Community Action Pioneer Valley’s Three County CoC

***Quarterly Board meeting, Minutes***

**1:30pm-3:30pm, Thursday, December 18th, 2021.**

**This meeting was held on zoom.**

**Present: Theresa Nicholson, Erin Cassidy, Jane Ralph, Heather Roy, Justine Dodds, Mj Adams, Stacy Parson, Betsy Shally-Jensen, Brad Gordon, Steve Connor, dave Christopolis, Cindy Ray, shaundell Diaz, Michele LaFleur, Pamela Schwartz, Andy Klatka, Mel Antuna, Carmen Virgos (A Positive Place – non board member)**

**Reports of Board, Committees, Funded Projects**

Brad **- Review/vote:** on approval of Minutes for the December Board meeting. Minutes to be tabled for the next meeting (Theresa to provide.)

Brad **– Board Membership:**

*Homelessness Experience seat*, discuss options.

* Stipend – CoC is drafting a lived experience payment policy and will share this with the board once complete.
* Equity and Inclusion committee is developing a flier to bring in people with lived experience. Will share with the board when it is ready.
* Brad -Board members should work to recruit
* Dave – need to prep people and provide training/work with someone to determine their needs in order to participate. Is there a way we could create a recruiting strategy.
* Keleigh – see lived experience goal of the racial equity action plan.
* Betsy – agree with providing pipelines and mentorship, but the way this board is run, we might need to expect the board to make changes.
* Pamela – agree with the points of view of this, and it requires a re-write of this body. WE need to consider if this is the place for lived experience.
* Keleigh – suggested not to pre-judge what people can handle.

Keleigh **– Racial Equity Action Plan/check in**

Board Racial Equity commitment & recruitment and identified tasks/parts of the plan

* Board: could hire consultant to develop a board diversity plan & create a board specific training around racial equity work
* Maybe the training committee is a committee of the board as well.
  + Board ideas? – RE committee of the board, org training committee?

Racial Equity Action Plan suggested key roles for Board

* Board: 3.2 and 3.3
* Lived experience goal support
* Also around provider education efforts

Betsy – I have helped lots of groups update and create RE plans, centering RE in our work is my passion. We all have our own places of passion and commitment. A focus of intersectionality might be helpful. EW also need a body of people to keep us accountable, including the people that we serve, and the metrix in this plan. Would it be the CoC? Or is it the board?

Jane – I'd be up for being involved in particularly with the training and I forget the other word. Open to co-chairing the function, ideally with a BIPOC and/or person with lived experience or some other intersectionality that complements mine.

Keleigh – one more way you can help, look at the plan to find places you think you might have information you could share, partners you have relationships with, things that need to be funded – help us find those resources

Brad – use this action plan for your own organization.

Shaundell – discussed the equity and inclusion committee.

Current Workgroup’s Working plan for the board:

* Invite 2-3 board members into the RE Workgroup
  + Move to provide training for the full board
* We will need to have 1-on-1 conversations with the board members we recruit to be part of this

Keleigh/Michele **- Brief Report of the Ad Hoc/Special Committees:**

*HMIS Procurement workgroup* and next steps

* We need to leave DHCDs HMIS system. The CoC conducted a Procurement Process for purchase our own housing Management Information System (HMIS) Implementation for data collection across 3 counties, we have 3 final Vendors and will choose a vendor in March 2021, for prospective data transition by 12/2021.
  + Foothold
  + Wellsky
  + bitfocus

\*used scoring tools, references, vendor demonstration.

Currrently in conversation with Bitfocus around negotiations on a fair quote. Timeline – contract signed by April 2nd, deadline is Dec 30th. Data migration by Sept 10th. Need to move APP into our data system.

Theresa – are there other COCs that use this and do we know if they are satisfied.

Michele - They are new and fast growing. Cambridge gave us their reference. We have spoken to the city of Boston who is moving into their site now. https://www.bitfocus.com/hmis-software

Brad – I read the privacy and security plan, can you talk about this? Will you be providing support?

