**Vermont to End Homelessness - Steering Committee Meeting**

Vermont Enterprise Center, Randolph, VT

February 19, 2013

**Attendance**:

In person: Jeanne Montross (HOPE), Julie Wellman (Twin Pines Housing), Brian Smith (DMH), Daniel Blankenship, Kathleen Berk (VSHA), Sarah Phillips (OEO), Calvin Smith (VCRHYP), Kathy Metras (NEKCA)

On the phone: Kimberly Woolaver (GSH), Whitney Nichols

We unexpectedly moved meeting locations from the Upper building conference room to the lower building. Apologies for any inconvenience.

1. **Steering Committee Meetings – Jeanne**
2. Jeanne proposes that the Steering Committee meet the week before by phone. The full coalition would meet on the 3rd Tuesday of the month from 10:00am-12:00pm
3. **Officers/Fiscal Agent – Jeanne**
4. Agreement from CVCAC to be fiscal agent to fill in as treasurer. Regardless of treasurer title, fiscal agent would stay the same.
5. The VCEH needs to open bank account with signers.
6. HOPE has covered two expenses on behalf of the VCEH and will be reimbursed by the coalition

*Jeanne passes around the Memorandum of Understanding*

1. Signers: two members from the Steering Committee and fiscal agent, department.
2. Need to create guidelines for how authorizations occur.
* Look over by-laws in the next month to decide what is working/not working and make changes as necessary. Appointed **Review Committee**, along with the whole Coalition, will vote on next steps.
* By-law discussion at March meeting. They will be circulated before next meeting.
1. **Contingency – Kathleen Berk, VSHA**
2. Sequestration is a real possibility; would go into effect in the beginning of March. The Continued Resolution\* is due to expire in March. We need to be prepared to find alternative funding initiatives.
3. *Daniel*: the largest portion of grant will go towards Shelter Plus Care. Other grants will have to consider how to deal with 5% cuts. **To clarify, this is different from the previous 3.5% cuts.**
4. At this time, the information is changing too fast to know how this will affect the agency. Email updates will be sent out as they learn more.
5. **Website Calendar**
6. Include dates of meetings, dates of events, statewide initiatives, etc. Would people find this useful?
7. Who would control the calendar?
8. *Sarah on the website*: when projects, reports, and applications are due. Dates of days at the State House, out meeting dates, and routine tasks that are plotted.
9. We need to consider a public vs. private calendar (i.e. a Steering Committee vs. public calendar) *Jeanne suggests a restricted access section*.

*Sarah is willing to take on Calendar piece, file it under content management*.

1. **Technology – Richard**

3 Options for phone communications:

1. Same phone system as Pathways; can chain multiple phone systems together as one.
2. A continuum pay-as-you-go cellphone with 200+ minutes.
3. With internet access, we could hook the system up to Skype and use that for meetings.

\*Or, someone with unlimited minutes could volunteer her or his phone/minutes.

Alternate meeting place suggestions:

* **Auburn**: If we are interested in moving to Montpelier, there is a fully accessible room with phone connection, $100/per use
* **Kathleen**: VSHA Conference room. Conference-call capability. Only factor is limited parking
* **Daniel**: Amy Perez @ CVCAC – video conferencing capability. Can only fit 20 people maximum.

**Concluded**

**Vermont Coalition to End Homelessness Monthly Meeting**

Vermont Enterprise Center, Randolph, VT

February 19, 2013

**Attendance**:

In person: Jeanne Montross (HOPE), Julie Wellman (Twin Pines Housing), Brian Smith (DMH), Daniel Blankenship (VSHA), Sarah Phillips (OEO), Calvin Smith (VCRHYP), Kathy Metras, Katie Healy (NEKCA), Pat Burke (SEVCA), Jamie Preston (CSAC), Deborah Hall (RCHC), Auburn Watersong (VNADSV), Maura Collins (VHFA), Lindsay Casal (Pathways), Sara Kobylenski (Upper Valley Haven), Mariah Murphy (NCSS), Liz Whitmore (DOC), Linda Ryan (Samaritan House), Richard Rankin (Data Remedies).

On the phone: Kimberly Woolaver (GSH), Whitney Nichols, Jennifer Fahlbeck (?) (Northeast Kingdom Youth Services), David DeAngelis (BHA), Jan Rossier (NEKCA).

