**DRAFT - CT BOS Steering Committee Meeting Minutes**

**4/21/2017**

1. **Introductions and Announcements**
2. Welcome and Introductions
3. Review and approve 3/17/17 BOS SC minutes - approved
4. HUD Announcements
   * HUD staff noted that HUD wants projects to spend all of their project funding and that HUD is looking to recapture unspent project funds.
   * Grant agreements are going out from HUD to providers at this time.
   * It was noted that some projects have merged off season and that is why they have not spent down their project funds. Chrysalis noted that they have had merged many grants.
   * HUD noted that providers should contact their HUD Field Office rep and they can guide providers on mergers.
5. CoC Registration Notice: <https://www.hudexchange.info/resources/documents/FY-2017-CoC-Program-Registration-Notice.pdf>
6. New Grant Inventory Worksheet (GIW) process – providers need to review and get any changes back to [ctboscoc@gmail.com](mailto:ctboscoc@gmail.com) no later than 4/26/17
7. Photos needed for CT BOS website
8. Policies and Procedures and all BOS materials available at: <http://www.csh.org/csh-in-the-field/connecticut/2578-2/>
9. **CT Balance of State Consolidated Plan: 2017-2018 Action Plan**

[**http://www.ct.gov/doh/lib/doh/draft\_ap\_17-18.pdf**](http://www.ct.gov/doh/lib/doh/draft_ap_17-18.pdf)

* 1. Vote on Action Plan

**Motion: To approve CT Balance of State Consolidated Plan: 2017-2018 Action Plan. Motion passes unanimously.**

1. **HUD System Performance Measures** 
   1. **SPM due in HUD HDX 5/31/17**
   2. Latest results

* Results need to be finalized for submission to HUD. Results over time have gotten better as providers are cleaning up the data.
* E-mail was sent to providers asking that they have corrected program level data in the system no later than 4/28/17.
* Data:
  + Emergency Shelter -50% of persons are leaving in 35 days or less. Average stay is 60 days.
  + Returns to homelessness after 2 years is 31% .
  + PSH – 98% remain in PSH or exit to PH
  + It was noted that there are new entry questions that were not asked of legacy clients and there are no data on those questions for these clients.

**f/u: CCEH to provide guidance on this issue.**

* CCEH is working on 1b – CCEH is still testing this and done by 4/28
  1. Plan for finalizing data 
* CCEH will run a final report of 5/18. Due to HUD at 5/31/17.

1. **2017 NOFA Planning: Reallocation and New Projects** 
   1. Funds available for new projects & continued discussion of PSH Underspending

* According to 2014/15 data, there was $2 million in underspending in CT BOS. Nine programs had greater then 20% underspending of project funds.
* It was suggested that some of the underspending could be used to fund new projects. It was noted that Miami CoC has done this.
* It was suggested that agencies with underspending submit an action plan to explain how they are going to spend all of their funds. There was consensus from the SC to have agencies do this.
* The SC was interested in getting the most current spending data possible. It was suggested that HUD could provide these data.

**f/u: Steve DiLella to f/u with HUD to get spending reports for CT BOS projects.**

**f/u: HI to present possible funding scenarios at next SC meeting**

* 1. Discussion of new project priorities  **- tabled**
  2. New project application process
* There was consensus from the SC that an RFP should go out in May for PH projects.
* There was also consensus around having one grantee and sub-recipients for any applications submitted to HUD.

1. **PIT Homeless Count** 
   1. 2017 Results – MW is updating charts w/final numbers and we will insert
      * Highlights:
        + Overall reduction of 406 homeless persons from 2016. Reductions in both sheltered and unsheltered and individuals and families.
        + Reduction in CH from 369 to 368.
        + Youth count higher this year because of extensive outreach.
2. **Coordinated Entry** 
   1. CAN Leadership Committee Report

* The committee discussed that 2% of HUD CoC funding should be spent on the CAN.
* Committee continues to discuss CAN vs. sub-CoC representation and has not yet come up with a resolution.
  1. PSH Prioritization Standards Policy



* + It was noted that SIF and CCR can use the administrative data and not by-name list and a suggestion was made to clarify this.
  + **Motion: To approve the PSH Prioritization Standards Policy with friendly amendment. Motion passes unanimously.**

**f/u: Matt Morgan to make changes to finalize the document and send to HI.**

* 1. RRH intakes and concerns about high need individuals and outcomes
     + It was noted that some providers might not be taking more vulnerable people as they are worried about negative exits from RRH.
     + It was clarified that leaving RRH to PSH is a good outcome. It was noted that there are not enough permanent exit options.
  2. Verification of disability (and severity) for CH status
* There was discussion that it might be helpful to have additional information on the details and severity of disabilities in order to better prioritize. Concern was raised that additional documentation could be labor intensive and could delay housing placement.

1. **Renewal Evaluations** 
   1. Updates for 2017
      * All individual reports have gone out to agencies. HI is answering scoring questions from providers. Providers will have the ability to grieve their scores if applicable. Information will be sent out in May on how to grieve scores.
   2. Updates on Corrective Actions for 2016 - tabled
2. **Youth Homelessness Demonstration Program Update (DOH) –tabled**
3. **HMIS Updates** 
   1. HMIS SC Report
      * No updates, meeting today after SC mtg.
      * Committee still discussing best way to have representation – sub-CoC rep or CAN rep.
   2. SAGE
      * It is important that data are correct in HMIS. Providers need to frequently run reports out of HMIS to check data.
      * All providers need to request a user name. Steve DiLella approves these.
      * There was a question regarding how DV programs submit their data since they do not use HMIS.

**f/u: HI to get an answer on this.**

1. **Reaching Home Updates – tabled**
2. **DOH Updates - tabled**
3. **Updates from Opening Doors Fairfield County - tabled**
4. **Other Items/Issues**
5. **Next Meeting Dates - Portland Library – Mary Flood Room - 20 Freestone Ave, Portland, CT 06480**
   * + - May 19, 2017 - Portland Library - 11am – 1pm
       - June 16, 2017 – Portland Library- 11am – 1pm
       - Confirmed schedule through December (third Friday of the month unless noted)
   * July 14, 2017 – second Friday
   * August 18, 2017
   * September 15, 2017
   * October 20, 2017
   * November 17, 2017
   * December 15, 2017