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| **Rep (R) or Attendee (A)** | **Board Representative or Attendee** | **Board Member Position** | **Affiliation** | **Present Y/N/P** **(P= phone)** |
| R | Doug Sinclair  | Addison CoC | Charter House | Y |
| R | Elizabeth Eddy | Bennington CoC | BROC - Community Action South-West Vermont | Y |
| R | Jan Rossier | Caledonia/Essex CoC | Northeast Kingdom Community Action  | Y |
| R | Margaret Bozik  | Chittenden CoC | Champlain Housing Trust | N |
| R | Holly Olio | Franklin/GI CoC | NCSS | Y |
| R | dawn butterfield | Lamoille CoC | Capstone Community Action | Y |
| R | Kathy Griffin | Orleans CoC | Northeast Kingdom Community Action | N |
| R | Heather Hinckley  | Rutland CoC | Homeless Prevention Center  | Y |
| R | Brooke Jenkins | Washington CoC | Good Samaritan Haven | P/Y |
| R | Emily Clever | Windham South | Winston Prouty | Y |
| R | Pat Burke  | Windsor-South/Windham-North | Southeastern Vermont Community Action  | Y |
| R | Renee Weeks  | Windsor-North/Orange | Upper Valley Haven  | Y |
| R | Josh Davis | Co-Chair | Groundworks Collaborative | Y |
| R | Peter Kellerman | Co-Chair | John Graham Housing and Services | Y |
| R | dawn butterfield | Treasurer | Capstone Community Action | Y |
| R | Rebeka Lawrence-Gomez | Secretary | Pathways Vermont | N |
| R | Ari Kisler | Youth | Vermont Coalition of Runaway and Homeless Youth Programs (VCRHYP) | Y |
| R | Kara Casey | Domestic and Sexual Violence | Vermont Network Against Domestic and Sexual Violence | Y |
| R | Jim Bastien | Veterans | U.S. Veterans Administration | Y |
| R | Whitney Nichols | Person with Lived Experience |  | P |
| R | Shawn Kelly | Person with Lived Experience |  | Y |
| R | Emily Higgins | Vermont Agency of Human Services | AHS - Office of Economic Opportunity | Y |
| R | Brian Smith | Mental Health | AHS - Department of Mental Health | Y |
| R | Shaun Gilpin | Housing Partners | DHCD | N |
| R | Erhard Mahnke | Member-At-Large | VAHC | Y |
| R | MaryEllen Mendl | Member-At-Large | United Ways of VT/VT211 | P |
| R | Julia Ormsbee | Member-At-Large | Agency of Education | Y |
| R | Daniel Blankenship | Public Housing Authority/Collaborative Applicant | Vermont State Housing Authority | Y |
| R | Meghan Morrow | HMIS Administrator | Institute for Community Alliances | N |
| A | Sarah Phillips |  | AHS - Office of Economic Opportunity | P/Y |
| A | Geoffrey Pippenger |  | DCF | Y |
| A | Jessica Radbord |  | VT Legal Aid | P |
| A | Melisa Fowler |  | Vermont State Housing Authority | Y |
| A  | Caitlin Ettenborough |  | Institute for Community Alliances | Y |

1. 10:00 Call to Order
2. 10:05 Introductions and Brief
3. Announcements
	1. General Assistance will move into HMIS ideally by the time of the PIT Count; discussions are taking place with ICA
4. 10:10 Approval of Minutes
	1. Doug Sinclair moves to accept minutes as written, Shawn seconds.
	2. No discussion.
	3. Unanimous approval with two abstentions.
5. 10:15 Treasurer’s Report – dawn butterfield
	1. Changes and updates
		1. The reimbursement by the Planning Grant, for stipends to consumers, has come through and is reflected in the Treasurer’s report.
		2. The second page of the Treasurer’s report has information on what members have paid their dues. dawn will be sending out reminders in the next few months about membership dues.
	2. Doug moves to approve to Treasurer’s report, Kara seconds. Unanimous approval.
6. 10:20 Housing and Opportunities Grants Program Annual Report for SFY17 – Emily Higgins
	1. Emily presented some of the key findings from the report.
		1. Just under 4,000 people were sheltered in publicly funded Emergency Shelters; 42% were families with children
		2. The total number of bed nights is more than seen in 15 years; also largest number of children; also longest length of stay
		3. 46% of total funds supported direct service staff
		4. Increase of over $700,000 in General Assistance investments funded 77 additional seasonal shelter beds, 10 year-round beds, 10 rooms for DV survivors, overflow motel units for DV survivors, and 36 rooms in short-term family apartments.
		5. The number of people referred for case management has more than tripled in three years: 1,600 referred for 2015 to 3,155 for 2016 to 5,200 for 2017
		6. There has been a decline in the percentage of folks connected to case management services while Emergency Shelter within three days.
		7. Housing stability for Rapid ReHousing (percentage who remain in housing 90 days after placement) is 87%, which is well above 70% target
	2. Question posed: What are the reasons for an increase in bed nights?
		1. Emergency Apartment expansion increases length of stays
		2. Lack of affordable housing and shortage of vouchers remain a significant issue
	3. Question posed: Are folks in recovery having the most difficult time finding housing?
		1. No—it’s equally hard for folks not in recovery.
		2. Folks in recovery and with severe mental health issues have the hardest time retaining housing.
		3. The largest barrier, whether in or out of recovery, is folks with poor rental histories.
	4. Question posed: Do providers feel like supportive services are the major thing that is needed?
		1. Property managers at eviction prevention forum said that they need services to continue for people after they are housed.
	5. Discussion on connecting people experiencing homelessness to employment services and job training, as a result of the low performance outcome in connecting people to increased income.
		1. AHS will focus on providing case managers with training on connecting clients to employment, screening for employment help during Coordinated Entry, and better service coordination.
		2. Employment First could be an interested topic to explore and invite someone from VocRehad to present on
		3. Compensated work therapy for veterans has been very effective, as well as access to an employment specialist at the VA
		4. VocRehab has an expanded apprenticeship program for at-risk youth
		5. Challenge around connecting folks with serious challenges to better employment within 90 days
			1. There are some people who may not be job-ready and for whom programs like JFI that target people who are job-ready are not a good fit for
			2. Progressive employment is a better fit for these people
			3. There is a need for two different tracks to employment
				1. One track for people who are job-ready
				2. One track for people who are not yet job-ready and need to first stabilize and develop job skills
		6. LNA training through Dartmouth was very effective for people at the Upper Valley Haven to access jobs that paid well through a short, intensive training
7. 10:40 Committee Updates
	1. Coordinated Entry Committee
		1. Coordinated Entry Policies and Procedures
			1. There is a preliminary draft out for discussion.
			2. A webinar will be presented by the CE Committee to give an overview on the Policies & Procedures and to gather feedback.
			3. A revised version will be presented in December and the final vote will be in January.
			4. Review of specific areas of Policies & Procedures that are new
				1. Outreach and Advertisement of Coordinated Entry to partners and potential clients
				2. Level of Assistance

