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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 (NECKA) | N |
| R | Margaret Bozik | Chittenden CoC | Champlain Housing Trust | N |
| R | Holly Olio | Franklin/Grand Isle CoC | NCSS | Y |
| R | dawn butterfield | Lamoille CoC |  | Y |
| R | Kathy Griffin | Orleans CoC | Northeast Kingdom Community Action (NECKA) | Y |
| R | Heather Greene Hinckley | Rutland CoC | Homeless Prevention Center | Y |
| R | Brooke Jenkins | Washington CoC | Good Samaritan Haven | N |
| R | Emily Clever | Windham South | Winston Prouty | Y |
| R | Pat Burke | Windsor-South/Windham-North | Southeastern Vermont Community Action (SEVCA) | Y |
| R | Renee Weeks | Windsor-North/Orange | Upper Valley Haven | Y |
| R | MaryEllen Mendl | Co-Chair | United Ways of VT/VT211 | Y |
| R | Peter Kellerman | Co-Chair | John Graham Housing and Services | N |
| 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 | N |
| R | Jim Bastien | Veterans | U.S. Veterans Administration | Y |
| R | Whitney Nichols | Person with Lived Experience |  | N |
| R | Emily Higgins | Vermont Agency of Human Services | AHS - Office of Economic Opportunity | N |
| R | Brian Smith | Mental Health | AHS - Department of Mental Health | Y |
| R | Shaun Gilpin | Housing Partners | DHCD | Y |
| R | Erhard Mahnke | Member-At-Large | VAHC | Y |
| R | Daniel Blankenship | Public Housing Authority/Collaborative Applicant | Vermont State Housing Authority | Y |
| R | Meghan Morrow | HMIS Administrator | Institute for Community Alliances | Y |
| A | Shawn Kelly |  |  | Y |
| A | Sarah Phillips |  | AHS - Office of Economic Opportunity | Y |
| A | Deborah Ormsbee |  | Agency of Education | Y |
| A | Jessica Radbord |  | VT Legal Aid | Y |
| A | Stephen Lunna |  | UVM SSVF program | Y |
| A | Josh Davis |  | Groundworks | Y |

1. 10:05 MaryEllen Mendl calls meeting to order
2. 10:05 Introductions and Brief Announcements
   1. VT AHS will fully fund HOP projects, which were previously funded through first quarter, for the full year. VT AHS is still looking for feedback on GA Emergency Housing rules.
3. 10:10 **Doug moves to accept June minutes with corrections (Change federal budget item to say VAHC, change website to vtaffordablehousing.org, and put Emily Clever as Windham South representative.)**
   1. Holly seconds.
   2. Unanimous approval.
4. 10:15 Treasurer’s Report – dawn butterfield, not present at this time
5. 10:15 PIT – MaryEllen Mendl
   1. No updates.
6. 10:15 HMIS
   1. Advisory committee – Rebeka Lawrence-Gomez
      * 1. Rebeka Lawrence-Gomez not present. No updates.
   2. ICA report –System Performance Measures – Meghan Morrow
      * 1. Balance of State and Chittenden County CoC System Performance Measures (SPM) are on ICA website (<https://www.icalliances.org/system-performance-dash>)
        2. Dates for current period are 10/1/2015-9/30/2016 and prior period are 10/1/14-9/30/15
        3. SPM report only includes data that is in HMIS and can be highly impacted by the number of agencies using HMIS and accuracy of data entry
           1. Some increases may be the result of more data being entered into HMIS
        4. High-Performing Community Goal
           1. HUD-designated
           2. Can apply for prevention funds if we reach all high-performing community goals
        5. Number of People Experiencing Homelessness Measure
           1. Increase from prior year to current year due to more projects in HMIS
           2. Safe Haven

6 people total this year

* + - 1. New Clients Experiencing Homelessness Measure
         1. Metric 5a: change in number of persons entering TH, ES and SH with no prior HMIS enrollment

Increase due to more projects entering in HMIS

* + - * 1. Metric 5b: also includes PH

1. Measure 2- New Clients Experiencing homelessness
   * + 1. Exits to Permanent Housing Measure
          1. 7a1: Exits from Street Outreach (PATH programs)
          2. 7b1: Exits from residential settings
          3. 7b2: Retention of Permanent Housing

97% for the current year, which is well above the HUD-identified high performing community benchmark

Question: Is it possible to see for individual projects?

