to be voted on at the 1/20/23 Steering Committee meeting:

* **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, such as incarceration.
* **Proposed Requirement to Notify Participants of Grievance Rights :** CT BOS funded projects and Coordinated Access Networks (CANs) are required upon application, at project entry and at a minimum annually to:
* Provide participants with a notice summarizing grievance rights (see [**Proposed Complaint & Grievance Notification Requirement**](https://www.ctbos.org/wp-content/uploads/2022.12-Revised-CT-BOS-Grievance-Policy.docx); and
* Review the notice with participants/applicants to help them understand their grievance rights.

1. **Community Representatives –** A proposed bylaws change was discussed:
   * 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.
   * Proposed change will enable filling the second set while honoring the intent to have young people on the Steering Committee.
   * The proposed change is in the bylaws section on “CoC Steering Committee Member Selection.” Details of the proposed changes are in red text below:

* Two of the Community Representative seats are for Persons with Lived Experience of Homelessness who ~~also serve on the Youth Advisory Board (YAB)~~ are under the age of 25 (i.e., Youth Community Representatives). New members may be added by a majority vote of the existing Steering Committee. Youth Community Representatives who turn 25 years of age may continue to serve out their term and may opt to run for a non-designated Community Representative seat in the next annual election.
* The Steering Committee decided to proceed with a vote rather than wait until next month to vote.

**Motion: To approve the changes to the Bylaws. Motion passes by consensus.**

1. **Monitoring Updates**
   * There will be less monitoring in 2023. There is no BOS monitoring, and Housing Innovations (HI) will monitor 4 CoC rental assistance programs on behalf of DMHAS.
   * There are new sections in the Monitoring Guide on Emergency/Disaster Preparedness and Response Plan and Infection Control & Public Health Emergencies.
2. **NOFO/SNOFO Follow Up**
   * Providers and other stakeholders provided the following feedback on the NOFO and SNOFO:
     + **Improvements:**
       - It would be helpful to better align BOS new project application with HUD application in esnaps.
     + **Support Needed:**
       - For renewal projects, provide guidance on roles and responsibilities for subrecipient providers.
       - For new projects, provide information on next steps including possible award dates.
       - More guidance is needed on how to complete sub-pop sections in applications.
     + **Additional Comments:**
       - Get CAN feedback on local priorities for funding.
       - Try to avoid multiple deadlines for the same date.
       - Trainers need to be mindful during webinars to fully explain concepts and check in regularly with participants to ensure everyone is understanding the material.
3. **SSI/SSDI Outreach, Access, and Recovery (SOAR) Updates**

* Mollie Machado, from The CT Department of Mental Health and Addiction Services (DMHAS) provided information and updates on SOAR. See SC slides for details: [CT BOS 12.16.22 SC Slides](https://www.ctbos.org/wp-content/uploads/CT-BOS-SC-Meeting-Slides-12.16.22.pdf)

1. **Other Business** 
   * + - * It was noted that persons experiencing homelessness are having trouble getting through to 211. It was suggested that a representative from 211 come to the CT BOS Semi-annual meeting in March. If a client has a housing need, when 211 is called, press #3 at the first prompt and 1 at the second prompt.
         * A provider noted that when a program participant does not sign the ROI in HMIS, the project loses points in renewal evaluation. Without the ROI, an annual assessment is not available in the system.

**f/u: HMIS SC to address this issue**

1. **Steering Committee Meeting Schedule**

* January 20, 2023; 11-12:30
* February 17, 2023; 11-12:30
* March 17, 2023; 11-12:30 – Semi-Annual
* April 21, 2023; 11-12:30
* May 19, 2023; 11-12:30
* June 16, 2023; 11-12:30