Community Action Pioneer Valley’s Three County CoC

 ***Notice of Quarterly Board Meeting***

This is to herby notify the membership of the Three County Continuum of Care that the CoC Board of Directors were called to a meeting from **1-3pm, Wednesday, June 8th, 2022.**

**Present**: Keleigh Pereira, CAPV – CoC; Dave Christopolis, Hilltown CDC; Jane Ralph, Construct Inc; Theresa Nicholson, CHD, co-chair; Teri Koopman, CAPV CoC; shaundell Diaz, CAPV- CoC; Mike Hagmaier, Soldier On; Heather Roy, DTA; Cindy Ray, Mass Hire; Justine Dodds, City of Pittsfield; Andy Klatka, Eliot CHS; Mel Antuna, Wayfinders; Raquel Manzanarez, CLA; Olivia Bernstein, MHA; Brad Gordon, Berkshire Regional HA, co chair; Michele LaFleur, CAPV CoC; Kathy Keeser, Louison House; Stacy Parson- School-Housing Partnership Coordinator McKinney; Betsy Shally-Jensen –A Positive Place, Cooley.

**Board Membership Business**

* Review of minutes from the March 2022 meeting of the Board. **Board vote.**
	+ *Jane, motion moved, with small correction - Correct the spelling of Pamela’s name on the first page.*
	+ *Seconded by Theresa.*
	+ *Vote – all in favor, Raquel abstaining (not present at meeting)*
* Review of Board Membership and openings/members leaving/recruitment needs
	+ Agency board representatives should confirm participation by end of August for the 2023 Board slate. This slate will be voted on at the Annual meeting in September.
	+ HA Representative – Berkshire Housing isn’t a HA but interested in participation.
		- Keleigh asked if a meeting makes sense, Brad mentioned that this aligns well with our work and theirs. CEO has deep experience with the state of Vermont’s CoCs.
			* Recommendation to invite Eileen to the next board meeting in july***. Keleigh will reach out when we have a date.***
	+ Kasey Erikson has left – in need of representation from DCF – required by YHDP
		- Keleigh requested Board member outreach to engage with DCF about finding another member
			* Brad will contact someone on advisory board who may have connection
	+ Earl Miller – new role in Amherst – anyone available to do outreach to see if he is able to continue on the CoC board? Limited attendance in general.
		- Raquel will reach out to Earl to check in about continued participation

**Brief Report of the Ad Hoc/Special Workgroups and Committees**

* Coordinated Entry
	+ Brief EHV Update
		- *Regular meetings with the Has – issuing the vouchers*
			* *Berkshire county has 4 lease ups, 1 new referral. 3 pending documents, 10 in housing search Out of 18 vouchers.*
			* *Wayfinders – 1 lease up so far*
			* *Northampton – 15 – 10 leased up!*
			* *Franklin County Regional – 15 – 7 leased up!*
* Data
	+ PIT count – final numbers. Michele presentation. PIT count was February 23rd
		- Working on report that looks at county level data, racial disparities, and some other populations. Will be sharing with the PIT count planning group before sharing a final version*. (presentation will be send with the notes.)*
		- *Brad – commented on the disparities in Hampshire County.*
		- *Keleigh shared that the information in the board report does show a great skew to Franklin County, but that is in large part due to YHDP carve out.*
			* *Brad stated this should be clear in the chart.*
		- *Raquel – chapter 257 has allowed the court to stay executions, and so we have people who “are not homeless net”, but essentially are on the verge of homelessness and in the “unofficial count” could consider those who are on the brink.*

