|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Rep (R) or Attendee (A)** | **Board Representative or Attendee** | **Board Member Position** | **Affiliation** | **Present Y/N/P** **(P= phone)** |
| R | Doug Sinclair  | Addison CoC | Charter House | Y |
| R | Elizabeth Eddy | Bennington CoC | BROC - Community Action South-West Vermont | Y |
| R | Jan Rossier | Caledonia/Essex CoC | Northeast Kingdom Community Action (NECKA) | N |
| R | Margaret Bozik  | Chittenden CoC | Champlain Housing Trust | N |
| R | Holly Olio | Franklin/GI CoC | NCSS | Y |
| R | VACANT | Lamoille CoC |  | N |
| R | Kathy Metras | Orleans CoC | Northeast Kingdom Community Action (NECKA) | Y |
| R | Ashley Greenfield  | Rutland CoC | Homeless Prevention Center  | Y |
| R | Brooke Jenkins | Washington CoC | Good Samaritan Haven | Y |
| R | VACANT | Windham South |  | N |
| R | Pat Burke  | Windsor-South/Windham-North | Southeastern Vermont Community Action (SEVCA) | Y |
| R | Renee Weeks  | Windsor-North/Orange | Upper Valley Haven  | Y |
| R | MaryEllen Mendl | Chair | United Ways of VT/VT211 | Y |
| R | Peter Kellerman | Co-Chair | John Graham Housing and Services | Y |
| R | dawn butterfield | Treasurer | Capstone Community Action | Y- L |
| R | Rebeka Lawrence-Gomez | Secretary | Pathways Vermont | Y |
| R | Ari Kisler | Youth | Vermont Coalition of Runaway and Homeless Youth Programs (VCRHYP) | Y |
| R | Kara Casey | Domestic and Sexual Violence | Vermont Network Against Domestic and Sexual Violence | N |
| R | Jim Bastien | Veterans | U.S. Veterans Administration | Y |
| R | Whitney Nichols | Person with Lived Experience |  | Y |
| R | VACANT | Person with Lived Experience |  |  |
| R | Emily Higgins | Vermont Agency of Human Services | AHS - Office of Economic Opportunity | N |
| R | Brian Smith | Mental Health | AHS - Department of Mental Health | N |
| R | Shaun Gilpin | Housing Partners | DHCD | Y |
| R | Erhard Mahnke | Member-At-Large | VAHC | Y |
| R | Daniel Blankenship | Public Housing Authority/Collaborative Applicant | Vermont State Housing Authority | Y |
| R | Meghan Morrow | HMIS Administrator | Institute for Community Alliances | Y |
| A | Sarah Phillips |  | AHS - Office of Economic Opportunity | P/Y |
| A | Geoffrey Pippenger |  | DCF | Y |
| A | Melanie |  | DCF | Y |
| A | Stephen Lunna |  | UVM SSVF program | Y |
| A  | Josh Davis |  | Groundworks | Y |

1. 10:00 Call to Order
2. 10:05 Introductions and Brief Announcements
3. 10:20 Approval of Minutes
	1. **Daniel moves to accept minutes as written, Brooke seconds**
	2. *Unanimous Approval*
4. 10:30 Committee Updates:
	1. Point-In-Time (PIT) - Maryellen Mendl
		1. Luke and Laurel wrote report
		2. Media interest/article with Digger, WCAX, Rutland Herald, maybe others
		3. Raw data available online or from Daniel
	2. HMIS (5 min)
		1. Advisory committee - Rebeka
			1. No updates - do reach out with agenda items for this committee
		2. ICA report - Meghan
			1. System Performance Measures completed
			2. Of 7 measurements we are required to complete 6
			3. System performance measures from last year available on ICA website
				1. Laurel to share on VCEH website as well
			4. This year’s to be posted in the near future
			5. Additional data submitted this year in five areas
			6. Data clean-up:
				1. Clients in multiple programs at the same time

Can be in service and shelter programs

* + - * 1. Clients in multiple projects at same agency
				2. Clients with stays at shelter, but no entry/exit at that shelter
				3. Other data discrepancies
				4. Data entry not “timely” (providers waiting 3-6 months)

