**Vermont Coalition to End Homelessness – Steering Committee Meeting**

January 15, 2013, Vermont Enterprise Center, Randolph, VT

**Attendance**:

**In person**: Brian Smith (DMH), Jeanne Montross (HOPE), Auburn Watersong, Sarah Phillips (DCF/OEO), Amy Perez (CVAEC), Richar Rankin, Julie Wellman, Daniel Blankenship (VSHA), Kathy Metras, Kimberly Woolaver, Jenny Montagne

**On the phone**: Pat Burke (SEVCA), Whitney Nichols, Maura Collins (VHFA), Erhard Mahnke (VAHC), Deborah Hall, Jamie Preston, Christy…(Clara Martin Center).

**Steering Committee Agenda:**

Planning

Discussion of NOFA  
Discussion of HMI Standards

**1. Planning – Jeanne**

Currently, there is one co-chair and no treasurer. Proposes: one chair and one vice-chair, which would call for a change in the VCEH Standing Rules.

1. Kim: History of staggered vice-chair succession: in the past, there has been a chair/vice chair. This was not always a smooth transition of information, so when the chair left, the process started over. So in order to continue cohesive continuation, of group, the co-chair was established.
2. Amy: Because first year is a learning year, in the second year, the cochair takes the lead. There is a staggered, rotating succession. Two cochairs,

senior and junior, and after the first year, the junior takes over.

1. Erhard: Co-chair situation came up because Melinda [Bussino] couldn’t take on all roles of singular chair. So, chair/co-chair situation was established.
2. Kim: it’s been in place for 6-7 years now, and in personal opinion: votes for chair/co-chair position.
3. Jeanne: Concern of committees. Regardless of model, the wording needs to be changed in standing rules.
4. Daniel: one of the purposes of the planning $ from HUD is to support these decisions. For right now, interim rules until Annual Meeting.
5. Kim: We will take nominations at the next meeting. Vote at the February meeting to fill the co-chair position.

**2. Treasurer Vacancy**

Sarah: We need a fiscal agent.

Kim: if someone want sot take the role of fiscal agent, that’s their responsibility. More responsibilities for parts and pieces. Maybe that comes back to the 501 c 3 conversation. This needs to be more formalized. Cites “Good Neighbors”.

In the past, the treasurer did not follow up, and currently, Kim cannot sign checks.

Maura: whatever plan of action going forward, two people need to look at bank statements.

Brian: suggests co-chair works together with treasurer.

Jeanne: wonders if at some point this summer, we could have a retreat and expand on these questions. Would Amy be willing to step up for six months and have CVACE as fiscal agent on the bank account?

**3. NOFA Application – Daniel**

Passed out core functions of NOFA for application and emailed it out to the Steering Committee. Is outlining information/HUD guidelines.

1. BoS did well this year with strategic plan to address chronic homelessness.
2. Jeanne: on back of sheet, project rankings. Could group see scoring sheets? Would group like to see how everyone scored? Yes.
3. Daniel: a lot of information was taken from Annual Project Report (APR)
4. Kim: would like to request that all material be haned out at meeting, the information be sent to listserv on the morning of for people on the phone.

Concluded

**Vermont Coalition to End Homelessness Monthly Meeting**

January 15, 2013, Vermont Enterprise Center, Randolph, Vermont

10:30am – 12:30pm

**Attendance**:

**In person**: Auburn Watersong, Amber Tuttle, Michelle Carr, Kimberly Woolaver, Richard Rankin, Julie Wellman, Sarah Phillips, Daniel Blankenship, Kathy Metras, Mariah Murphy, Richard McInerney, Chris Hussman, Lesley Martin-Lewis, Jeanne Montross, Brian Smith, Amy Perez, Jenny Montagne.

**On the phone**: Christy (?), Whitney Nichols, Maura Collins, Jamie Preston

\*At this meeting, we will take nominations for chair/co-chair and discuss the summer retreat.

1. **Acceptance of December minutes**.

