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| --- | --- | --- | --- |
| **Board Representative** | **Board Member Position** | **Affiliation** | **Present Y/N/P**  **(P= phone)** |
| Doug Sinclair | Addison CoC | Charter House | Y |
| Elizabeth Eddy | Bennington CoC | BROC - Community Action South-West Vermont | P |
| Suzanne Legare Belcher | Caledonia/Essex CoC | AHS - Field Representative | Y |
| Margaret Bozik | Chittenden CoC | Champlain Housing Trust | N |
| Holly Olio | Franklin/GI CoC | NCSS | P |
| dawn butterfield | Lamoille CoC | Capstone Community Action | Y |
| Kathy Griffin | Orleans CoC | Northeast Kingdom Community Action (NECKA) | N |
| Heather Hinckley | Rutland CoC | Homeless Prevention Center | Y |
| Brooke Jenkins | Washington CoC | Good Samaritan Haven | N |
| VACANT | Windham South |  |  |
| Pat Burke | Windsor-South/Windham-North | Southeastern Vermont Community Action (SEVCA) | Y |
| Renee Weeks | Windsor-North/Orange | Upper Valley Haven | Y |
| Josh Davis | Co-Chair | Groundworks Collaborative | Y |
| Peter Kellerman | Co-Chair | John Graham Housing and Services | Y |
| dawn butterfield | Treasurer | Capstone Community Action | Y |
| Rebeka Lawrence-Gomez | Secretary | Pathways Vermont | Y |
| Ari Kisler | Youth | Vermont Coalition of Runaway and Homeless Youth Programs (VCRHYP) | Y |
| Kara Casey | Domestic and Sexual Violence | Vermont Network Against Domestic and Sexual Violence | Y |
| Jim Bastien | Veterans | U.S. Veterans Administration | Y |
| Whitney Nichols | Person with Lived Experience |  | Y |
| Shawn Kelly | Person with Lived Experience |  | Y |
| Emily Higgins | Vermont Agency of Human Services | AHS - Office of Economic Opportunity | Y |
| Brian Smith | Mental Health | AHS - Department of Mental Health | N |
| Shaun Gilpin | Housing Partners | DHCD | Y |
| Daniel Blankenship | Public Housing Authority/Collaborative Applicant | Vermont State Housing Authority | Y |
| Caitlin Ettenborough | HMIS Administrator | Institute for Community Alliances | Y |
| Erhard Mahnke | Member-At-Large | VAHC | P |
| MaryEllen Mendl | Member-At-Large | United Ways of Vermont, 211 | N |
| Deborah Ormsbee | Member-At-Large | Vermont Agency of Education | N |

**Attendees**:

|  |  |  |
| --- | --- | --- |
| Geoffrey Pippenger | OEO |  |
| Sarah Phillips | OEO |  |
| Tara Chase | Youth Services |  |
| Stephen Lunna | UVM-SSVF |  |
| Laurel Chen | VCEH/VSHA |  |
| Jessica Radbord | Legal Aid |  |
| Joyce Cloutier | Veterans Inc. |  |
| Justin Wagner | AmeriCorps |  |
| Bethany Pombar | VCHRYP |  |
| Melisa Fowler | VSHA |  |
| Karli Schraeder | Groundworks |  |
| Rhianna Kendrick | Groundworks |  |

