DRAFT Vermont Coalition to End Homelessness Monthly Meeting Minutes

July 19, 2016

St. John’s Episcopal Church, [15 Summer Street, Randolph, VT](http://helpingtohousevt.us7.list-manage2.com/track/click?u=dc4c96d2fecf6d05afc8ff3dd&id=8639bb250b&e=032c314fe8) *or* via phone

*In Attendance in person*: Beth Meyer - *AOE*, Erhard Mahnke - *VAHC*, Renee Sarao - VISTA *VAHC/VCEH*, Geoffrey Pippenger - *AHS - DCF/ESD*, Ashley Lowe - *SOV-CO*, Brian Smith - *DMH*, Liz Genge - *Downstreet*, Elizabeth Eddy - *BROC*, Lauren Higbee - *Youth Services Windham*, Pat Burke - *SEVCA*, Joe LeClair - *Samaritan House*, Renee Weeks - *UVH*, Margaret Bozik - *CHT*, Meghan Morrow - *ICA*, Brooke Jenkins - *Good Samaritan*, Whitney Nichols - *Consumer Advocate*, Jim Bastien - *VA*, Elizabeth Ready - *JGH&S*, Peter Kellerman - *JGH&S*, Holly Olio - *NCSS*, Daniel Blankenship - *VSHA*, Sarah Grandchamp - *HPC*, Ashley Greenfield - *HPC*, Deborah Hall - *HPC*, Sarah Phillips - AHS-*OEO*, Shaun Gilpin - *DHCD*

*In Attendance on the phone*: Linda Anderson - Capstone, Faye Grearson - Twin Pines, Marie Cargill - NEKHS, Jennifer Allen - ICA, Lisa Pitcher - Our Place Drop In

*In Attendance officers*: Sara Kobylenski Co-Chair - UVH, MaryEllen Mendl Co-Chair - 211

* Meeting called to order ~ 10:10 by Sara K.
* Introductions
* **Sarah P. moves to accept minutes from last meeting, Erhard seconds**
  + Motion amended for minutes to include correction of Marie Cargill name.
  + *Motion unanimously approved*
* Treasurer’s Report by-passed (treasurer not in attendance)
* Committee Updates:
  + Point-In-Time Committee (PIT) - no report today
  + Homeless Management Information System - *Rebeka* 
    - Completed review of Policy and Procedures Manual; Institute for Community Alliances (ICA) to respond to outstanding questions
    - Updated version will be brought to VCEH for review and approval
  + ICA Report - *Meghan* 
    - HUD is requiring a system performance report to be submitted 8.1.16
      * Draft report will be posted on VCEH website (providers are still fixing data)
      * Reporting period is (10/1/12 - 9/30/2015)
      * Six measures of Performance in report:
        + Length of time in homelessness
        + People who exit to permanent housing returning to homelessness
        + Number of persons experiencing homelessness (change in PIT counts of sheltered/unsheltered persons)
        + Employment and income growth
        + Persons becoming homeless for first time
        + Successful placement from street outreach and successful placement in permanent housing
  + Legislative Report - *Erhard* 
    - See handout “Bipartisan Housing Bill” from *Center on Budget and Policy Priorities*
    - Working Groups are meeting and discussing issues:
      * Implementation of 15% units for persons homeless
      * Poverty Council meeting again (for recommendations to governor in September)
      * Child Poverty Council meeting (planning meeting on homelessness)
    - Corporation for Supportive Housing awarded *Roadmap to Ending Homelessness*
    - Discussion re: $3,000,000 Trust Fund money administered by VHCB
    - Discussion re: project-based funding
  + Notice of Funding Availability - *Daniel (additional information in handout)*
    - NOFA released, but access to application unavailable
    - Due 9/14/16 (plan to submit 9/12/16)
    - NOFA committee will:
      * Meet virtually
      * Review last year’s scoring brief
      * Review recommendations from Melanie (technical assistance) re: last year’s application
      * Review this year’s application
      * Delegate tasks
      * Contact Daniel Blankenship if interested in joining
    - Project planning
      * Interested community partners include: Downstreet (project-based subsidies), Windham/Windsor Housing Trust (converting motel into permanent supportive housing), Washington County Youth Service Bureau (rapid re-housing subsidies for youth), Groundworks (increasing services for Chronic Homelessness, but can only submit one for RRH *or* CH)
      * Clara Martin’s Safe Haven funds to be re-allocated (DMH supporting this and other MH transitional projects)
      * VSHA/Pathways applying for CH service funds and subsidies for 10 people in Washington/Windham/Windsor counties
      * Discussion re: Tier 2 (important to not have multiple projects in Tier 2 (7%), no transitional housing in Tier 2, Tier 2 is $222,000)
      * Discussion re: project based rental assistance (VSHA prefers Tenant-Based-Rental-Assistance, considering request for Technical Assistance for future NOFA)
      * July 29 is proposal deadline, local priorities from local CoCs (proposals will be sent to ranking team)
      * Coordinated Entry recommended to have a single application
      * Ranking team - unbiased/objective
        + Jen Holler (Vermont Housing Conservation Board)
        + Sam Falzone (Vermont Housing Finance Agency)
        + Angus Chaney (Agency of Human Services - CO)
        + Shaun Gillpen (DHCD)
        + Kara Casey (VT Network)
        + Jim Bastien (Veteran’s Administration)
        + Brooke Jenkins(Good Samaritan Shelter
      * **Brian moves to accept Ranking Committee as proposed (names above) Ashley seconds**
        + *Motion passes - All in favor except for Daniel (VSHA) abstains*
      * **Peter moves to accept Ranking Policy as presented, Sara K. seconds**
        + *Motion passes - All in favor except for Daniel (VSHA) abstains*
      * **Sara K. moves to accept Ranking Tool as submitted, Holly seconds**
        + Discussion: Part E language changed to: less than 125%, 125% - 149%
        + *Motion passes as amended - All in favor except for Daniel (VSHA) abstains*
      * Ranking appeal can be sent to any member of ranking team
      * If someone perceives system was unfair independent ESnaps submission info on LOI application form
  + Coordinated Entry - *Sarah P.*
    - Draft partnership agreement is posted to be voted on at August meeting
    - Webinar planned for 8/1/16
    - Group to review local CoC coordinated entry implementation
  + Veteran’s Committee - *Jim B.*
    - ROI for HMIS data sharing completed
    - VA ROI completed
    - Utilizing interim priority list (until ServicePoint is primary tool)
    - All homeless veterans must be identified and provided with services
    - Interest in membership, minutes, etc. contact Jim
  + Membership Committee - *Whitney, Sarah P.*
    - **Sara K. moves to change bylaws: increase to four members-at-large, total membership to 26, Shaun seconds**
      * Discussion: officers are elected from board representatives
      * Sara K. amends motion to increase members-at-large to five, total membership will increase to 27, Brian seconds
        + *Motion passes unanimously*

