**CT BOS Steering Committee Meeting Minutes**

**1/20/2017**

1. **Introductions and Announcements**
2. Welcome and Introductions



1. 12/16/16 BOS SC minutes approved
2. HUD Announcements
   * CoC Awards and Youth NOFA
     + Renewals - $31,699,345
     + Reallocations - $899,115
     + New Bonus RRH - $814,962
     + Planning – $977,954
     + Youth Demonstration Project - $6.6 million
     + HUD Awards: <https://www.hudexchange.info/onecpd/assets/File/2016-connecticut-coc-grants.pdf>
   * Gender Identity
     + HUD representatives reminded the group that the HUD final rule on Gender Identity applies to CoC grants, and agencies need to be in compliance immediately.
     + Link to rule: <http://bit.ly/2da5GEh>
   * CAPER submissions
     + It was noted that there were some ESG reporting issues in HDX, which were eventually resolved. The HUD representative reminded providers that it is critical to submit in advance of the due date to ensure that corrections can be made and accurate data can be submitted on time.
     + SNAPS In Focus: Looking Forward to the New Year
       - In this e-mail, HUD staff notes that the Deputy Assistant Secretary and Director of the Office of Special Needs Assistance Programs and the Director of the Office of HIV/AIDS Housing and their teams will remain at HUD and stay focused on ensuring that vulnerable persons continue to be served by HUD programs and on the most effective and efficient use of resources.



1. Policies and Procedures and all BOS materials available at: <http://www.csh.org/csh-in-the-field/connecticut/2578-2/>
2. Monitoring Update
   * Two projects will be monitored in February (rescheduled from December 2016) and 2017 monitoring will begin in July 2017.
3. **HMIS Updates** 
   1. HMIS Lead Agency MOU with CoC (handout) - vote needed

**Motion: To approve the HMIS Lead Agency MOU and have CT BOS CoC SC Chairs execute the document. Motion passed unanimously.**



* 1. HMIS SC Report – committee has moved to a bi-monthly committee meeting schedule, and the group has not met since the last CT BOS SC meeting.
  2. HMIS fees
     + Letters are going out to providers regarding HMIS user fees.
     + The fee is based on the number of programs and number of active users.
     + Most fees are about $500 per agency, larger agencies will pay more.
  3. Reminder to Sub-CoCs to review Dashboard Data Quality Reports

1. **BOS Policies and HUD Compliance**
2. CT BOS Policy on “Accommodating changes in family composition”

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**Motion: To approve the policy. Motion passed by unanimous vote.**

1. Updates on CH Eligibility Tools
   * Updated tools have been sent out to CT BOS and are posted on the website.
2. CoC Governance Charter – annual update

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* The charter needs to be updated.
* It was suggested in terms of representation, that language such as “regional representation” be used in lieu of sub-CoC so that further exploration can be done on the best way for localities to be represented.
* It was noted that there are many CAN and sub-CoC meetings and it might make sense to have the CANs as BOS SC representatives or some kind of hybrid representation of CANs and sub-CoCs.
* It was noted that for some localities, it might be possible for the CAN to represent an area but for others, it might be more difficult.
* Revised Governance Charter will be voted upon at the next SC meeting. The document will be sent electronically but will not be printed.

**f/u: Suggestions on the Governance Charter should be sent to** [**ctboscoc@gmail.com**](mailto:ctboscoc@gmail.com) **by 2/6/17.**

1. **PIT Homeless Count – 1/24/17**
   1. Updates
      * The Housing Inventory Chart (HIC) in the PIT database is 88% complete statewide.
      * It was reported that one of the BOS regions was non-responsive and late with providing information to CCEH. It was suggested that Sub-CoC representatives be copied on correspondence to Regional Coordinators when information is not being provided on time.
   2. Review of Timeline
2. **Reaching Home**



* Recommendations to legislators include preserving DOH budget, DMHAS line items, DCF youth homeless work, bond funding for housing, CAN funding.
* Meetings with Republican and Democratic legislators in Hartford have gone well. Lessons learned include that persons with lived experiences should present early in the meeting/program and that thank you notes should be written to legislators.
* Federal Advocacy
  + Reaching Home works on engaging senators and representatives and encourages providers and citizens to write letters and make phone calls on issues of concern.
  + CSH has written a letter to the new administration about the Affordable Are Act. CSH would love to have agencies sign on if they are interested.

