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 is called to a meeting at **11am, Thursday, June 18th. This meeting will be held on zoom.**

**Agenda 11am-1pm**

1. (60 mins) **Reports of Board, Committees, Projects**

**(5) Brad - Review/vote:** on approval of Minutes for the March 19th Board meeting.

Motion for Approval: Approved

**(20) Brad - Membership:**

Have all board members identify themselves and their agencies.

***Present:*** *Michele LaFleur; Justine Dodds; MJ Adams; Betsy Shally-Jensen; Brooke Murphy; Dave Christopolis; Cindy Ray; Erin Cassidy; Heather Marshall; Jane Ralph; Jay Sacchetti; Mike Hagmaier; Pamela Schwartz; Phil Ringwood; Sara Cummings; Shaundell Diaz; Rivers; Stacy Parsons; Kathy Keeser; Theresa Nicholson*

Discuss co-chair need

* CoC is needing co-chair for Board for remainder of term to September
* In September, we can have formal vote on co-chairs
* Board is very important to implementation of CoC programming
* Theresa Nichols is interested but will need to discuss with agency- will discuss with Brad and Keleigh

Formerly Homeless seat – Keleigh has invited a new member

Discuss members who’s terms end at the end of **2020** – and identify that we will need to know by July, if possible, whether folks want to be on the slate for the Annual meeting in September. Recommend that Board members consider diversifying the board.

* If term is expiring in 2020, let Board know intentions by July so CoC can recruit
* Welcome having people continue but if it’s not a commitment you can make, we need to know that.

Board approval policy discussion

* Gensis of conversation was around subrecipient agreements and what role of Board is in addressing, That kind of administrative work is designated to Collaborative Application but doesn’t necessarily involved Board approval
* For purposes of today, brief discussion. May be charter issue, will think about it as we reformulate.
* Came up because putting together Subrecipient Policy, which will go out at end of site-monitoring.
* Charter identifies the broad membership gets to participate in a voting process around what Charters state around what we are doing

**(5) Keleigh - Brief Report of the Ad Hoc/Special Committees:**

Snapshot of What’s Happening

* YHDP Planning Team no longer part of Ad Hoc committees. Has moved because now moving YHDP Applications into CoC. YHDP is now it’s own section in Board report. Will be developing YYA Homelessness Committee to move forward work of Coordinated Plan

Racial Equity Workgroup

* The racial equity workgroup has been meeting bi weekly since the COVID crisis began, starting in February. Funded by WMNEH to do racial equity work in CoC.
* Workgroup has worked as the realities of racial disparities in health care and economics towards people of color during the pandemic were increased, and then as we watched what has been happening for years in the threat of black lives at the hands of systems of power and we moved to an online forum for the trainings planned, this committee has focused on the needs of addressing this health crisis in our homelessness and housing systems.
* HUD has identified that CoCs need to start addressing racial disparities an reporting but COC and WMNEH felt need to actually have some action planning.
* Our Consultants from Jo Consulting have then provided leadership trainings for our workgroup and for the YAbs..ours and the YAB in Spfld. We have had about 180 people participating on a weekly basis this month, in our three part training series that was funded by the WMNEH, and in partnership with the Spfld CoC.
* Shaundell: Shared experience of housing discrimination and call for CoC/community to stay on top of, committed to, and engaged in this work

**Virtual Summit and Strategy Session.** The week of June 22, we will be holding several key events. First, a virtual racial equity summit will bring together local and national leaders to examine racial inequity and homelessness and discuss solutions. This will be followed by a virtual strategy session to draft a Racial Equity Action Plan. We encourage your participation in **both sessions** if possible.

* + The Summit will take place on **Monday June 22 from 1-3pm ET**. To register, click [here](https://forms.gle/MSZ5tAsLUcNzuqTZ8).
  + The Strategy Session will take place on **Thursday June 25 from 3-5:30pm ET**. To register, click [here](https://forms.gle/iu6YCUVVNrYTM4F4A).
  + **CoC and YHDP grantee meeting** to focus on racial equity. This invitation-only meeting will bring together the grantee organizations to discuss how their programs work to meet the needs of people of color experiencing homelessness. F**or Funded projects, please hold Friday, June 26th from 11am-1pm,** a zoom link will be sent your way.  ***(For staff and participants of MA-507 CoC funded subrecipients and Franklin County YHDP sub-recipients, as well as RE workgroup meeting)***

