**CT BOS Steering Committee Meeting Minutes**

**6/16/2017**

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



1. Announcements
   * BOS submitted 2nd part of registration in esnaps preparing for NOFA.
   * BOS also submitted System Performance Measures for both FY 2015 and FY 2016 through HUD HDX.
2. Review and approve 5/19/17 BOS SC minutes – minutes approved unanimously
3. HUD Announcements

* Ann Oliva, Deputy Assistant Secretary for Special Needs, which includes CoC, left her position at HUD.
* There was discussion regarding how the President’s budget will impact funding for homeless housing and services and conflicting information on how much funds are available for the CoC (budget figures showing $133M increase versus NAEH analysis).

**f/u – HI to research the impacts of President’s budget.**

1. CT BOS Client Bill of Rights about “imminent safety risk”
   * At the last SC meeting, a decision was made to add language to the Bill of Rights regarding “imminent safety risk” for program participants. Concerns were raised that this might not be consistent with fair housing, equal access .
   * CT Coalition Against Domestic Violence (CCADV) will have an attorney review the language regarding imminent safety risk language in the Client Bill of Rights to ensure it is compliant with Fair Housing, Equal Access and VAWA.

**f/u: HI to send Fair Housing and Equal Access regs to Karen Jarmoc.**

1. Policies and Procedures and all BOS materials

* Available at: <http://www.csh.org/csh-in-the-field/connecticut/2578-2/>

1. **2017 NOFA Planning: Reallocation and New Projects**
2. PSH Underspending

* SC has had on-going discussions around ensuring that projects are spending their money. The SC committee has discussed wanting to figure out a way to reallocate funds when there is underspending.
* It was suggested that the following policy be adopted**: If a project is underspent by more than 20% or $50,000 for 2 years, the project is at risk of partial or complete reallocation. The Steering Committee agrees by consensus.**
* Providers shared concern that it can be difficult in a leasing project to ensure that all funds are used. It was noted that there might be extenuating circumstances for leasing or other projects and that and those would be reviewed. The adopted language uses the phrase “at-risk” of funds being reallocated to indicate that it is not automatic and projects would be reviewed on a case-by-case basis.

1. New RRH/PSH project application process `

* New RRH and PSH project applications are due 6/23/17 to ctboscoc@gmail.com

c) Discussion of HMIS/Coordinated Entry budget needs and reallocated funds

* There are two BOS reallocated projects totaling $289,000.
* There have been Steering Committee discussions around using these reallocated funds to offset the loss of funding for 211. These funds would pay for approximately 50% of maintaining 211.
* South East CT sub-CoC met on 6/12/17 and drafted a letter to CT BOS. Kathy Allen presented the letter which requested that the funds from the reallocated Katie Blair House project be maintained in their area to be used for housing and services and not be used for 211.



* Steve DiLella, DOH, reported that there will be $1.5 million statewide for RRH and that they will make sure that each CAN gets funding and that SECT will get funds.

**Motion: To use the reallocated funds to to support coordinated access and 211. 13 in favor and 2 opposed. Motion passes.**

* DOH reported that Fairfield County will be contributing the same percentage of their HUD Annual Renewal Demand toward coordinated access as CT BOS.

**3. Renewal Evaluations**

1. Results from Grievance Committee
   * Grievance Committee met and reviewed 18 renewal evaluation grievances. Grievances were submitted on spending, submitting incorrect data, and arguing special circumstances as to why projects were unable to meet a BOS or HUD standard. Agencies who submitted grievances will receive a written response to their grievance.
2. Final project scores
   * + Providers noted that assisting participants with employment continues to be a huge challenge.
     + It was noted that it would be helpful to hear from high scoring projects to learn from their lessons with employment and other areas.
     + There was discussion around ensuring that all employment is captured in HMIS. It was noted that if income increases, tenants must report this and it can impact their rent. There are specific HUD rules on how to handle income that is temporary and sporadic.