**f/u: HI to send out CSH letter to CT BOS.**

* Upcoming Schedule
  + 2/9– Governor’s budget released
  + 2/15-2/24 – Days to testify
  + 2/13 and 3/20 – Reaching Home Webinar
  + 4/12 and 4/13 – Advocacy days

1. **2017 Renewal Evaluation Process** 
   1. Updated deadlines
      * Providers have been given additional time, until 1/30/17, to update APR data in HMIS that will be used for the 2017 CT BOS renewal evaluation.
   2. DV TH LOS Criteria update

* It was determined that there is a need to either create new evaluation criteria for DV programs or to take the current criteria out of scoring for DV programs. Additional conversations will be held to finalize this issue.

1. **BOS Steering Committee Coordination with Reaching Home and other Statewide Initiatives**
   * + It was noted that for the Youth Homelessness Demonstration Project (YHDP), there will need to be coordination between BOS SC and Reaching Home workgroups. Ultimately the CoC will need to review and sign off on the work plan for HUD.
     + There is a need for coordination to ensure that all of the people who should be engaged are part of the process. It is also important that information is shared with the BOS SC. It was noted that Alice Minervino (DMHAS) is representing BOS SC on the YHDP and Katie Durand (DOH) will do regular updates for the BOS SC.
2. **Coordinated Access (CA) Planning** 
   1. Statewide CAN Committee Report
      * Group met earlier in the month. They discussed how to get the final CH persons housed and brainstormed how to handle challenging cases.
      * The group is working on standardizing how Emergency Shelter waitlists are handled. Currently each CAN handles this issue differently. The group is working on sharing best practices and creating uniformity in how waitlists are handled in every CAN.
      * CAN Dashboard – generating electronic coordinated entry data is in the works to see wait times, number of persons diverted, and other entry data.
      * The group discussed how to integrate HOPWA programs into the CANs.
      * It was reported that the group is using the System-Wide Analytics and Projection (SWAP) tools. These tools help communities use local data to understand what the current system is accomplishing and model what happens when system and program changes are made.
      * It was reported that there are 244 CH persons who have been matched with housing but have not yet located housing.
   2. Disabling Condition Verification Form - updated
      * The group reviewed the form and has suggestions for further changes.
      * It was suggested that the form collect information on the provider completing the form. It was suggested that contact person, phone number and email be included under agency information.
      * Fred Morton, DMHAS, noted that for TCM billing, if an agency receives DMHAS service monies, the diagnostic code can be added after a client has been housed. He noted that no having a diagnostic code should not be a barrier to housing clients. He noted that if there are questions, providers should feel free to contact him.

**f/u: Send any other suggestions on the form to** [**ctboscoc@gmail.com**](mailto:ctboscoc@gmail.com) **by 2/13/17**

**f/u: A new draft of the form will be prepared for the SC next month.**



* 1. PSH Prioritization Standards
* HUD released new guidance regarding how to prioritize CH based on the new CH definition. The BOS CoC is required to have a policy to reflect this guidance.

**f/u: HI to draft a policy on PSH prioritization standards based on current practice and the new HUD regulations. This policy will be sent to the CAN Leadership Committee for review, revision and adoption.**

1. **HUD System Performance Measures (SPM)(handout)**

* The preliminary 10/1/15-9/30/16 (Federal FY 2016) results are embedded below.
* The SPM submitted for FY 2015 are able to be amended in HUD HDX if needed.
* DOH has done a power point report on SPM.

**f/u: HI to get this report**



1. **DOH Updates**

* DOH has 2 open ended capital RFPs – one for supportive housing for youth and the other for supportive housing for persons living with intellectual disabilities.

1. **Updates from Opening Doors Fairfield County**

* CoC did not get bonus funding in 2016 competition.
* It was noted they are having a hard time housing the last 70 CH people. Everyone is matched with housing ,but it has been difficult to locate the housing.
* CoC is continuing to focus on family and youth homelessness and aligning resources to end family homelessness by end of 2020.

1. **Other Items/Issues**

* Copies at SC meetings - It was noted that it may not be necessary to make copies of all of the SC meeting materials. It was decided by consensus that agendas and policies to be voted upon will always be copied and distributed at the meetings. Other meeting materials will continue to be sent out electronically but will not be copied and distributed at the meetings.

1. **Next Meeting Dates**

* February 17, 2017 - CVH, Page Hall – Room 212/213 - 11am – 1pm
* March 17, 2017 - CVH, Page Hall– Room 212/213 - 11am – 1pm
* April 21, 2017 - CVH, Page Hall – Room 365 -  11am – 1pm
* May 19, 2017 - CVH, Page Hall – Room 365 -  11am – 1pm
* June 16, 2017 - CVH, Page Hall – Room 365 -  11am – 1pm