**(30) Keleigh - Project Report/Update:**

*FY2018 (grant cycle 2019) Project funding utilization, billing* (Brooke)

* Really appreciative of the efforts from our funded projects to maintain billing and programming. We are tracking contract units and capacity, beds current utilization. Newer projects CHD and Dialself, they are really increasing utilization, and also had a lot to overcome.
* Phil share that they have increased numbers even, but have also seem that with COVID, they have had a few choose not to participate. They are also looking to use expanded access to testing to deal with the concerns regarding roommate situations.
* CHD is 90% filled and have had some turnover, but is looking to fill those. Dialself is now at 50% fill – had to wait in the roommate situations during the pandemic. Also working with Shelter plus care to get them up to the 22 units in their contract.
* *Billing* – it’s been tough to submit billing but projects have been doing a great job during the pandemic.We did make changes during the pandemic regarding billing expectations that changed a bit during the Pandemic.
* *Brad*- asked if we are concerned about under utilization during COVID, Brooke shared that we have heard that HUD will be less simpatheic to projects for under utilization of units and funding concerns.

*OFFSite monitoring planning and process* –

* We had to go off site with monitoring
* Expanded self assessment form handed down by Hilltown
* Process:
  + Projects are completing and submitting Self-Assessment and then submitting required documentation via secure link
* We have held OFFsite meetings with 4 sub-recipients so far, and the rest are scheduled through the first two weeks of July. In addition in these meetings we are addressing **Agency/Project Participation**  re: applying for funding in the FY20 grant cycle, participation on the board this coming year (after September)  , committee involvement for the project/their staff

**Next steps:**

1. COC staff will develop any additional questions we need to answer for the ranking and evaluation – review thresholds and the ranking items and provide you with this information & complete ranking.
2. Complete site monitoring form - *identify successes and weaknesses, findings needing specific response and timeline.*
3. CoC staff will Forward along updated documents (policies, intake forms, CE forms, etc.)

YHDP applications/process & update –

* See in the board report the list of projects and funded amounts.

Phil: noted that PSH project and RRH Project were switched in the list and shared his excitement regarding the new relationships and new agency involvement in our area

* Working on esnaps applications which all must be submitted by the end of June. Projects to begin in the fall.
* This will increase our annual renewal demand by over $930,000 annually once the two year demonstration period is over.
* The CoC staff are working on creating a strategic planning process to address what we identified for goals and objectives in the CCP.

1. (50 mins) **New Business**

**(5) Keleigh - CoC office move**

CoC staff is moving to 277 Mainstreet, all staff will have individual office space. This will provide opportunity for some staff return to site.

**(10) Michele - HMIS**

Updated Release of Information

* Big differences from previous one:
  + Added more coordination with CE process- part of problem initially is didn’t allow enough distinction and detail between CE and HMIS system. Tried to make clearer why data is shared.
    - Authorization process as been split up: Reporting to Funders Section (Yes; Yes but Coded; or No) AND CE Authorization (allows to participate in CE identified or anonymously)
    - Will be sharing details about how to code someone
  + Changed expiration- CoC not able to monitor yearly expirations
* Data and Evaluation Committee re-convening July 10th

HMIS vendor search

* DHCD going out to procurement for new HMIS system and have decided they cannot host CoCs
* Need to be in new HMIS by December 2021
* Getting technical assistance to figure out best direction- also in contact with other CoCs
* Meeting will occur with MA CoCs leaving DHCD system to discuss what works for us
* Joining with other CoCs will be very cost-effective
* Putting together a working group because need help from CoC membership and community to determine direction going in

**(10) Brooke – CE**

COVID-19 CE assessment

* New HUD guidelines required us to make sure our prioritization targets resources to individuals and families "impacted by or at high risk of being impacted by COVID-19". The memo described people at high risk of developing severe COVID-19 symptoms as "those 65+ and people of all ages with underlying medical conditions, per the CDC". The memo also explicitly called out Black people and people of color as being at disproportional risk of severe impacts from COVID.
* The tool as designed by our technical assistance provider TAC, with our input, is designed to prioritize based on underlying health conditions and housing barriers that data show disproportionately impact communities of color.
* We know the underlying health conditions that put Black people and people of color at high risk of severe impacts from COVID are symptoms of institutional, systemic, and pervasive racism. By prioritizing these underlying health conditions and having the points accumulate based on how many underlying health conditions, the intent is to lift up Black people and people of color in prioritization. The strong guidance from TAC and the TAC legal team was that including any preference or prioritization explicitly based on race would be violating Fair Housing laws, which could put our funding and projects in jeopardy. That position by HUD may be changing, and if it does, we’ll be quick to jump on.
* New tool is being used between now and August 30th for any PSH units, mimics the current tool. We see though that Youth and Young adults will not be prioritized highly on this tool, so we are still using the other. TH should be using CE, as well, though. We are also working with our CE committee and CE partners to prepare the CE process moving forward.
* Over the next few weeks and months, we will be working within our committees, our membership, and with our technical assistance provider to plan real action to address the racial disparities in our numbers. As we improve on our existing CE Assessment tool, the training we'll have on use of the tool will include how assessors should be aware of and attentive to health disparities and other disproportional barriers for people of color so that the assessment process, as well as the tool, leads to a more equitable CE system.
* Questions: phil shared that they rolled it out at staff meeting this week and staff will begin to use it.