**f/u: HI to research HUD regs around temporary and sporadic income.**



1. 2017 Corrective Action
   * + Agencies in corrective action are not able to apply for new funding. Agencies in CA status who submitted a grievance and who are interested in applying for new funding should submit proposals per the BOS RFP requirements. If the agency is removed from CA, the proposal will be reviewed.
2. **Annual Update of Representation on Steering Committee**
3. Process for 2017
   * Each spring the Steering Committee asks for sub-CoCs to complete an application for representation on the Steering Committee. There has been on-going discussion at SC meetings regarding sub-CoC vs CAN representation on the SC.
   * It was noted that having CAN representation instead of sub-CoC representation would lessen the number of meetings for people and might be more effective in ensuring that communities are coordinated around the CANs.
   * It was noted that most SC decisions are based on consensus but for voting purposes, the SC can decide on how to weigh votes or could give regions/CANs more than one vote.
   * It was noted that in general communities are working toward bringing sub-CoCs together in CAN meetings and coordination. Middlesex reported that they have a strong group that has always been meeting. The CAN includes Meriden and Wallingford in it as well and is working to incorporate all the areas but it is a work in progress. Waterbury and Danbury are working to merge meetings and bring their regional work together in the CAN. Hartford and Greater Hartford are working in one group and meeting together. Bristol and New Britain are now meeting as their CAN in lieu of two separate sub-CoCs.
   * It was decided that for SC membership for sub-regions of the BOS, applicants can decide on the area that they want to represent - they may choose sub-CoC or CAN. Once representatives have completed the applications, the SC will decide upon representation on the SC as it relates to voting.

**f/u: HI to send out the Steering Committee application.**

**Motion: To elect Steve DiLella and John Merz as SC Co-Chairs. Motion passes unanimously.**

1. **Reaching Home Updates**
2. Retooling work group is looking at interventions to help drive down CH such as progressive engagement and RRH.
3. CCEH is continuing to do advocacy on the state budget. It was stressed that it is very important for providers and everyone to be vigilant and call all senators and representatives.

****

1. **Updates from Opening Doors Fairfield County - tabled**
2. **DOH Updates**
   * $1.5 million in RRH funding will be available starting in October. DOH is working on distributions through CANs.
   * Rebid of TLP will not start until October due to cuts to the state budget.
3. **Coordinated Entry** 
   1. CAN Leadership Committee Report
      * + - Group has been sharing CAN marketing materials with one another.
          - The group is working on standardizing diversion.
          - The committee is discussing the need to verify severity of disability for PSH applicants.
          - It was noted that January 2018 is the HUD deadline for CoCs to be compliant with HUD’s Coordinated Access Notice CPD-17-01.

**f/u: CAN Leadership Commmittee to review the HUD Notice to ensure the CANs are compliant with CPD-17-01.**

1. **HMIS Updates** 
   1. HMIS SC Report
      * + It was suggested that providers should know who the HDC is and to make sure that they attend HMIS meetings. Lauren Zimmerman is the new vice-Chair of HMIS Steering Committee.
   2. SAGE

* It was suggested that if providers are having issues with SAGE that they submit very specific help desk questions to Nutmeg.
* The issue of how DV providers submit their data in SAGE was raised.

**f/u: HI to research the issue**

* 1. HMIS Compliance Issue
* Emergency Shelter Management System (ESMS) has not been compliant with HMIS requirements of maintaining their data in HMIS. CT BOS SC will send a letter to the agency copying the CAN and the City of New Haven documenting the issue and outlining required corrective actions.

1. **Youth Homelessness Demonstration Program Update**

* To date, HUD has not made funding for the project.

1. **Other Items/Issues**

* Alice Minervino reported that HUD monitored BOS 193. There were no findings and HUD noted that they were impressed with the program. Alice thanked the providers for their hard work on the project.

1. **Next Meeting Dates**

* **July 14, 2017 – NOTE LOCATION AND TIME – The Lyceum, 227 Lawrence St, Hartford from 12:30 – 2:30pm**
* **August 18, 2017 - Portland Library – Mary Flood Room - 20 Freestone Ave, Portland from 11am-1pm**
* September 15, 2017
* October 20, 2017
* November 17, 2017
* December 15, 2017