

VCEH Meeting Minutes – September 9, 2015 * Randolph, VT

Attendance: Sara Kobylenski (Upper Valley Haven), Peter Kellerman (John Graham Housing & Services), Whitney Nichols (consumer advocate), Tracy Collier (Capstone), Dawn Butterfield (Capstone), Lucie Fortier (GroundWorks), Dan Haycook & Trisha Ingalls (RuralEdge), Chris Dalley (AHS-ESD/GA), Kerry Conley (HOPE), Brian Smith (Dept. of Mental Health), Holly Olio (NW Counseling & Support Services), Kristen Briggs (Clara Martin Center), Maura Collins (VT Housing Finance Agency), Tara Fitzgerald & Ashley Greenfield (Homeless Prevention Center), Calvin Smith & Bethany Pembar (VT Coalition of Runaway & Homeless Youth), Gilan Merwanji (VT Network Against Domestic & Sexual Violence), Daniel Blankenship (VT State Housing Authority), Rebeka Lawrence-Gomez (Pathways VT), Shaun Gilpin (VT Dept. of Housing & Community Development), Renee Sarao (AmeriCorps*VISTA), Elizabeth Eddy (BROC), Liz Genge (Downstreet), Margaret Bozik (Champlain Housing Trust), Aliceanne Lavallee (UVM-VT Veteran Services)

Introductions:

Daniel-VSHA Sect. 8 Housing Choice Voucher Program will have two new homeless preferences effective October 1st: 1) up to 100 homeless families per year AND 2) participants in VSHA CoC Rapid Rehousing Program, more info pending.

Whitney-VT Psychiatric Survivors is having an open house in Rutland on September 21 from 4-7pm.

Chris-recent GA Housing data available along with recent year-end summary report; Chris will transiting to a new AHS position as Operations Director covering Burlington/St. Albans & Morrisville/Barre, still involved with VCEH but on a different level.

August Minutes: Posted in advance on HTH website; copies provided to group at September meeting; reflects August vote to change Bylaws to eliminate the Steering Committee while creating a new CoC Board with expanded voting membership; Dawn moves to accept; Tracy seconds; all in favor/approved.

CoC Board - Voting Representatives:

1. **Addison** (Peter Kellerman) – confirmed by local CoC
2. **Bennington** (Chris Oldham) – confirmed/Elizabeth Eddy proxy vote
3. *Caledonia/Essex (Jan Rossier)-not confirmed*
4. **Chittenden** (Margaret Bozik or Erin Ahern)-confirmed
5. *Franklin/Grand Isle (Marya Vincent)-confirmed/not present*
6. **Lamoille** (Tracy Collier)-confirmed
7. **No. Windsor/Orange** (Sara Kobylenski)-confirmed
8. *Orleans (Kathy Metras)-not confirmed*
9. **Rutland** (Ashley Greenfield)-confirmed

10. *So. Windham (Emily Clever)-confirmed/not present*
11. *So. Windsor/No. Windham (Pat Burke)-confirmed/not present*
12. **Washington** (Dawn Butterfield)-confirmed

13. **Youth** representative (Bethany Pembar)-confirmed
14. **Domestic & Sexual Violence** representative (Gilan Merwanji)-confirmed
15. *Veterans representative (Jim Bastien)-confirmed/not present*
16. **Formerly Homeless** representative (Whitney Nichols)-present
17. *Formerly Homeless representative (Will Eberle)-not present*
18. *VT Agency of Human Services representative (Sarah Phillips)-confirmed/not present*
19. **VT AHS-Dept. of Mental Health** representative (Brian Smith)-confirmed
20. **Housing Partners** representative (Shaun Gilpin)-confirmed
21. **VT State Housing Authority** representative (Daniel Blankenship)-confirmed
22. *HMIS Lead Representative (Adam Smith/new VT ICA staff)-confirmed/not present*
23. *Two At-Large Representatives*

Votes: Sara explained new voting group process and Whitney provided an update of the Nominating Committee. It was determined that 1) members from representative groups/local CoCs were already decided upon with a vote on the slate by the group motioned by Dawn, seconded by Tracy, and all voting in favor; 2) it was decided that there was a quorum (13 of 22 eligible voting members present) and the group decided to move ahead as planned with voting for at-large member representatives and officers of the CoC Board.

The two present candidates were asked to leave the room for the vote, which was followed with discussion on a brief description of each candidates organization and Bethany (youth rep) choosing to abstain from the vote as she is new to the coalition. Sara emphasized that everyone is welcome and encouraged to attend & be involved at CoC Board meetings, as well as committees.

Excluding two yet-to-be-determined at-large members; out of the twenty-two (22) other authorized member representatives, nine (9) were NOT present to vote include: Caledonia/Essex, Orleans, Franklin/Grand Isle, So. Windham, So. Windsor/No. Windham, additional formerly homeless person, AHS rep., Veterans rep., and HMIS Lead.