**New Business**

* **Funded Project Report/Update**
	+ Funding FY21
		- * *Environmental Reviews were completed for all FY21 by our HUD field office.*
			* *The CoC staff have been meeting with TA providers to plan for the use of match across all CAPV grants. We are not doing this yet, but plan to do so in the future.*
			* *Theresa shared that CHD is going to be losing 4 units in Millers, and will need to find additional units.*
			* *The CoC will revisit the possibility of apply for UFA status as of next January and will do internal work to be sure the agency is prepared to do so.*
				+ *Still seems like the most financially viable and organizationally sustainable way, but will need fiscal input.*
			* DV expansion – any additional project engagement pieces
				+ *Added to the general CE grants – CE grant starting July 1 is expanded instead of this being a new project. CoC is working on a budget to incorporate and will release a request for a letter of intent from DV providers in the region – to house the navigators.*
				+ NASH work – Funded by the Western Mass Network to End Homelessness/New CoC CE Expansion Project/next steps. ***(share presentation.)***
				+ Betsy – *does this mean we will not be putting folks into housing through the same prioritization.*
				+ *Raquel – currently the chair of the board of safe passage, is the Coc partnering with agencies wi*
			* Independent Housing Solutions Project (***share presentation)***
				+ *Awaiting Cooley decision on fiscal sponsorship, if not, CoC staff will train HIS staff on billing.*

*CoC staff meeting with IHS next week*

*CoC will begin making referrals through CE this afternoon*

*Brad shared the concern that if Cooley does not support this project then we may need to worry about their support*

*Raquel – happy to support outreach to the board. Also mentioned that there was initially local feedback and concern about this program.*

* + - * *Brad also shared an appreciation for moving outside*
	+ Site Monitoring So far
		- Updates, areas of concentration
			* Supportive Services – some agencies supportive services documentation is in need of increased effort.
			* Policy Development – this year’s concentration in this area meant further organization around agency policy expectations and development. Many agencies rose to the occasion around this.
			* HMIS protocols – Michele
				+ Shared HMIS protocol information

Work station monitoring, virus protection, fire walls

*Site monitoring* – historically we have looked at data quality, but are now also going to concentrate as well at accuracy, completeness and timeliness.

* + - New Policies/review
			* Rent reasonableness policy – ***Keleigh will send the policy out for review and feedback. It will be finalized in a few weeks.***
				+ *Betsy – if programs have their own policy does it have to change?*

*Not necessarily, it can be shared with the CoC and we may approve it’s use.*

* + - Plans/timeline expectations for ranking
			* Presentation and ranking Board meeting planning – summer/fall - NOFO response
				+ ***Board presentation meeting will be July 28th 10am*** *– Keleigh will send meeting information.*
* **HUD Audit update**
	+ Audit has been both challenges – because of time required, and some unknown expectations (for example some written policy expectations of the CoC – which will be addressed, some client file reviews that demonstrate a need for a training on identifying and documenting chronic homelessness, inconsistency of documents being used to identify eligibility – but also concerns because of the files reviewed of clients that were in the program before chronic was required (will see if we have an actual finding in this area)
	+ And challenging because of the Hilltown billing issues identified earlier this year – which is about duplicative costs covered by both a housing voucher (Section 8) and the CoC operating funds.
	+ Audit closing meeting is tomorrow, and we know there will be a finding. How we address it will be based on the severity and the corrective action required.
* **Annual Meeting preliminary planning**
	+ This is held every September & includes:
		- Membership vote on board slate, charter updates (Governance, HMIS)
		- May want to consider including information about the UFA status to get the vote from the membership ahead of time.
	+ Last year’s agenda included:
		- A year in review – including Pandemics Impact, a data walk and information about the CoC’s accomplishments
		- A lived experience panel
		- A q & A with landlords
		- A walk through of state and federal resources and a “what is happening now” which included current CoC initiatives
		- And a presentation from MHSA on housing and shelter initatives
	+ Board topic suggestions.
		- Brad suggested - The color of law was a frame work on a report on Pittsfield’s history of redlining and the impact of the acquisition of wealth – very localized they want the co-author to present. The CoC is working very hard at addressing systematic
			* Betsy discussed the death rates in COVID still impacted by the
		- Keleigh shared - Seems like a presentation on the the DV expansion work for CE makes sense. May want to consider including information about the UFA status to get the vote from the membership ahead of time.
		- Other suggestions? please email Keleigh.

 **Adjournment**

 **Entertain – Mel motioned, Raquel seconded.**

Attachments:

Minutes, March 2022, BOD

Current BOD list

2022 Quarter 2 Board Report

Rent Reasonableness Policy Draft