Passed

1. **Mental Healthy Subsidy Program – Brian**
   1. $1 million committed to VSHA as partner
   2. Mary Moulton: pleasantly surprised at success of program because of self-sufficiency measures matrix.
   3. 25-30 subsidies left, be thought with applications.
   4. Focused on people in hospital who are homeless or in acute care beds. Demonstration of outcome matrix, useful for legislature.
   5. Legislature created because of closing of Vermont State Hospital & Tropical Storm Sandy – homeless people who were displaced. Purpose to keep acute care bes open
   6. Let’s use that $1M for match in NOFA application.
2. **NOFA Update – Daniel**
   1. Summary of components of application
   2. Every year we have to apply to HUD for funds – ex: housing, reducing childhood, VA homelessness, chronic homelessness, partnerships, woth organizations, code of conduct for CoC board, governments agreements 🡪 created documents to support CoC structure.
   3. Ranking Review: HUD now requires that CoCs will rank their projects.
      1. 15 of them in CoC, 13 are administered by VSHA – 1 by HOPE, 1 by Brattleboro Housing Authority.
   4. Ranking and review committee: Sarah Phillips, Jenny Hyslop, Rick DeAngelis, Daniel Blankenship.
   5. Based on criteria in NOFA, Daniel created a chart which included where people are coming from, where they are going, funds, administration of other federal funds, need of CoCs.
   6. Committee ranked it on priority of permanent housing, transitional housing, performance measurers and need.
   7. Sarah: Putting HMIS at bottom, helped support across the board cut -3.5%
   8. Brian: Not ranking these projects, placing HMIS below the line, will give the HUD the sense that HMIS devolved and push another project below the line.
   9. Daniel: Asked for assistance from HUD if they could take $ from all projects – would not get $ ($91,000 back) and you wouldn’t be planning strategic.
   10. Kim: Did Continuum get to comment on HUD answer and help answer questions.?
   11. Jeanne: Proposes that ranking committee and NOFA committee meet and discuss.
   12. Maura: For next year, communication is key, but it will not change the fact that they were forced to cut funds from an already stressed environment.
   13. Kim: Debriefing after notice 🡪 So perhaps NOFA Committee should be involved in debriefing and start proactively thinking about future and planning strategically for next year’s NOFA.
   14. Daniel: we do not get money for completing application but we do not get $ for Shelter Plus Care.

INTERIM – MEMORANDUM OF AGREEMENT

Richard cites example of scoring from the Massachusetts Continuum. Believes thought that Massachusetts example was a much more open process and each type of program had their own score sheet. Could we see ours?

Daniel provided responses from committee as to why things were ranked in a certain way.

Jeanne asks: have people read the Memorandum of Understanding. Yes. 🡪 Before they submit it to HUD, does everyone approve? Yes.

Peoples thoughts on MoU. Sarah motions to approve, seconded.

\*What is approved right now could be changed and rescinded – it is being moved forward for points on the NOFA.

Passed.

1. **Code of Conduct: HUD regulations**

\*In order to strengthen governance structure of board of CoC.

(Jeanne reads code of conduct)

Kim: It should be incorporated into standing rules. Jeannes agrees, but at this time, let’s leave it as it’s own document.

Passed.

1. **HMIS DQ Plan for points on NOFA**
   1. Need official vote on DQ Plan.
   2. Draft on standards sent out.
   3. Richard: all housing programs that submitted APRs this year had 0% information missing.
   4. Trying to make information uniform, so everyone is on board when the system becomes the norm.
   5. Daniel: This is all being put under federal umbrella.
   6. Staff turnover is a problem for information dissemination.
   7. Auburn: Hopefully DV and SV should have presence at CoC meetings. We want to preserve victim’s safety because there is a lot of pressure to get victim’s information. Appreciated that CoCs in Vermont are respecting this privacy and urges us to reach out to DV/SV advocates across the state to make sure that this beig upheld.
   8. Need document approved for employee turnover standards.

Passed.

1. **Application Approval – Daniel**

Coalition needs to approve:

1. Application
2. Planning application
3. Bonus projects application

\*Daniel describes each document to approve

\*Motion to approve all – passed.

1. **December 2-1-1 Update – Amber Tuttle**
   1. December is busiest month for emergency housing; this December was very busy.
   2. Explanation of jump in numbers? Most calls from individuals, mostly Chittenden county – COTS changed Waystation program, so there is less capacity in Chittenden county.
2. **Phone issues – Richard**
   1. Got PATHWAYS phone system: $600
   2. Can attach to a phone and USB with Skype and can put two together and plug into a cellphone.
   3. A cheap cellphone and a new phone system would alleviate all problems.
   4. Richard will make an itemized budget next meeting and decide next steps.
3. **PIT – Daniel**
   1. Local continuums work with communities to do outreach
   2. Richard McInerney: Does anyone have a connection to last year’s housing vouchers? Sarah suggests: Richard Giddings.
   3. Sarah: ESG One-night Shelter Count 2012 was sent out last night and is on OEO website.

Jeanne identified agenda items for next month

a. Kim wonders if there is a time following the February meeting to do a roundtable and discuss community issues, or program discussion regionally and locally.