Ensures that there is no rental assistance cliff and that households get assistance for the amount of time they need.

Short Term, Medium Term, Long Term determined by Housing Assessment

Permanent Supportive Housing you always take top person on the list in need of Long Term.

Rapid ReHousing you would take the first person on the top of the list that is a good fit for Medium Term.

Short Term assistance is done on a first-come, first-serve basis.

* + - * 1. Emergency Shelter Policies & Procedures

Spells out coordinated access between ES, ESD and 2-1-1

Order of priority if ES have waiting lists

* + - * 1. Domestic Violence, Sexual Violence, Dating Violence and Stalking

Smoothest process is for DV agencies to be assessment partners

Clients have choice on where they would like to be assessed

DV/SV agencies do not use HMIS

Unique, non-identifiable ID will go on Master List

Question posed: How will the Lead Agency connect the survivor to housing once they are top of the list?

Lead Agency will contact DV agency and tell them the ID of the person on the top of the list.

DV agency will connect the person with the agency that is providing the housing.

* + - * 1. Evaluation & Training Section added
	1. VCEH Coordinate Entry Housing Crisis Referral Form and Assessment
		1. Also in preliminary draft form and looking for feedback by November VCEH meeting.
		2. CE Committee will present final draft to board in December for a final vote in January
	2. Kudos to Sarah Phillips and the entire Coordinated Entry Committee for all their work.
1. 11:10 Strategic Planning Committee – Josh Davis
	1. Vote on Committee Charter
		1. Sarah Philips moves to accept the Strategic Planning Committee Charter, Doug Sinclair seconds.
		2. No discussion.
		3. Unanimous approval.
	2. Planning Grant fund usage
		1. What is the Planning Grant?
			1. Allocation of up to 3% of Continuum of Care (CoC) funding to help administer and develop systems, policies and procedures for the Balance of State CoC
			2. Non-competitive funds that do not take away from other programs such as Rapid ReHousing and Shelter + Care
			3. Majority of funds go to fund CoC Support Specialist position and stipends for consumer advocates
		2. Review of the proposal of usage of remaining ~$16,000 of planning funds (see attached proposal)
		3. Are there other needs that the CoC would like to see addressed through Planning Grant Funds or otherwise?
			1. Criminalization of homelessness
			2. VAWA Compliance
	3. Strategic Planning Committee next steps
		1. RFP process to hire a consultant, by early next year, to lead VCEH through a strategic planning process
		2. Funds to pay consultant
			1. $8000 from planning grant, $2,000 from VCEH funds, and up to an addition $5,000 from OEO
	4. Vote on using VCEH funds for strategic planning
		1. Sarah Phillips makes a motion to contribute $2,000 of VCEH funds to go towards strategic planning, Shawn seconds.
		2. Unanimous approval, with one abstention from Doug Sinclair.
	5. Recruitment of new members to committee
		1. Brian Smith will be joining Strategic Planning Committee
2. 11:40 Veterans Committee – Jim Bastien
	1. Stakeholders meeting with about 30 people in August
		1. Plan to have quarterly stakeholder meetings
	2. Federal benchmarking tool from HUD, USICH and VA
		1. Vets Committee will begin moving their data over into this tool.
		2. The tool measures to what degree the system is meeting certain benchmarks and progress in ending veterans homelessness
			1. What does it mean to end veterans homelessness?
				1. Having a statewide collaborative system so that every homeless veteran is identified and will be housed within three days of entering homelessness
	3. 65% cut of HUD VASH by Trump Administration proposed
3. 11:45 Training Opportunities – Laurel Chen
	1. Free training opportunity through Collaborative Solution’s Rural Housing Initiative
		1. One training on landlord engagement and the other on housing-based case management
		2. dawn butterfield, Renee Weeks, Heather Hinckley, Brian Smith and Emily Clever will join Laurel on a call with Collaborative Solutions to discuss and plan trainings.
4. 11:50 Alternative Meeting Spaces – Laurel Chen
	1. Presentation of alternative meeting spaces: Hartford Town Hall and National Guard Building in Northfield, or remain at church
	2. Laurel will send out survey to board representatives vote on meeting space
5. 11:55 Legislative Breakfast – Erhard Mahnke
	1. Save the date: January 10, 2018
6. 12:00 Next two Meeting dates – November 21 and December 19
7. 12:00 Adjournment