**(10) Keleigh - Annual Meeting Planning**

Planning Virtual Meeting Ideas:

* How are we as a continuum, responding the the needs of COVID-19/affect of COVID on our homelessness response
* Sharing our racial equity action plan
* Jane-
  + Disparate impacts of homelessness and COVID on people of color
  + Acknowledgement of what doing, what trying to do, and what we haven’t done well
  + CoC plan around requirements of citizenship
* Phil-
  + What role does the YAB have in supporting this during Annual meeting? Would they report out on the process? Tim interested but needs to check in with YAB
* Committee work/Engagement
* Brad- Use data in creative way that connects with people so membership are informed about what CoC is all about
* Shelter/COVID group made up of legislators, shelter providers, etc. and we are in beginning conversation on how to use federal dollars how to respond to needs- Perhaps there will be more to say at Annual meeting

**(15) Board – COVID-19, Needs/Updates**

Share any relevant information from your agencies/Shelters regarding COVID-19 planning/needs

* Jay- ServiceNet:
  + Uncertainty is biggest challenge- for winter used to many people utilizing small spaced
  + Northampton- Exited the high school, now back to Grove Street and utilizing cot shelter space at resource center
  + Pittsfield- Still in the former St. Joseph High School in Pittsfield with starting to plan to move back to Barton’s in next 2-3 weeks and need to have discussion
  + Greenfield- Wells St Shelter is on 2 floors, in foreseeable future, de-congregated
  + Had talks with DHCD, pretty clear that they see CARES Act funding as 1-2 year funding source and interest is in how you use money to create space that gets shelters de-congregated. Isn’t expecting to get the earmarks they often do for staffing.
  + Bigger providers buying motel but concerns about funding, providing food and services, tenants rights
* Brad - Challenge that there is expectation of deconcentrating shelters, public health issue. Hearing that right now based on the resources individual shelters going to be relegated to be using facilities that shelters have historically utilized
* Brad- ESGPhase 1 was to support shelters- is that going to help ServiceNet in any way?
  + Jay- First round was to get staffing to keep both shelters open in Northampton and 2nd floor staffed in Greenfield. In Pittsfield working on church project to have two sites. ServiceNet serves 600 unduplicated individuals through shelters, space ServiceNet has now is not going to accommodate need
* Brad- How can CoC help shelters?
  + Jay- Challenge amount of work to deal with local communities, inspectors, all stakeholders, and bringing people all together
  + Pamela- Advocacy to the state? Advocacy happening with FEMA funding. Some successful efforts in other parts of the country happening with state support and our state is not taking a leadership role here. We need to push state. Seems there is fear around placing folks in motels but there are blueprints out there and data is showing placing people in hotels is having tremendous success
  + Shaundell- Has anyone asked about the old Northampton Rehab building? Is huge and already has kitchens and infrastructure. Isn’t it owned by the city now?
  + Jay- Thinks developer owns property and not sure if it’s up to code, may require a lot of renovations
* Brad- Remains a huge challenge. Seeing comments in chat regarding needs of communities. Need to advocate for them and response to needs.

1. **(5) Brad - Ranking & Evaluation Board meeting scheduling**

* Important meeting
* Ranking will be sent to Ranking and Evaluation Committee for final ranking
* Folks funded through CoC will have to recuse selves from doing actual ranking and scoring
* Keleigh will send around Doodle Poll for July board meeting for project presentations and will go from there

1. **Adjournment**

Motion for Adjournment

**Attachments:**

* Minutes from March meeting
* 2020 Board Slate
* Board report
* COVID-19 Assessment
* HMIS release