Renee (AmeriCorps*VISTA) collected paper ballot votes from all eligible voting entities present to determine the two representatives at large for the CoC Board. Candidates included: Aliceanne (UVM-SSVF), MaryEllen (VT211/UW of VT), and Rebeka (Pathways). The two candidates with the highest votes were MaryEllen and Rebeka.

Whitney/Sara explained that the group next need to vote for officers with the following candidates – no competition: Sara (co-chair in final year of 2-year term), MaryEllen (co-chair for year 1 of two-year term), Dawn (treasurer), Jan (secretary). Whitney motioned to vote in the slate as is, Tracy seconded, all in favor/approved.

Homeless Vigil: Linda secured the card room and is coordinating outside speakers for the 2016 Annual Homeless Vigil Day at the Statehouse on Thursday, January 7, 2016. **Dan and Renee volunteered to assist Linda with vigil planning.**

Summary of VCEH committees that everyone is encouraged to participate in are:

NOFA committee: *Summer/Fall*. Led by the VT BoS CoC Collaborative Applicant (Daniel), this group prepares for & completes the annual HUD Continuum of Care Notice of Funding Availability. The NOFA includes both submitting individual project applications for HUD CoC Program funds AND submission of the CoC-wide application which includes research of the past year's progress: coordination with youth/veterans/families/housing partners/etc.; review 2015 PIT data; report on annual CoC-HMIS implementation; progress on reducing chronic homelessness, family homelessness, increasing income/benefits, etc. "Intro to VT CoCs" provided soon, especially for new folks. **Contact Daniel Blankenship @ VSHA to get involved; current volunteers include: Tracy Sweeney (VA), Brook Salls (GSH), & Shaun Donahue (AHS).**

HMIS Advisory Board: *All year*. Lead by the HMIS Lead (Institute for Community Alliances) and chaired by the two HUD CoCs (VT BoS CoC & Chittenden CoC), the group oversees statewide VT HMIS-Homeless Management Information Systems implementation for HUD CoC/ESG/HOPWA Programs, VA Homeless Programs (SSVF+), and HHS PATH/RHYP. Policy development, HMIS compliance, HMIS budget, data quality, reporting, etc. **Contact Jennifer Fontaine (Upper Valley Haven) & Meg Macauslan (CVOEO) to get involved; ICA staff; Rebeka volunteered; others.**

PIT/HIC committee: *Winter/Spring*. Coordinated by the HMIS Lead with assistance by the Collaborative Applicants (VT BoS CoC & Chittenden CoC), this group reviews HUD guidance on how to conduct a uniform and accurate count of the homeless on the last Wednesday of each January. Revise PIT form, guides/PPT, trainings/technical assistance, coordination with local CoCs and all partners, sort completed forms, ensure data entry/compilation of forms, review PIT data, publish joint homeless report with Chittenden CoC. **Contact MaryEllen Mendl (VT211/UWVT) to get involved; other current/past members: Marcy Esberg (CEDO), Daniel (VSHA) and Brian (DMH); ICA involved when staff in VT.**

Legislative committee: *All year-especially during VT Legislative session*. This committee includes the Homeless Vigil Planning, as well as advocacy for statewide issues that impact homeless and low-income households. **Contact Erhard Mahnke (VAHC) to get involved; former/current volunteers include: Rita Markley (COTS), Elizabeth Ready (JGS) and Linda Ryan (Samaritan House).**

Additional committees:

- Executive Committee: elected officers meet to set agenda for meetings, general planning and decisions that cannot wait or are not part of full CoC Board (i.e. overseeing AmeriCorps*VISTA member, emergency decisions, etc.).

- Nominating Committee: *Summer*. Conduct outreach to CoC membership for interested candidates to be a voting CoC Board member and/or officer. Current members: ***Whitney Nichols (consumer advocate) & Sarah Phillips (AHS-OEO)***.
- Coordinated Entry Committee: *All year*. Planning and implementation of a process for homeless persons to contact a seamless point of entry, coordinated by local and state providers, to access housing and services. ***Contact Sarah Phillips @ AHS-OEO to get involved.***
- Ranking Committee: *Fall/Winter*. Non-biased members selected by the VCEH to review HUD CoC project applications (new/renewal), approve/rank projects in order of priority funding, and reduce/eliminate funds if needed. Persons identified by VCEH for upcoming FFY15 NOFA-***Pat Burke*** (SEVCA), ***Gilan Merwanji*** (VNADSV), ***Angus Chaney*** (AHS), ***Tracy Sweeney*** (VA), ***Shaun Gilpin*** (DHCD), ***Rick DeAngelis*** (VHCB), ***Maura Collins*** (VHFA).
- New-Veterans Committee(?): If interested in getting involved with a potential new group, ***please contact Stephen Kelliher/Jim Bastien @ (White River Junction-VA)***.

Respectfully submitted,

Daniel Blankenship