Answer: Currently only possible to see at a system level

Answer: Looking into how to report out at a more local CoC level

* + - 1. Length of Time Homeless Measure
         1. Metric 1a: length of time homeless in Emergency Shelter and Safe Haven

Measures length of time since first input in HMIS in that project

69 days average, which is well above the high performing community amount

Question: Is there a way to look at this measure depending on different service levels during the time a person was homeless?

Answer: Possible for projects that input services into HMIS, which are limited in our Balance of State CoC system

Metric 1b: includes the length of time a person was homeless *prior to* entering the Emergency Shelter or Safe Haven project

116 days average

* + - 1. Returns to Homelessness Measure
         1. Tracks returns to homelessness within 24 months for all project types
         2. Example: when a person exited ES to PH, did they return to ES, SH, or TH?
         3. This is Balance of State wide geographic area only.
         4. Short term looks good: less than 10%
         5. 15% after two years
         6. Question: Is there a way to track why they returned to homelessness?

Answer: No.

* + - 1. Increase in Income Measure
         1. Looks at percentage that increased earn income, and then looks at percentage that increased non-employment income
         2. This point is of high-importance to HUD
         3. Looks only at annual assessment data

Important to reflect any and all changes in income in annual assessment data entry

Question: If a person’s income is fluctuating due to seasonal work, could we input yearly average

Answer: Yes. This would be a good idea.

* + - * 1. ICA is working with providers to input this data point

Question: Is there a question that looks at a baseline for folks who already are earning income?

Answer: No

* + - 1. Data Quality Measure
         1. Determined by looking at the data quality from exits from ES, SH, TH, PSH and Street Outreach, back to 2012
         2. Determined partially by the percentage of destination error

Destination error example: if the destination of a person who exited an ES was filled out as “interview not completed” or “other”

* + - * 1. PSH Data error rate for FY16 was 2%, down from 10% in 2012-2013 reporting year
        2. FY16 destination error rate is 18%, down from 31% in 2012-2013 reporting year

1. 10:35 Legislative – Erhard Mahnke
   1. State updates
      * 1. VT Legislature passed a budget with the $35 million bond to VHCB
        2. VHCB has been out and soliciting proposals for the $35 million
        3. Economic Development bill- made some changes to designate priority housing projects that provide regulatory relief
   2. Joint meeting between VCEH and VAHC in September
      * 1. Usually meet second Wed of the month (9/13) in Randolph from 9:30-lunch, break for lunch, and then the two coalitions meet afterwards for their respective meetings
        2. Date may change depending on the availability of invitees/present
           1. Ideas for who to invite to present?

Senator Kitchell

Governor Scott

VHCB representative to discuss housing bond

Secretary Gobeille

Congressional delegation

Usually staffers come to give an update

Email Erhard ([erhard@vermontaffordablehousing.org](mailto:erhard@vermontaffordablehousing.org)) with other ideas

* 1. Federal Advocacy talking points
     + 1. Handout was passed out of New England Housing Network advocacy points
       2. Trump budget
          1. Most likely dead on arrival but can expect to still see “bad” budgets for HUD and USDA
          2. Expectation of need to keep up advocacy to highlight impact of “bad” bills
  2. NLIHC Week of Action Housing (July 22-July 29)
     + 1. VAHC- plans to do letter writing campaign based on Voices of Home project to highlight benefits of affordable housing
          1. City of Montpelier plans to have a press conference at City Hall
          2. Burlington plans to have event
          3. Expect an email with further details
          4. Recommendation for folks at local level: Letters to the editor, Op-ed to talk about real impacts of budget cuts to Vermonters

