

## Hartford Continuum of Care Meeting Minutes

### Thursday August 25, 2016

**Present:**

NAME	AGENCY / ORGANIZATION	E-MAIL
Linda Anderson	Capstone Community Action	landerson@capstonevt.org
Brandyn Arnold	AHS	brandyn.arnold@vermont.gov
Lynn Boyle	AHS	lynn.boyle@vermont.gov
Megan Chapman	HCRS	mchapman@hcrs.org
Faye Grearson	Twin Pines Housing Trust	Faye.grearson@tpitrust.org
Doug Kleintop	VT ESD	douglas.kleintop@vermont.gov
Karen Lipinczyk	WISE	karen.lipinczyk@wiseoftheuppervalley.net
Glenn Reed	Vermont Center for Independent Living (Rutland)	greed@vcil.org
Kayla Thibault	Gifford Community Health Team	kthibault@giffordmed.org
Renee Weeks	Upper Valley Haven	rweeks@uppervalleyhaven.org

The meeting was called to order at 11:32 am at Bev's Place at the Upper Valley Haven.

**1. Approval of Minutes from June 30<sup>th</sup> and July 28<sup>th</sup> Meetings**

- June 30<sup>th</sup> – minutes passed by unanimous vote
- July 28<sup>th</sup> – minutes passed by unanimous vote

**2. Vermont Coalition to End Homelessness (VCEH) Overview – Renee Weeks**

- VCEH is comprised of members from each of the local CoCs. The VCEH applies for HUD funding. VCEH is funded through dues paid by organizations participating in the local CoCs. Dues are used to rent space for the VCEH meetings and provide a portion of the fees for having an AmeriCorps member. Currently, not all organizations are paying dues. Challenge – convincing organizations that do not receive HUD funding it is in their interest to pay dues to VCEH. VCEH is seeking feedback on:
  - What would encourage organizations to pay dues?
    - Offer trainings?
    - Provide additional support / consultation?
    - Should they highlight services provided in the area, for populations the organization serves?
- Discussed the purpose of the Continuum of Care:
  - HUD funding requires state and local CoCs
  - There are a number of Local CoCs that feed into the statewide CoCs that set priorities and create a network for organizations to work collaboratively. Local CoCs provide information to VCEH re: need / gaps, etc.
  - Vermont has two statewide CoCs – Chittenden and the Balance of State (VCEH)
  - If anyone would like more information on CoCs (purpose / structure, etc.) they can go to the VCEH website – [HelpingToHouseVT.org](http://HelpingToHouseVT.org)

### 3. Coordinated Entry Presentation – Sarah Phillips

Sarah Phillips is the Chief Administrator for the State Office of Economic Opportunity (OEO). OEO oversees funding for homeless shelters and programs around the state. Sarah currently serves as the chair of the Coordinated Entry workgroup for VCEH. Renee Weeks is our local board representative.

- Coordinated Entry Goal: To ensure access to homeless assistance is easily / quickly available in the community. It doesn't create new services or resources, but coordinates existing services / resources.
  - Access – can be messy, slow and confusing. Coordinated Entry streamlines the process, removes barriers, creates clear paths through an integrated network.
  - Assessment – Coordinated Entry standardizes assessments
  - Referrals – Coordinated Entry ensures all parties know what is available, utilizes screening / referral tools (may be developed for specific populations).
  - ServicePoint / HMIS (Homeless Management Information System) is a critical piece. The release of information is essential for the success of Coordinated Entry. The system must be compliant, clear and confidential.
  - There are three levels of partners at the local level:
    - Lead – acts as the HUB. Referrals are passed to the Lead for screening, prioritization and placement. The lead is also responsible for ensuring up-to-date information re: services / resources that are available and coordinate the process at the local level.
    - Assessment – will also provide clients with screenings. Most likely other housing services providers.
    - Referral – non-housing services providers who are seeing homeless or precariously housed clients who will submit referrals to the lead.
- Questions / discussion:
  - Formalized inventory of programs will help.
  - VCEH housing barriers assessment form exists through HMIS
  - Process to focus on programs / referrals that are correct for the client (more efficient)
  - Who uses HMIS / has access to it? This could be a limiting factor
  - Timeline – we need to begin the process ASAP. Rutland and Washington have pilot sites currently running.
  - Template tool will help ID agencies that would be likely assessment partners
  - If assessment is done through assessment partner – can they provide service or does client need to go to the lead for prioritization?
  - Will geography be part of factoring in prioritization?
  - Could the lead agency travel to the client?

**Action Item** – Renee will follow-up on questions / concerns above

### 4. VCEH Votes:

- Coordinated Entry Partnership Agreement
    - The Hartford CoC votes to accept the proposed template for the local coordinated entry partnership agreement, with the caveat that the state will develop an alternate system for organizations without HMIS access who would be appropriate assessment partners.
- Vote Passed – Unanimous**

- Creating a CoC Support Position

**VOTING ITEM # 1 –**

1) Should VCEH create a new CoC support position by using designated "CoC staff" funding (\$54,450) from the HUD CoC Planning grant?

**Vote Passed – Unanimous**

A. If YES to the creation of a new CoC support position, which eligible HUD CoC Planning grant activities are most important to your local CoC, partner coalition, and/or stakeholder agency:

- i. assist integration/coordination of partner agencies and key stakeholders w/VCEH
- iv. assist with planning and provision of CoC trainings to all VCEH members
- vi. assist with annual PIT/HIC planning wth VT BoS CoC, local CoCs and partners

**Vote Passed – Unanimous**

**VOTING ITEM # 2 –**

2) Should VSHA, in its role as CoC Collaborative Applicant and HUD recipient of the CoC planning grant, act as the host agency of a new CoC support position or should VCEH release a letter of Intent to solicit bids for the role of host agency ?

**Vote Passed for VSHA to act as host agency – Unanimous**

**VOTING ITEM # 3 –**

Should VCEH use surplus CoC membership dues (up to \$10,500) to pay for this year’s AmeriCorps shared position with VAHC and, if necessary, compensate up to two formerly homeless persons to participate in the CoC (only one identified)?

**Vote Passed for VCEH to use surplus dues – Unanimous**

- Funding for Support Position
  - VCEH should use surplus CoC membership dues (up to \$10,000) to pay for this years AmeriCorps shared position with VAHC and, if necessary, compensate up to two formerly homeless persons to participate in the CoC.

**Vote Passed – Unanimously**

**5. Announcements:**

- Brandyn (AmeriCorps member) will be contacting people to talk about what their organization does.

**Next Meetings**

- Thursday September 29, 2016 – *Deborah Hall will present on their experience implementing Coordinated Entry at the local level – work on implementation*
- *Thursday October 27, 2016 – work on implementation and plans for Homeless Awareness Week in November and the Homeless Vigils in December*

The meeting was adjourned at 1:00 pm.

Respectfully Submitted  
Faye Gearson

*w/ edits by Linda Anderson*