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