Homeless Assessment Report, PIT, NOFA affected by data entry window

Data quality standard re: data entry vs. program entry

* + - 1. Email Meghan with any additional questions
			2. Meghan to review System Performance Measures at next meeting
	1. Legislative - Erhard
		1. Annual “Out of Reach” Survey
			1. Have received media attention
			2. Demonstrates affordability of housing in Vermont (or lack thereof)
		2. Legislature returning tomorrow
			1. Do not expect budget to change much
			2. Anticipate $35 million bond for VHCB
			3. What will happen tomorrow: reach agreement/make changes to healthcare benefit savings, no agreement - legislature will pass budget - governor can pass or veto
		3. Finance Commissioner Pallito has requested new budgets with 2%, 3%, 4% cuts
			1. Based on official revenue projections (revenues anticipated to be down)
		4. Legislature required administration to “realize” $5 million in general fund dollars
		5. Federal budget update for FY18
			1. Full budget is “really bad”
			2. VHCB has links to federal advocacy resources
			3. 250,000 Section 8 cut, eliminates entire programs (CDBG, HOME program, Housing Trust, Americorps, etc.)
			4. Expected not to move as presented, however even partial cuts would be exceptional
			5. Opportunity for OpEd, advocacy, etc.
			6. Vermont delegates fighting bill as presented
				1. Erhard and others travelling to D.C. next week
				2. VHCB creating materials for meeting - will circulate those materials
				3. VCEH executive committee to review/prep materials
			7. Suggestion for templates, formats for advocacy from VCEH
				1. www.VAHC.org - resources for templates, images, etc.
				2. nlihc.org, ruralhome.org, cbpp.org
			8. FY17 was better than anticipated (most things level funded/some increases)
	2. Treasurer’s Report - dawn butterfield
		1. Presented budget and due-payments to date
		2. Americorps position still unsure
			1. Should know within the next week or so
		3. Possibility for additional 1/2 time staff person from planning grant funds
		4. Recommendation for space for meetings including IT equipment
			1. VTC could facilitate space/IT
			2. Question re: Chandler Music Hall as option
			3. Laurel/Luke can present options
			4. Proceed with purchase of equipment for
		5. Questions re: dollar amounts per line item
		6. Budget should be voted on and approved in July
		7. Question re: who tracks membership due payment?
			1. Membership committee would receive list of parties who have paid from treasurer
			2. Rebeka to send Dawn list of FY17 members for collection of dues
		8. **Erhard moves to accept treasurer’s report as presented, Ashley seconds**
			1. *Unanimous Approval*
		9. Budget to be presented for approval at July meeting
			1. Suggestions for changes please forward to dawn by 6/30/17
	3. Coordinated Entry Committee - Renee Weeks
		1. Workgroups
			1. Rapid Rehousing prioritization to happen at next meeting
			2. Written policies/procedures integration of DV partners/clients
			3. Assessment tool in process - and group meeting
			4. HMIS/data sharing needs - group met - looking at workflow in ServicePoint
				1. Local CoC sharing - contact Meghan with who is in local CoC
				2. Sarah will send Meghan lead contact so they can send Meghan the list
				3. Luke will also send local CoC list to Meghan
			5. Emergency Shelter - first meeting in next two weeks
		2. Permanent Supportive Housing prioritization - some parts completed
		3. Federal deadline for written policies/procedures is January
		4. Contact Renee if you are interested in participation
	4. Veterans - Jim Bastien (5 minutes)
		1. Continues to meet bi-weekly
		2. Strong participation from multiple veteran service providers - about 85% participation
		3. Over 100 veterans housed (approximately 5/week)
		4. Trup administration has asked for budget increases for veteran spending
		5. Have Technical Assistance support - TA staff previously worked in Maine - strong advocate as Maine is similar to Vermont
			1. Created workplan
			2. Moving data to federal benchmark tool which will support application for end to veteran homelessness
			3. Statewide community meeting end of summer for comprehensive needs assessment
		6. Question re: status of changing homeless program (NOFA for GPD programs)
			1. Notifications coming out this week
			2. Will know status of funding within next two weeks
			3. S+C subsidies may be available or project based subsidies
			4. GPD would continue through December
			5. Possibly new NOFA in 2018
	5. Membership - Whitney/Laurel/Luke
		1. Voting in July
			1. Co-Chair - Peter Kellerman, Josh Davis
			2. Treasurer - dawn butterfield
			3. Secretary - Rebeka
			4. Local CoC (or group) needs to select representative in June
			5. Whitney has potential other person with lived experience
			6. Nomination list will be sent by end of June
		2. Please review board member role description - provide feedback to Laurel
			1. Officer position descriptions also available online
		3. Also opportunity for board members to choose/participate in committee
			1. Legislative committee seeking participants - Pat and Whitney interested
		4. Laurel working on orientation materials for new board members
			1. Email Laurel if you may be interested
	6. NOFA/Standing Rule Update - Daniel/Laurel
		1. Melany Mondello on phone (TAC, helps with application)
			1. Operationalize our processes
			2. Support in high score for NOFA application
		2. Standing Rules Updates review
			1. Now “Governance Charter”
			2. Minor changes, including reformatting
			3. Created separate board leadership positions (vs. must be current member)
			4. Decrease Members-At-Large to 3 vs. 5
			5. Added “Executive Committee” as officers
				1. Would need to be named in the committee section
				2. Roles defined
			6. Added “Veterans Committee” to committee type
			7. To be voted on in July
		3. Policies and Procedures Manual review
			1. Daniel reviewed P&P manual draft and expired or replaced policies
				1. To be voted on in July
				2. Suggestion re: all members signing off on P&P manual
		4. Reviewed Written Standards
			1. To be voted on in July
		5. Reviewed Ranking Tools
			1. Suggestion to include DV allowance for non-HMIS system
			2. Question re: monthly vs. quarterly drawdown
			3. Question re: increase in income for scoring
				1. Send suggestions to Daniel re: performance measures
				2. Consider varying “scoring values” for different measures
			4. To be voted on in July
			5. Question re: veteran points
				1. Included b/c HUD priority
				2. Lower score amount b/c of other resources available
		6. Comments re: reviewing scoring tools
			1. Daniel notes that at VSHA they have a lack of Section 8 available for transitioning households
1. Landlord Relations - Jen Stewart and Holly Olio - Franklin county CoC
	1. Discussed outreach (print-outs, social media, landlord list, calls to realtors, etc.)
	2. 15 landlord attendees 1/2 new, 1/2 old
	3. Vendors/service providers with tables
	4. Landlord feedback - “positive response”
		1. Good networking opportunity
		2. Landlords wanted more info on lead paint and difficult renters
		3. Landlords liked the tenant handbook
			1. Also available in comic-book form
			2. VAHC July meeting will have presentation
	5. Next year/Best practices
		1. Spend less/none on food (donations)
		2. Improve outreach (sub-committee on CoC was effective)
		3. Shared email account so everyone could access information
		4. St. Albans should have electronic grand-list with property ownership greater than 1 unit
2. 12:06 Adjournment moved by Pat
3. 12:30 Commissioner Schatz

Minutes submitted by Rebeka Lawrence-Gomez