



Vermont Coalition to End Homelessness  
 October 18, 2016  
 Meeting Minutes  
 St. Joseph's Church, Randolph, VT

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<b>Board Representative or Attendee</b>	<b>Affiliation</b>	<b>Present Y/N</b>	<b>Attending via phone?</b>
Doug Sinclair	Charter House	Y	
Elizabeth Eddy	BROC	Y	
Erin Ahearn	CHC	Y	
Holly Olio	NCSS	Y	
Cynthia Trautner	Clarina Howard Nichols Center	N	
Renee Weeks	Upper Valley Haven	Y	
Ashley Greenfield	Homeless Prevention Center	Y	
Pat Burke	Southeastern Vermont CA	Y	
Lauren Higbee	Youth Services Inc.	N	
Brooke Jenkins	Good Samaritan Haven	Y	
Erhard Mahnke	VAHC		Y
MaryEllen Mendl	United Ways of VT/VT211	Y	
Peter Kellerman	John Graham Housing and Services	N	Y
Dawn Butterfield	Capstone Community Action	N	
Rebeka Lawrence-Gomez	Pathways Vermont	Y	
Bethany Pombar	VCRHYP	Y	
Kara Casey	VNADSV	Y	
Jim Bastien	Veterans Administration	Y	
Whitney Nichols	Person with Lived Experience		Y
Emily Higgins	AHS - Office of Economic Opportunity	N	
Brian Smith	AHS - Department of Mental Health	Y	
Shaun Gilpin	DHCD	N	
Daniel Blankenship	Vermont State Housing Authority	Y	
Meghan Morrow	Institute for Community Alliances	Y	

Geoffrey Pippinjer	DCF/ESD	Y	
Maura Collins	Vermont Housing and Finance Agency	N	
Theresa Keane	Americorps VISTA AHS Field Services	Y	
Faye Grearson	Twin Pines Housing Trust	Y	
Joyce Cloutier	VVS- Lamoille County	N	
Mark Adams	Invest EAP/VocRehab	Y	
Heather Burrows	Groundworks	Y	
Sarah Phillips	Vermont Office of Economic Opportunity	Y	
Ari Kisler	VCRHYP	Y	
Caitlin Ettenborough	Institute for Community Alliances	Y	
Andrea Hurley	Americorps VISTA AHS Field Services	Y	
Alexa Collesides	Americorps VISTA AHS Field Services	Y	
Luke Dodge	Americorps VISTA VAHC/VCEH	Y	

Introductions - MaryEllen Mendl

Updates:

- VCEH/VAHC Americorps work - Luke Dodge
  - Assisting VCEH leadership to develop new system for voting
  - Visiting local CoCs to discuss:
    - Value of VCEH
    - How to strengthen relationship between VCEH/local CoC
    - More information in email from Peter/MaryEllen
- VSHA/VCHRYP Not pursuing HUD grant for homeless youth

New Business:

- **Kara moves to accept 9.20.16 minutes as presented, Bethany seconds**
  - *Unanimously approved*
- **Rebeka moves to change August minutes to include: “Attendees” rather than only “Board Members,” Pat seconds**
  - *Unanimously approved*
- Treasurer’s Report – skipped for today
- Point In Time - MaryEllen Mendl
  - PIT team 2017: Ashley Greenfield, Marcy Espjerg (Chittenden CoC), Meghan Morrow, Caitlin, Daniel Blankenship, Luke Dodge, Lynne Boyle
  - Meeting to be scheduled within next couple of weeks
  - Team will have phone meetings once a month (3-4 meetings)
  - Questions on form have slightly changed
    - Additional gender options

