**CT BOS Semi-Annual Mtg Minutes**

**3/24/23 - 11:00 am – 1:00 pm**

1. **Welcome and Chairs Introductions**

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1. **Guidelines for BOS Meetings**
2. **Adopt February Steering Committee Meeting Minutes –** minutes approved
3. **Small Group Discussions: Focus on Unsheltered Homelessness**

* *CT BOS was recently awarded $18.2M over three years to fund new projects, including $6.5M for street outreach projects in 5 CANs.*
* *Attendees discussed techniques in street outreach to unsheltered homeless people that are particularly effective. Each group summarized their discussion in the chat. Those summaries are included verbatim in the embedded document below.*

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1. **Announcements**

* Connecticut Race Equity Network (CT REN)
  + Group is putting together resources on discussions related to race and policies and procedures to advance equity.
  + The group is conducting one training each quarter on topics such as advancing race equity and dismantling tokenism.
  + REN will be conducting a workshop at the CCEH Annual Training Institute (ATI),
* Upcoming CT BOS Webinars
  + *Participant Grievance Policies Training* will be held on Tuesday, March 28, 10 a.m. - 11 a.m. Topics will include: CT BOS Grievance Process (Includes CAN Grievances); RRH Grievance Process; DMHAS Grievance Process and Grievance Rights Notification
  + *Eligibility Documentation Training* will be held on Tuesday, April 4, 10 – 12. Topics will include: HUD eligibility requirements for all CT BOS CoC & YHDP program types; documentation requirements; forms and resources and safety considerations
* Youth Steering Committee Community Representative Position
  + CT BOS has a Steering Committee Youth Community Representative (under the age of 25) Position Available. To apply, complete the application and send to ctboscoc@gmail.com:[BOS SC Youth Comm Rep Application](https://www.ctbos.org/wp-content/uploads/CT-BOS-SC-Youth-Community-Rep-Application-1.docx)
* CT BOS New Project Request for Proposals
* BOS is accepting new project applications for the 2023 competition for CoC Bonus/Reallocation and for DV Bonus funds.
* Allowable program models for CoC Bonus include: New Units of Permanent Supportive Housing (PSH) – Individuals Only (including youth); New Units of Rapid Rehousing (RRH) (including Diversion & Rapid Exit) for Individuals and Families (including youth); Services funds for PSH Projects with no dedicated service funds from any source; Services funds for CoC-funded PSH and RRH projects with services funding below $5,000 per household per year
* Allowable Program Models for DV Bonus include RRH & Joint Transitional/RRH (TH/RRH).
  + Information on HUD requirements will not be fully available until the Notice of Funding Opportunity (NOFO) is released.
  + Applications are submitted through Zengine (CT BOS online application portal).
  + Last day to submit questions is 4/3/23 to enable compiling and posting responses.
  + Instructions, Bidders’ Conference recording and other information can be found here: [CT BOS Competition Website](https://www.ctbos.org/hud-coc-application/) page
* Monthly Steering Committee Debrief Meetings
  + CSH/CLIP now offering a debrief meeting after each BOS Steering Committee (SC) meeting. All are welcome! This meeting will provide intentional space used to answer questions and address comments made during the SC meeting. Meetings will be held the Tuesday after the SC mtg from 5-5:30pm. The first meeting will be held on 3/28 at 5pm. [Zoom Link to Meeting](https://csh-org.zoom.us/j/82516652731?pwd=OTF2c3IyZ2VBc1BqdWdzTnY2Qm9Tdz09#success)
* Renewal Evaluation Updates
* 2023 Renewal Evaluation scores were finalized in RED (Renewal Evaluation Database) & providers can access renewal evaluation reports for projects directly in RED.
* Projects dissatisfied with their score requested a score change using the “Change Request or Grievance” feature in RED.
* CT BOS team reviewed all change requests, made score adjustments, and notified providers of the outcome.
* Any allowable score change requests that did not result in a score adjustment, were referred to the Grievance Committee.
* Grievance Committee met on 3/23.
* The CT BOS team will notify providers when committee decisions are available for review in RED.
* Reminder – Updated Bill of Rights
  + The CT BOS Applicant/Participant Bill of Rights has been updated and can be found on the CT BOS website: [CT BOS Applicant/Participant Bill of RIghts](https://www.ctbos.org/wp-content/uploads/Participant-Bill-of-Rights-Adopted-2-17-2023.pdf)
  + Providers/CANs should be using the updated version.