Welcome and Introductions - *Josh Davis*

**Doug moves to approve minutes as presented, Shawn seconds**,*unanimously approved*

Committee Updates

1. Coordinated Entry - *Renee Weeks*
   1. Documentations for voting are available online and were sent via email to group
   2. **Kara moves to accept Policies and Procedures as presented, Heather seconds**, *unanimously approved*
   3. **Doug moves to accept Assessment Tool as presented, Kara seconds,** *unanimously approved*
   4. **Doug moves to accept Housing Referral as presented, Emily second,** *unanimously approved*
   5. **Doug moves to accept form for filing a complaint, Emily seconds,** *unanimously approved*
   6. February and March in-person training for utilizing the assessment tool
2. HMIS Report - *Caitlin Ettenborough*
   1. HMIS committee - looking for members (must be an HMIS user)
      1. [vthmis@icalliances.org](mailto:vthmis@icalliances.org) if interested in joining
      2. Next meeting in April
3. Notice of Funding Availability - *Daniel*
   1. HUD awards announced
      1. Our bonus project was not granted (VSHA/Pathways)
      2. Additional funds for housing subsidies (Daniel following up with Kate Ashe)
      3. All renewal money granted
      4. Decrease in Brattleboro Housing Authority S+C (~$1,200)
   2. S+C subsidies currently available - especially for chronically homeless
   3. Rapid Rehousing - fewer available than S+C - varies by local continuum
   4. Considering subsidy allocation for RRH (what’s most equitable manner for distribution)
   5. Transitional programs ended/ending in next few months
      1. Bennington transitional housing - individuals could utilize S+C subsidies
      2. NEKCA youth transitional housing in Newport - individuals considered for RRH subsidies in current unit
      3. Clara Martin Safe Haven - persons approved for S+C
   6. Press release of joint coalitions re: NOFA award (Senator Leahy office announcing tomorrow)
4. Point In Time - *Laurel* 
   1. Training for forms (individuals not in HMIS) 1/18, 10 - 11:30 also available online
   2. ICA trainings for pulling PIT data from ServicePoint 2/7
   3. ESD submitting forms for persons in hotels for DV criteria, DV only submitting for shelter (except for Rutland, Brattleboro, Bennington - DV provider has hotel vouchers)
   4. Question re: security standards re: Google Form
      1. AHS data standards/confidentiality confirmed by Adam from ICA
      2. Individual agencies can have discretion around utilization
   5. Form for unsheltered, one for emergency shelter/hotel, one for transitional
   6. Question re: date of birth vs. age range
      1. Age range required DOB not - may not have DOB in next year form
   7. Paper forms are collected by local CoC PIT coordinator - then to Daniel Blankenship
5. Legislative Update - *Erhard* 
   1. Appreciation for legislative day - strong turnout, quality of testimony, vigil, etc.
   2. Legislative Update:
      1. Waiting for governor’s budget
      2. DCF proposal to increase GA emergency housing
         1. $200,000 away from VRS (budget adjustment - not permanent)
         2. $300,000 recapture from Rutland
         3. Savings from Barre
      3. Federal government operating on a continuing resolution
   3. H412 Homeless Bill of Rights - committee interested in moving forward
   4. Advocacy Opportunities:
      1. Homeless Bill of Rights - contact Jessica/Erhard with amendments/provisions
      2. Advocate for funds for VRS
6. Conversation re: Rutland shelter
   1. Family shelter was priority of Homeless Prevention Center
   2. Legislative funding was for seasonal shelter for adults
      1. Site location identified as challenging
      2. DCF has met with Rutland partners several times - no project this year
   3. Burlington and Rutland emergency shelter pop-ups for extreme cold when motels are full
   4. Josh planning for mid- and end-season seasonal shelter meetings
7. Treasurer’s Report - *dawn*
   1. No activity since last meeting
   2. Expect bill for dues if yet to pay
8. Strategic Planning - *Josh Davis*
   1. Firm selected - more information at next meeting
9. Veterans Committee - *Jim* 
   1. VA made statement of pulling VASH - then rescinded
   2. Potential allocation of 14 new VASH subsidies with a position
   3. 13 subsidies currently available
   4. Federal benchmark tool
      1. Committee needs to start utilizing this specific tool
      2. Mid-February training planned for utilizing tool
      3. Will demonstrate how close our CoC is to ending veteran homelessness in VT
10. Youth Homelessness Prevention Committee - *Bethany Pombar*
    1. Wrapping up Phase 1 - information collection
       1. Youth (aged 14-25 who have have experienced homelessness/precarious housing) focus groups conducted
       2. Youth survey - available soon
    2. Data received thus far: lack of available housing, lack of transportation, need for PSH, etc.
    3. Stakeholder survey completed - all county participation - more data to be shared
    4. Participation (contact Bethany, Ari or Laurel with interest)
       1. Space for committee members
       2. Developing youth advisory board
    5. Youth homelessness data - *Laurel*
       1. Data resources: HMIS, McKinney Vento school liaisons, GA, DV, OEO
       2. Handout available with data re: special populations
       3. Seeking to provide numbers by county
    6. Youth Homelessness demonstration project from HUD to be released soon
       1. VSHA would be applicant - focused on plan followed by implementation
       2. Funds would be enveloped in CoC funds
11. SerVermont Americorps Opportunity - *Sarah Phillips* 
    1. See handout for details/suggested utilization of VISTA supports
    2. Propose a “team” of VISTAs throughout the state
    3. Conversation re: Substance Use as part of the proposal (also just standard housing/support), transportation, Chittenden participation, one VISTA per CoC, CE lead agencies as host
    4. General interest around the table - Sarah will follow up with partners
12. Announcements: VCF funding Landlord Appreciation dinner for Rutland HPC
13. Josh moves to adjourn

*Minutes submitted by Rebeka Lawrence-Gomez*