1. 10:50 Treasurer’s Report- dawn butterfield
   1. Review of membership dues
      * 1. Highlighted organizations paid dues twice
   2. Discussion around what happens if members are unable to pay dues.
      * 1. Currently we have no mechanism to systematically track who has paid dues
           1. Treasurer currently reviews periodically and sends reminders to pay dues
        2. Send thoughts about this topic to dawn at [dbutterfield@capstonevt.org](mailto:dbutterfield@capstonevt.org)
   3. 2017-2018 Budget
      * 1. Executive Committee will have a meeting on August 9 to draft a budget.
        2. Presentation of draft budget at August meeting and vote in September.
   4. **Erhard Mahnke moves to accept the Treasurer’s Report.**
      * 1. **Sarah Phillips seconds.**
        2. **Unanimous approval.**
2. 11:00 NOFA – Daniel Blankenship
   1. NOFA Continuum of Care Programs background information
      * 1. The Board and Continuum are charged with applying for CoC Programs funding.
        2. Submit application based on previous year’s performance and ranking of projects.
        3. This year’s budget for HUD CoC Program funds will most likely be level-funded.
        4. The application process is competitive.
        5. The BoS CoC receives over $3 million currently
        6. 75 days to submit application from release.
   2. FFY17 HUD CoC NOFA Summary
      * 1. Currently we are receiving more than the baseline funding.
        2. We need to rank projects into Tier 1 and Tier 2
           1. Tier 1 projects will get funded
           2. Tier 2 projects are based off a 100-point scale dependent on our performance compared to other CoCs

Tier 2 projects may or may not be funded

We can reallocate funds from a project and create new project

* + - 1. Planning grant
         1. Non-competitive, formula funded
      2. Role of Vermont State Housing Authority
         1. Collaborative Applicant for CoC Program funds
      3. Reallocated Projects
         1. NEKCA and BCCH Transitional Housing projects will be reallocated

Replacement subsidies through RRH or S+C will be given to these projects

* + - 1. Options for using reallocated funds and/or Permanent Housing Bonus Projects
         1. Rapid Rehousing and Permanent Supportive Housing serving Chronically Homeless only
         2. AHS-OEO for Coordinated Entry through Supportive Services Only (SSO) project
         3. ICA for HMIS Project
         4. Vermont State Housing Authority and Pathways for Shelter+Care designated for Windham, Windsor and Washington Counties
         5. Transitional Housing- RapidRehousing hybrid

New project type that has both a TH and RRH component

People are offered to go from TH to RRH

Logistics are complex

Melany Mondello and TAC strongly recommend that CoC does not allow that project

1. Current breakdown of CoC-funded projects
   * + 1. Daniel Blankenship will send out Letter of Intent that must be submitted for both CoC Renewal and New Projects
       2. VSHA recommends the CoC not apply for new RRH projects because there is no subsidy at end due to Section 8 waitlist being done
          1. VSHA recommends a better option is to apply for new PSH projects
   1. CoC Planning grant
      * 1. Only Collaborative Applicant (VSHA) can apply for these funds
        2. Has been used for CoC Support Specialist position, stipends for formerly or currently homeless persons, Technical Assistance, PIT data entry
        3. Presentation of proposed budget amendment (see Attachment 1)
           1. Technical Assistance provider recommended that less funds go to TAC and more to on-the-ground work in Vermont
           2. Removed activities that total $49,273 which can go to an additional part-time CoC Support Specialist position

Discussion about where the responsibility would lay for PIT Data Entry, as the proposed amendment removes funds for PIT data entry.

CoC Support Specialist(s) would enter hard copy forms

Discussion about whether there is a need for an additional half-time position

Additional oversight would be needed to clearly identify and oversee roles & responsibilities

Recognition that more intention and work may need to go into planning and overseeing positions; always a need for more work but also the necessity for in-kind donations from co-chairs and VCEH board to oversee that work

Half time position would help to fill the VISTA position gap

COC Assessment report: lots of activities within there that could be supported with CoC Support Specialist’s work

Discussion around reimbursement of funds for homeless or formerly homeless contractors

Currently these are paid out of VCEH funds and reimbursed at the end of year by the Planning Grant