1. **Update and Reminder – BOS Steering Committee Elections**

* There will be elections for two of the CT BOS SC Co-Chair positions and Community Representatives at the June 2023 SC mtg.
* Anyone interested in running to be a chair can review the information in this document: [Chairs Responsibilities](https://www.ctbos.org/wp-content/uploads/Chairs-Responsibilities-v2.pdf)
* More information on the elections and CAN Representative registration will be provided at the next meeting.
* CANS and agencies with Steering Committee representation are encouraged to appoint Latinx/BIPOC representatives.

1. **Amendment to Governance Charter**

* **Motion: To amend the BOS Governance Charter Steering Committee Member Selection Section to remove this language: “Community representatives may not be employed by any agency receiving CoC funds.”** **Motion passes.**
* This change allows Community Representatives to pursue employment at CoC funded agencies without resigning from the Steering Committee.
* Conflict of Interest Policy and Code of Conduct requirements apply to all Steering Committee members, including Community Representatives. For example Steering Committee members must disclose Conflicts of Interest and may not vote on any item that would create a conflict or appearance of a conflict.5

1. **Bonus Points for New Projects** 
   * 1. Last month the Steering Committee voted on new project priorities for HUD CoC funding and discussed bonus points for scoring new project applications. There are two proposed criteria for bonus points for applications submitted through the CT BOS new project competition:
        1. Bonus Points for CoC funded projects that currently have no designated services funding from any source.

**Motion: To approve the bonus points noted above. Motion passes.**

* + 1. Bonus Points for rental assistance (RA) projects that received CT DMHAS Homelessness to Housing (H2H) services funding (available to both lead agencies and sub-recipients but cannot have RA twice on same units)
* The Greater Hartford CAN raised the issue that this would be adding points for providers who might not have much competency in either the DMHAS H2H program or administering other rental assistance-based projects. They also noted that it seems unusual to give bonus points to any provider because of a single program type that they run. Central CAN also noted that giving the bonus points seems to bypass a fair and competitive process.
* It was noted that provider experience is scored as part of the application and applicants are required to provide a detailed description of the proposed project.

**Motion: To approve the bonus points noted above. Motion passes.**

1. **CT BOS Strategic Plan Status Update**

* At the February 2022 Semi-Annual meeting, BOS stakeholders provided input on strategic priorities.
* The Steering Committee reviewed the status of actions to advance these strategic priorities as outlined in this document: [Strategic Priorities Actions](https://www.ctbos.org/wp-content/uploads/12-24-Month-Update-and-Planned-Actions-as-of-2-2023.docx)

1. **HMIS and System Performance Measures Updates** 
   * Paul Schmitz and Rose Kelly from CCEH presented. See meeting slides for updates:[Semi-annual Meeting Slides 3.24.23](https://www.ctbos.org/wp-content/uploads/CT-BOS-Semi-annual-mtg-3.24.23-v8.pdf)
2. **Learning Management System (LMS)**

* Tina Cormier, Nutmeg Consulting, presented on LMS.
* The LMS will be the portal through which providers complete required HMIS training and gain access into HMIS. Training will be available on demand, and the goal is to expedite providers getting access into Case Worthy via a self-paced training. More detailed trainings will be shorter, module-based and more targeted to different users’ needs. This is phase one of the project.
* The LMS is a subscription-based service, and Nutmeg is currently mapping out how the number of users will be managed. At least initially, there will be no cost for providers.
* In phase two, CoC partner agencies may also opt to use the LMS to post training content and make it available to providers.
* The LMS vendor has been selected, and the content is currently being mapped out.
* The HMIS Steering Committee will determine the best method to incorporate provider input (e.g., user survey and tapping “super users”).
* LMS will go live on 7/1/23 with phase one HMIS content.

1. **Other Business**

* An attendee requested a list of common acronyms used in the sector.
* A guide to acronyms was posted in the chat and is available here: [Supportive Housing Acronyms](https://www.ctbos.org/wp-content/uploads/Supportive-Housing-Acronyms.pdf)

1. **Steering Committee Meeting Schedule**

* April 21, 2023; 11-12:30
* May 19, 2023; 11-12:30
* 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