**Steering Committee Meeting**

December 18, 2012 Vermont Enterprise Center, Randolph, VT.

9:50am – 10:15am

In person: Kimberly Woolaver (GSH), Kathleen Burke, Daniel Blankenship (VSHA), Sarah Phillips (OEO), Brian Smith (DMH) , Erhard Mahnke (VAHC), Julie Wellman, Jenny Montagne (A\*VISTA VCEH/VAHC).

Call in: Mary Ellen Mendl (VT 2-1-1), Jeanne Montross (HOPE), Whitney Nichols, Jim Proctor, Deborah Hall, Joshua Davis (?)

1. Introductions
2. Review Agenda:
3. NOFA update (Daniel)
4. Wesbite/listserv (Sarah)
5. Treasurer
6. Kim emailed Maura about statements on account.
7. Nomination needed for new treasurer.
8. Strategic planning
   1. What does the Coalition need to do for HEARTH preparation this year and next? (Jeanne)
   2. Conversation about becoming a 501 ( c ) 3 put on hold until someone develops a plan. (Sarah)
9. VISTA participation in MLK Day
10. Organizing effots
11. Training opportunity for VISTAs
12. VISTA copay for shared VISTA position; send invoice and Kim will issue payment.
13. Rick DeAngelis VHCB AmeriCorps – PIT Outreach for 2014. Will discuss 2014 count and preparation at February meeting.
14. Data Quality Standards (Brian)
15. Monthly DQ reports a formality
16. Send copies to everyone – post on website.
17. Final draft – Kim will send out to everybody.
18. Brian could bring them forth today or radicate them in January.
19. Request to see them before a vote (Sarah).

Consent Agenda

1. 211
2. Treasurer
3. HMIS Single System
4. Meeting Minutes

Concluded.

**December Coalition Meeting**

December 18, 2012 Vermont Enterprise Center, Randolph, VT.

10:30am – 12:15pm

In person: Julie Wellman, Erhard Mahnke, Brian Smith, Sarah Phillips, Kathy Metras, Kim Woolaver, Kathleen Burke, Shannon Tzrinske, Mariah Murphy, Daniel Blankenship, Pat Burke, Shaun Donahue, Jenny Montagne.

On the call: Mary Ellen Mendl, Jeanne Montross, Linda Ryan, Whitney Nichols, Josh Davis.

* + 1. **Consent Agenda**:

1. Minutes
2. 2-1-1 Update
3. Treasurer’s Report

🡪 Motion to accept consent agenda passed.

2. **PIT Update** (Mary Ellen & Daniel)

1. We have had 2 trainings so far. The next training will follow today’s meeting.
2. 2012 PIT Report will hopefully be out soon; still waiting on some data.
3. Kim asks: Should workgroup meet again to answer questions?

🡪 Jenny will send out questions to workgroup again, specifically ME Mendl. Phone conference to answer questions and circulate forms to all training attendees.

1. We need to get PIT attendees all of the updated forms in an email blast (Daniel).
2. Point-In-Time: WCYSB VISTA members MLK Day – Directive from CNSC
3. Proposes: If BoS is interested in having help on 1/30/13, than Jenny can help to organize a training on 1/21/13. We would want to have everything aligned by the first week in January.

Next steps:

1. Find list of where VISTAs in Vermont are located.
2. Erhard: Get in touch with local Continuum chair contacts and see if they need additional assistance and provide a short description of what they specifically need. 🡪 Send this out on the listserv.

3. **HMIS Single System** (ME Mendl)

1. HUD will not assign it until after NOFA competition on January 18, 2013.

4. **Website/Listserv** (Sarah)