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| Board Seat | Nominee | Affiliation |
| Addison | Doug Sinclair | Charter House |
| Bennington | Elizabeth Eddy | BROC - Community Action in Southwestern Vermont |
| Caledonia - Essex | *Currently Open* |  |
| Chittenden | Margaret Bozik (Erin Ahearn, alternate) | Respectively, Champlain Housing Trust, Community Health Center of Burlington |
| Franklin County | Holly Ollio (Jennifer Stewart, alternate) | Respectively, Northwest Counseling & Support Services, Champlain Valley Office of Economic Opportunity |
| Lamoille | Cynthia Trautner | Clarina Howard Nichols Center |
| Northern Windsor - Orange | Renee Weeks | Upper Valley Haven |
| Orleans | *Currently Open* |  |
| Rutland | Ashley Greenfield | Homeless Prevention Center |
| Southern Windsor - Northern Windham | Pat Burke | Southeastern Vermont Community Action |
| Southern Windham | Lauren Higbee | Youth Services Inc. |
| Washington | Brooke Jenkins | Good Samaritan Haven |
| Member-At-Large | Erhard Mahnke | VAHC |
| Member-At-Large/  Co-Chair | MaryEllen Mendl | United Ways of VT/VT211 |
| Member-At-Large/  Co-Chair | Peter Kellerman | John Graham Housing and Services |
| Member-At-Large/ Treasurer | Dawn Butterfield | Capstone Community Action |
| Member-At-Large/ Secretary | Rebeka Lawrence-Gomez | Pathways Vermont |
| One representative for youth | Bethany Pombar | VCRHYP |
| One representative for victims of domestic/sexual violence | Kara Casey | VNADSV |
| One representative for veterans | Jim Bastien | Veterans Administration |
| Up to two representatives who are self-identified as currently or previously experiencing homelessness | *Currently Open* |  |
| Whitney Nichols |  |
| Two representatives for Vermont Agency of Human Services (AHS), including one rep from the Department of Mental Health (DMH) | Emily Higgins | AHS - Office of Economic Opportunity |
| Brian Smith | AHS - Department of Mental Health |
| One representative for Housing Partners | Shaun Gilpin | Department for Housing and Community Development (DHCD) |
| One representative for the Vermont State Housing Authority | Daniel Blankenship | Vermont State Housing Authority |
| One representative for the HMIS Lead Agency | Meghan Morrow | Institute for Community Alliances |

* + **Shaun moves to accept board members (as listed above), Ashley seconds**
    - *Motion passes unanimously*
* Conversation re: GA Sanctions *Geoffrey* 
  + Currently there is only an informal discussion around if there will be a change
  + Contact Geoff with information/questions re: Individual situation
  + Requests for:
    - Consideration on the reasons one is “being banned”
    - Including cold weather in “rules”
* Other Announcements
  + Whitney attending SAMHSA conference in October - will be presenting on employment opportunities for persons with mental health challenges
  + Sara K. will be presenting re: Balance of State CoC
  + Vermont Statewide Housing Conference 11/15, Hilton, Burlington
  + Collective Impact Conference 11/2-11/3, Stoweflake
* **Ashley motions to adjourn, Sara K. seconds**
  + Meeting adjourned at 12:04 p.m.
* *Future Meetings Topics*:
  + Roadmap to Ending Homelessness
  + VCEH Staffing
  + Collective Impact
  + Conference updates
* Website postings:
  + ICA draft Performance Report
  + Center on Budget and Policy Priorities from Erhard
  + Roadmap information
  + Trust fund money administered by VHCB proposed plan
  + Complete CoC application including all projects at least 2 days before submission with 2-3 days for public comment