1. **Introductions & Announcements**
2. Calvin Smith announced the Youth Conference on May 24th, 2013 in Killington
3. **Review of January Minutes**
4. Approved
5. **New Officers**
6. Currently, Jeanne is the only officer
7. Current vacancies: *Secretary, Treasurer, Co-chair*
8. Kim suggests *Nominating Committee*; Whitney Nichols will get nominations for group by March’s meeting

*The Nominating Committee*

* Kim
* Whitney
* Sarah
1. The goal is to present slate of officers at March meeting; Whitney is the chair – send nominations to him.
2. **Website – Sarah**
3. The Website Committee is working in Phase 1 and creating a *content management* protocol, to decide what’s appropriate.
4. The Website Committee plans to publish Phase 1 in the next couple of weeks.
5. **Data Quality (DQ) – Brian & Richard**
6. The Department of Mental Health (DMH) has been pursuing an A\*VISTA member. Graduate of Hamilton College who is moving to Vermont.
7. First DQ Reports per DQ Plan

*Passed around:*

* Shelter + Care
* Data Summary – Veterans
* Supportive Housing Program
* Data Summary – all programs
* Dashboards – entry/exits into programs
* Draft of HMIS duties each month, quarter, annually
1. Submitted data for the Annual Homelessness Assessment Report (AHAR) for veterans and individuals/families
2. Need certain # of beds in community to report to HUD. Submitted data; HUD is now reviewing to see if it can be used in report.
3. In report, Point-in-Time each quarter – working with Daniel with bed utilization and Housing Inventory Chart
4. Chittenden CoC is just shy of making a decision for their HMIS but would like BoS input. Impatience all across the board.
5. Linda suggests that the system has to be:
* User-friendly
* HUD compliant
* Produce a report

Next step: Getting process moving and start looking at other systems. Daniel and ME Mendl are chairs of the committee – once they get started, the process will be quicker.

1. **Point-in-Time (PIT) Update – Daniel**
2. Has received an enormous amount of forms
3. Informational glitches: town, shelter, street
4. Assistance from someone at the office to help enter the forms; Richard is helping through Service Point.
5. Housing Inventory Chart (HIC) and PIT have to correspond with bed numbers.

Next steps:

1. Hope to have all completed forms by this month.
2. Final draft for coalition review on March 19th.
3. Agency of Human Services has requested comprehensive report, which includes PIT numbers by April 15th
4. March and the beginning of April will be used for Richard to de-duplicate
5. Notice of Funding Availability (NOFA) Updates – Daniel
6. Pays for all of homeless programs – about 2.5 million
7. Changes this year; 2.8 billion to pay for all homeless programs, causing Continuums to prioritize their projects.
8. Score of application and first section of grant renewal due March 5th.
9. First tier is almost guaranteed funding; second tier application, not sure of funding
10. Based on participation, eligibility, and need

*Passed out chart*

1. Daniel will send around rank via email
2. Maura described the HUD process of ranking and scoring
3. Daniel will be coordinating this – contact him for input.
4. **OEO Update – Sarah**
5. Each year they submit a state action plan
6. HUD has asked that OEO enhance communication with CoC

*Passed out ESG-VT Annual Report Performance Measures & ESG FY13*

1. Provides a look at how the performance measures played out.
2. Review of forms
3. **VAHC Announcements – Jenny**
4. Erhard is unable to make it because of VHCC’s Legislative Day planning
5. Invites VCEH members to attend the VHCC Legislatve Day February 20th.
6. Announced the VAHC voted to oppose the Shumlin administration’s proposal to place caps on Reach-Up and use EITC to fund childcare, though they do support childcare.
7. **Reach-Up & EITC – Linda Ryan**
8. Commissioner Yacavone will be meeting with advocates and service providers to discuss proposal on Thursday, February 28th.
9. Lack of transperancy and collaboration; no service providers were consulted.
10. Reach-Up ramifications for VSHA: 1300 families on Reach-Up dropped on October 1st, 2013.
11. The system has to help people transition out in a thoughtful way.
12. Linda strongly recommends that the VCEH oppose this and invites members to attend the meeting on February 28th.

*Ideas to substitute/alternative plan?*

* More case management
1. Auburn: The Vermont Network Against Domestic & Sexual Violence (VNADSV) has taken the position to oppose both. Removing people will move them into other areas in the system.
* Linda Ryan makes motion to oppose EITC & Reach-Up
* Kathy Metras seconded
* *Abstaining*: Daniel, Sarah, Auburn, Brian

\*Send talking points for next week’s meeting to Jeanne in order to form a coalition standpoint and individual standpoint.

1. As of Februay 19th, Pat was contemplating presenting on behalg of the Coalition at the February 28th meeting.

**Concluded**