With this budget amendment, VCEH funds would not be reimbursed

Decision made to hold off on voting on this Planning Grant Budget Amendment

Planning Grant Budget Amendment vote will be in September

1. 11:35 Votes on Project Scoring Tools, policies related to NOFA funding, and Written Standards.
   1. Doug Sinclair will submit a vote on behalf of Addison County CoC and Holly Olio on behalf of Franklin County CoC by Friday, July 28 to allow ample time for their CoCs to review materials.
   2. **Sarah Phillips moves to approve the NEW Project Scoring Tool, RENEWAL Project Scoring Tool, Reallocating CoC Projects Policy, CoC Projects Ranking Policy, the VT BOS Written Standards, and the Policies & Procedures Manual**
      * 1. **dawn butterfield seconds.**
        2. **Unanimous approval with two abstentions.**
           1. One abstention by Daniel Blankenship.
           2. One abstention by Doug Sinclair submitted on July 28.
           3. Note that Holly Olio submitted a “Yay” vote on July 27.
2. 11:42 Coordinated Entry Workgroup – Renee Weeks
   1. Subgroups are still meeting
      * 1. Expectation to have something for the group to look at in August or September
        2. CE Data Sharing- NCSS lawyers have decided NCSS cannot sign data sharing agreement
           1. Holly Olio will have them get in touch with Sarah Phillips to discuss
3. 11:45 Veterans – Jim Bastien
   1. Statewide conference
      * 1. Veterans service providers as well as anyone interested is welcome to attend
        2. All-day conference will be at VA Hospital in White River Junction on Wed, 8/23
        3. Assess current system statewide and look for ways to improve system
4. 11:47 Youth Homelessness Prevention Plan—Ari Kisler
   1. Youth focus groups
      * 1. Will happen in different areas of the state by end of 2017
        2. Possibility of having peer facilitators for focus groups
   2. Coordinated Entry for youth workgroup
      * 1. Will review Youth VI-SPDAT to make recommendation on whether or not to use it for the Chittenden CoC
        2. Will review BoS Housing Assessment tool to make recommendations to make it more youth relevant
   3. Stakeholder workgroup
      * + 1. Will interview key stakeholders to inform plan
5. 11:50 Membership – Laurel Chen
   1. Doug Sinclair will submit a vote on behalf of Addison County on or before Friday, July 28 to allow ample time for the CoC to review material the VCEH Governance Charter and nominations list and submit a vote on both items.
   2. VCEH Governance Charter needs to be voted on prior to board members for 2017-2018 term because the Governance Charter creates separate slots for officers.
      * 1. **Sarah Phillips moves to accept the VCEH Governance Charter.**
           1. **Shaun Gilpin seconds.**
           2. **Unanimous approval with two abstentions.**

One abstention by Daniel Blankenship

One abstention by Doug Sinclair submitted on July 28.

* 1. Nominations of new members include Deborah Ormsbee, Heather Hinckley, Shawn Kelly, Emily Clever, and Josh Davis.
     + 1. **Daniel Blankenship moves to approve the 2017-2018 VCEH Board Members nomination slate, as put forth by the Membership Committee.** 
          1. **Pat Burke seconds.**
          2. Discussion to explain to the board that dawn butterfield will have two votes because she will hold two board seats, as Treasurer and Lamoille CoC Representative.
          3. **Unanimous approval with two abstentions.**

One abstention by Daniel Blankenship.

One abstention by Doug Sinclair submitted on July 28.

1. 11:55 Other Business
   1. Local Continua of Care Final Report and Alternative Meeting Locations presentations tabled until August meeting
   2. VCEH Strategic Planning Committee- Josh Davis
      * 1. Strategic Planning Committee plans to have first official meeting between now and August meeting. Contact Josh Davis ([jdavis@groundworksvt.org](mailto:jdavis@groundworksvt.org)) to join.
2. 12:00 Next two Meeting dates – Aug. 15 and *tentatively* Sept. 13 joint VAHC-VCEH meeting
3. 12:00 MaryEllen moves to adjourn the meeting.

Submitted by Laurel Chen