1. a. We have $0 budget, so we bootstrapped the design on WordPress
2. b. Proposed budget:
3. $200 first year to publish
4. $150 ongoing/per year.
5. Have planned Phase 1, 2, 3: Phase 3 – hire a web developer or VTC/Marlboro College students. Cost: $1,000-$3,000
6. At our next meeting – drafting Functions. Content management and what’s appropriate for the website.
7. WordPress can have multiple users, so a team of people would be responsible for managing content. We need proactive ways to solicit information.
8. Kim moves to allocate up to $200 for first yeat to website committee and $150 in subsequent years. Seconded by Kathy Metras.
9. Fee: mapping it to our domain, pay for template.
10. Sarah: Do people feel comfortable with content management?
11. Phase 1 of content done in January
12. We will bring forward content management guidelines in January.
13. **Listserv** (Jeanne)
14. Jeanne is requesting a smaller, more targeted listserv; Jenny will send out guidelines.
15. Sarah: At last meeting we discussed a larger listserv with more people posting under guidelines. Additionally, a smaller listserv for Steering Committee where everybody posts.
16. Listserv: Send suggestions and comments to Jenny about what to post. Website: send Jenny photos and quotes.
17. We will present our guidelines, based on group contributions, in January 2013.
18. **Homelessness Awareness Day – January 10th** (Linda Ryan)
19. Spread the word about the vigil and bring materials
20. Erhard: this is the first day of new biennium, so speakers may not be named yet – Erhard suggests stuffing mailboxes with reminder the day before.
21. Flier will go out on listserv as well.
22. Erhard: Helen Head will read resolution so people should be there at 9:30am to be recognized. The day will go from 9:00am – 2:30pm
23. Jeanne: Logo. Jenny needs to work on logo and export it from demo version.
24. Erhard knows where to have stickers made; Group should authorize $75 for stickers for Homelessness Awareness Day.

🡪 Kathy made motion, Pat seconded.

1. **NOFA** (Kathleen & Daniel)
2. Last week in Burlington, focused on strategies and concerns for NOFA.
3. Federal budget & deficits
4. New CoC regulations
5. Congress has increased their oversight to make sure they are competitive.
6. Daniel: NOFA lays out how to renew funding
7. Audit findings
8. Utlization/management of beds.
9. Suddenly found out that we had to renew all programs.

Committee: Maura Collins, Jenny Hyslop, Daniel Blankenship.

🡪 Committee must be objective.

1. Taken directly from HUD standards.
2. Committee meeting, 12/17/12. Created ranking 1-15
3. Contigency plan based on 3.5% cut = $91,000
4. If HUD has enough $, they will go to referrals in first list. Points in second list must have strong applications.
5. Based on performance in CoCs. Decision provided to each agency by today, 12/18/12. CoCs then have the opportunity to appeal the decision by Monday, 12/24/12.
6. Erhard asks: What’s the overall allocation for renewal projects? 🡪 about 2.5 million. The justification? Is it current fiscal year funding or last year’s (FY ending 9/2012)

Comment: This is a warning of things to come. VT: $350,000 – 400,000 in McKinney funding under sequestration/fiscal cliff.

Suggestion: When state created ESG grant – it was because of similar situation.

\*Does this warrant request for $91,000 - $100,000 to state general fund for ESG funding?

1. Daniel: Deadline to get written notice to all project applicants by January 3rd, 2013.

HUD:

1. Performance 55 of 130 pts.
2. Strategic planning 55 of 130 pts.
3. Housing services
4. Structure
5. Participation in HMIS 13 pts.
6. Participation in PIT

Bonus: Substituting bonus project that 100% of homelessness.

* How strong is our application in general in HUD’s eyes?
* Is it still that whole group impacts scoring and projects?

BoS CoC has put forth a very competitive application; Need to improve on governance. Not new process

1. Kathy: Appreciates Daniel’s support. My concern is that there is no direct feedback for projects.
2. Whitney: Homeless for the Holidays – Homeless Education. Conversation about NOFA guidelines

* Changes that we can make
* Bringing awareness of projects to legislators.
* Communicating/judging programs internally.

Kathleen: Putting forth application for planning grant. Capacity is an issue in BoS. Does believe that planning grant will be funded 🡪 about $32,000.

Kathy: is advocating that VT make up shortfall.

Brian: other states fund CoCs. Kathleen: an ongoing conversation, not just around the time that the NOFA is published.

Kathy: If we don’t make sure that our application is strong enough, we could stand to lose more tha 3.5 %; suggests monthly discussions.

Josh: this discussion needs to continue because we want to be funded to do our work and we want to support each other instead of being competitive.

Daniel: We will be working on an application with the steering committee, need decision/approval for application package.

Erhard: Looking for feedback about whether VAHC should look for an increase in ESG funding – legislative priorities. Asks that group mark out time in early January to consider legislative priorities.

8. **DQ Standards**

Send out draft to get them in place for next month.

Erhard: believes that BoS CoC should be informed about what’s happening federally with the budget. Fiscal cliff – unless the federal government raises new revenues, we are looking at bad times. Maybe not 2013, but 2014 on Sequestration – cuts across the board 8.2% cuts. If it goes into effect, 500-600 vouchers in Vermont will be cut.

Kathleen: no new vouchers distributed since November 2012.

Daniel: Shelter Plus Care has taken contigency measures under sequestration.

CDBG – 500,000

Operating Funds – 600,000

McKinney Funds – 350,000

Concluded.