- Change in household composition question - if anyone in household is chronically homeless (CH) all household members will be CH
  - Data collected on Google Forms and HMIS (like last year)
  - Webinars in January
  - After PIT complete – data will be processed and report completed (joint effort by VISTA and VSHA)
- **Rebeka moves to accept HMIS Policies and Procedures Manual as presented in August, Sarah seconds**
  - Discussion regarding non-use fee
  - **Bethany proposes to amend to remove non-use fee Rebeka accepts friendly amendment – Sarah Phillips seconds**
  - *ICA abstains, All others vote in favor, motion passes*
- HMIS update - Meghan Morrow/Caitlin Ettenborough
  - October 1 new HUD data standards
  - Required training held and recorded 10/4
  - 115 ServicePoint users completed training, 54 users suspended
  - Email [vthmis@icaalliances.org](mailto:vthmis@icaalliances.org) with questions or for list of staff who need training
  - ICA working on AHAR - Annual Homeless Assessment Report
  - Data correct by 10/20 - most providers' data updated, one outstanding
- Legislative Update - Erhard Mahnke
  - Statewide Housing Conference 11/14 - 11/15 [www.VHFA.org/conference](http://www.VHFA.org/conference)
  - 1/5/16 - Annual Homelessness Awareness Day
  - Legislature not in session – some committees meeting
    - Child Poverty Council - Jen Hollar, Angus Chaney, Bethany Pombar, Mark Redman speaking on homelessness among children/youth
    - Governor's Poverty Council – members working on final annual report - intended to be a 3 year council – ending with Shumlin administration
    - Recommending: increase in capital investment in affordable housing, increased rental housing, restoration of HS&C subsidies, additional funding to services (HOP, other supportive services)
  - VAHC/VCEH Annual Meeting – videos posted online link on VEHC website, VAHC website and in minutes
  - It is election season – invite local representatives to your offices
- Coordinated Entry - Sarah Phillips
  - Local Partnership Agreement passed
  - CE meeting this afternoon in person - next month online
  - Working on universal, HIPAA and 42CFR compliant ROI that allows for giving/receiving information
  - Vote warned for ROI approval
  - Data sharing within HMIS
    - Some areas have local data sharing agreements
    - Release includes HMIS
    - Not a statewide ROI - local partnership ROI

- Suggestions/recommendations about form can be directed to Sarah
  - VA Committee - Jim Bastian
    - Priority list is being utilized
    - Currently Vermont has:
      - 78 veterans who are literally homeless
        - 22 chronically homeless
        - 75% of people in transitional housing
        - Categorized as active, housed or inactive
      - 10 people have been housed from list
    - Transitional housing people may not be counted against us in achieving “Functional Zero”
    - VA committee policy group meets monthly - working on Policy and Procedure manual (assistance from Maine)
    - VA entering data in HMIS - WRJ ahead of most VAs in their participation
    - ICA training with providers who serve veterans
- [Jobs for Independence](#) (JFI)- Mark Adams, EAP counselor, Department for Children and Families
  - JFI is program for persons on 3-Squares - moving over barriers to obtain work
  - 3000 people involved in study
  - Agencies involved: Department of Labor (DOL), Community Action, VocRehab, EAP, Economic Services is lead
  - Barriers to employment assessed and then referral made to provider
  - Housing is major issue for most people (also mental health, substance use and criminality)
  - Looking to transfer funds from ES to “housers” (what’s best way to use \$300,000 - \$350,000/year) ideas:
    - Community Actions having additional funds for “packages” of services - could be used for subsidy
    - Utilizing CA staff who have accomplished expectation of “finding” people for ongoing housing support
    - Giving the Housing Review Team (local Coordinated Entry team) pool of funds
      - Would need JFI rep at CE/HRT meeting and/or ongoing service support
      - Cap per family and/or flexible pool? - Seemed to be support for flexibility in funding

Old business:

- VCEH staff position - vote passed
  - Duties/priorities - PIT coordination, training, coordinated entry - MaryEllen to provide list
  - VSHA will be host agency for position - collaborative applicant only entity can apply for/receive planning grant - would have to be sub-contracted

- Looking for hiring committee
- Daniel explains that job description will include all possible responsibilities
- Assumed to be ongoing position - historically there has been hesitancy in applications because of single year
- VSHA board will approve job description
- Suggestion for Ad Hoc Personnel committee - to review priorities, job description, participate in hiring process: Brian Smith, Kara Casey, OEO person, Brooke Jenkins, Ari Visler
- Policy Brief recommendations from HUD - passed
- Cold Weather Exceptions - Geoffrey Pippenjer
  - [Cold Weather Policy](#) - no changes from last year
  - Extreme Cold Weather Team - Emergency response to extreme weather with “do not house people” and/or if hotels are full (draft policies/procedures in place)

Additional announcements:

- Executive team meeting: 30 minutes after this meeting; in phone via monthly week or two prior to this meeting. All can join. Contact MaryEllen if interested
- Vermont 211 has a mobile app - introducing SMS texting feature

Ashley moves to adjourn meeting - 12:00 PM