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| **Board Representative or Attendee** | **Affiliation** | **Present Y/N/P** **(P= phone)** |
| Doug Sinclair  | Charter House | P |
| Elizabeth Eddy | BROC  | P |
| Margaret Bozik (Erin Ahearn, alternate) | Champlain Housing Trust, (CHC)  | Y |
| Marya Vincent | NCSS, (CVOEO)  | N |
| Cynthia Trautner | Clarina Howard Nichols Center | N |
| Renee Weeks  | Upper Valley Haven  | P |
| Ashley Greenfield  | Homeless Prevention Center  | Y |
| Pat Burke  | Southeastern Vermont CA | N |
| Lauren Higbee  | Youth Services Inc. | N |
| Brooke Jenkins  | Good Samaritan Haven | N |
| Erhard Mahnke | VAHC | Y |
| MaryEllen Mendl | United Ways of VT/VT211 | N |
| Peter Kellerman | John Graham Housing and Services | Y |
| Dawn Butterfield | Capstone Community Action | Y |
| Rebeka Lawrence-Gomez | Pathways Vermont | Y |
| Ari | VCRHYP | Y |
| Kara Casey | VNADSV | N |
| Jim Bastien | Veterans Administration | N |
| Whitney Nichols | Person with Lived Experience | P |
| Emily Higgins | AHS - Office of Economic Opportunity | Y |
| Brian Smith | AHS - Department of Mental Health | Y |
| Shaun Gilpin | DHCD | N |
| Daniel Blankenship | Vermont State Housing Authority | N |
| Meghan Morrow | Institute for Community Alliances | Y |
| Caitlin Ettenborough | Institute for Community Alliances | Y |
| Geoffrey Pippinger | Department of Children & Families | N |
| Maura Collins | Vermont Housing and Finance Agency | N |
| Theresa Keane | Americorps VISTA AHS Field Services | Y |
| Faye Grearson | OVL @ Twin Pines | N |
| Chris Brzovic | BHA/CVOEO | N |
| Angus Chaney | AHS | N |
| Joyce Cloutier | VVS- Lamoille County | N |
| Jan Rossier | Caledonia/Essex | Y |
| George S? | OEO - HOP | Y |
| Luke Dode | Americorps-VISTA VAHC/VCEH | Y |
| Jennifer Allen | ICA | P |
| Kelly Greaves | Economic Services | Y |

1. 10:00 Call to Order - Peter
2. 10:05 Introductions and Brief Announcements
	1. Luke sending out information on trainings on promoting housing stability and preventing evictions - 11/29 or 11/30 via email
	2. 12/16/16 [New England Housing Network](https://www.chapa.org/sites/default/files/SaveTheDateFlyer.pdf) - presidential leadership transition conversation
	3. 12/3/16 John Graham Shelter sleep-out and potluck in Middlebury, VT [www.johngrahamshelter.org](http://www.johngrahamshelter.org)
	4. Good Samaritan Haven also having sleep-out [www.goodsamaritanhaven.org](http://www.goodsamaritanhaven.org)
	5. Homeless Prevention Center vigil 12/21 @ 5:00 p.m. [www.hpcvt.org](http://www.hpcvt.org)
	6. Recent emails contain additional updates
	7. OEO one-night count for HOP grantees - will be short-form count (just of publically funded shelters)- details to be sent to HOP grantees
3. 10:20 Minutes – Rebeka Lawrence-Gomez
	1. **Dawn moves to accept minutes as presented with name correction, Erhard seconds**
	2. *Unanimously Approved*
4. 10:20 Treasurer’s Report – Dawn Butterfield
	1. Overdue payments for the church where meetings are held (waiting on invoice)
	2. Dawn presents proposed budget for FY17
	3. Conversation re: notice of dues and/or invoice
	4. **VOTE WARNED** Approval of FY17 budget at December meeting
	5. PLEASE SEND suggested additions/updates to Dawn
5. 10:25 Committee Updates
	1. Point-In-Time - Ashley Greenfield
		1. Started revising form because of HUD updates
			1. Gender - include options for “don’t identify with above”
			2. Chronic homeless - if one member of household is chronic all members of household will be chronically homeless
			3. Question whether this definition expands beyond PIT
			4. Disabilities - “self-confirmed” or “confirmed by a medical professional”
			5. 12/8 committee call with ready-to-go draft
			6. Webinar/form expected in January
	2. HMIS (10 min)
	3. Advisory committee – Rebeka
		1. Tabled - Rebeka to present at next meeting
	4. ICA Report - Meghan Morrow
		1. [Annual security training](http://www.icalliances.org/vt-recordings) ([110 Security Training](http://www.icalliances.org/vt-annual-security-training)) must be completed by 12/31
		2. [501: New Data Standards training](https://docs.google.com/forms/d/e/1FAIpQLSdKIFO1HdM4ex-9cGNZtFKqnXXXF-Bi4oLzN-vAe6U3y9kkdg/viewform?c=0&w=1) 139 persons have completed
		3. Annual Homeless Assessment Report (AHAR) submission due December
		4. Roadmap to End Homelessness Steering Committee found that ServicePoint was missing significant data esp. where people were staying night before homelessness
			1. 26% agencies had data reported - 74% missing this data
			2. Permanent Supportive Housing data - 91% accurate
			3. Fixes anticipated for 2016
			4. Upper Valley Haven/Groundworks data missing from reports provided to CSH
			5. Reasons: CSH using 2015 calendar (vs. federal fiscal year), agencies pulled their own reports (old report mode), GA Housing
	5. Legislative - Erhard Mahnke
		1. Governor’s Pathways Out of Poverty council [report online](http://governor.vermont.gov/boards_and_commissions/pathways_from_poverty)
		2. Requesting VCEH and individual agencies sign on to $2/night hotel fee
		3. Federal level news grim. More info: [National Low Income Housing Council](http://nlihc.org/)
		4. 1/5/16 - Homelessness Awareness Day
			1. Very busy day (second day of session, inauguration of governor)
			2. Will have card room space
			3. Tentative schedule to be sent out
			4. Hoping for strong showing in morning
			5. Anticipate some testimony (likely less than last year)
			6. Annual vigil at noon (Governor at luncheon)
			7. Looking for volunteers to organize/support with preparations (connect with Erhard via email if you are interested)
			8. Conversation re: homelessness as ongoing issue
	6. Coordinated Entry Workgroup - Renee Weeks
		1. **Brian Smith moves to accept proposed Coordinated Entry ROI, Ashley seconds**
		2. Discussion regarding options to change
		3. **Emily makes a friendly amendment to accept ROI as written with an option of revisiting if there are troubles/questions Ashley seconds amendment**
		4. *Passed unanimously, Margaret abstains*
		5. CE team working on appendix
		6. Next meeting: 11/28 10 - 12:30 at Waterbury State Office Complex please email Sarah Phillips if interested
	7. Veterans Committee – Rebeka Lawrence-Gomez
		1. Committee continues to meet and review by-name list
		2. Policy group developing standards for by-name group
		3. Question regarding homeless preference vouchers
		4. Please contact Jim Bastian or Rebeka with additional questions or if there is a household who needs year-long assistance to access subsidy
6. 11:05 New Business
	1. No new business presented
7. 11:15 Old Business
	1. Ad Hoc Committee Support Staff position search –Daniel Blankenship
		1. VSHA leadership reviewing position next week and position will be posted
		2. Committee members will meet 12/15 to conduct interviews
		3. This grant already approved, funded at minimum through July 2017, very likely to receive next round of fundings (through 7/2018)
	2. Roadmap update
		1. 12/6 draft report due to steering committee
		2. Final report to legislature in January
	3. Value discussion - Collective Impact Conference – November 2 – 3
		1. Conversation re: Coordinated Entry role
		2. Plan for future meeting to discuss shared agenda
		3. Conversation re: value of persons with lived experience
		4. Consideration of future meeting including mission statement and lived experience
8. Other business:
	1. Interest in a youth sub-committee?
		1. Daniel working with VCRHYP for technical assistance
		2. **If you are interested in joining committee please contact Ari at** **AKisler@vcrhyp.org**
9. 11:55 Next Meeting date – **December 20, 2016**
10. 11:54 Emily moves to adjourn the meeting