Michele – baseline requirement..and our plan includes - antivirus software, locking computer screens, log in audits – hoping to be able to use our new HMIS to do this (smaller agencies and larger agencies may have different numbers of them annually), each agency staff person who is leading the security.

All Committee recruitment

* Keleigh to include committee descriptions with minutes of the meeting.
* Specifically need participation in the ranking and evaluation committee.

Keleigh **- Project Report/Update:**

**YHDP Project updates/CCP plan & Discussion**

* YHDP Projects experienced very slow implementation with difficulty finding and training staff, as well as difficulty identifying and securing apartments for these projects.
* The CoC has created a new landlord engagement initiative program to support these projects and supported to provided hiring bonuses as well.
* EOHHS funds can support landlord incentives, looking at possible capital funds to support de-leading for the TH site and funding for CAPV youth programs to increase YAB support/voice..
* The CoC provided in the past two months:
  + 6 week training series in Rapid Rehousing best practices
  + 2 part trauma informed data collection series
  + and a half day fiscal training to support project implementation as well.
  + We are working closely with technical assistance providers to engage in systems response to manage the slow start for these projects
  + Pamela – what are the concerns about this and how are we feeling about where these projects are at.
  + Stacy – has been reassured by the work of the CoC staff and how carefully and directly they are working to get them moving. Dialself is doing an amazing job.
  + Brad – you can advocate with HUD about the pandemics effect and not to lost these dollars.
  + Jane – we are under resourced in all of the ways, admin and program – we feel that on a small scale, but this is something the CoC really needs to face.
  + Brad – orgs funded need to advocate along side of CAPV.
  + Pamela – the challenge of Affordable housing is across the country, it’s grounding to take stock of where challenges fall here and where responses are.
  + Dave – this program is complicated and everyone knows it. There is an opportunity around the money coming to the state, we need to seize the moment. Hopfully some of this is going to go towards homelessness and local aid. CAPV as the collaborative applicant could be the agency to take in the money and get it out to others. Resources might be direct benefit to individuals.

**FY2020 grant cycle funding updates**

* Starting FY20/no contracts from HUD as of Yet - Projects that began on February 1st can still submit billing
* current project total, includes increases to leasing dollars in response to the current FMR.  The FY20 ARD is $1,890,513.  ***And YHDP - 2 year demonstration period of 1.9 million.*** Our EOHHS grant this year has increased to almost $600,000 – with additional emergency housing resources and some capital funds for Hampshire county.

**Coordinated Entry Match planning**

* The CoC Program is looking to be under utilized again in the CE grant if we include the match as cash – increases budget to 139,000.
  + To address this, Keleigh is working to include the WMNEH funding and Eliot Human Services Path funding as match to the Coordinated Entry Grant. The Eliot staff are conducting a 2 month time study for Three County Staff efforts that support the Coordinated Entry System.

**Center For Human Development –PSH Project Update**

The COC has worked closely with CHD representatives to come to an agreement to support continued partnership for FY20 grant cycle.

* CoC to provide training on the use of indirect costs
* CoC to find HMIS cash match funding so as not to charge subrecipients – Clare is working on this.
* Coc to update subrecipient billing policies to align with Spfld CoC, though very few differences

Theresa – we are 1 shy of being fully housed, we are also looking for a landlord in Franklin County. Very grateful that we are staying here.

**FY21 grant cycle/NOFA updates**

* No current news. Can expect a NOFA release anytime.

**New Business**

Michele **–Data reporting Updates (PIT, SPM, LSA)**

* + The Three County CoC and area service partners conducted the 2021 Point in Time (PIT) count in January 2021 on January 27th, of all sheltered and unsheltered persons on one night. The final numbers will released in April 2021 and submitted to HUD. Reduced planning process due to the WMNEH supported those surveyed with gift cards.
    - Preliminary numbers: (we knew this was going to be lower) so far 47 people- unsheltered. Last year 101 people. Sheltered count right now is 106 adults in shelter this year, but that number doesn’t include craigs doors and hotels/motels.
      * Theresa – shelter in Holyoke has likely effected the numbers in unsheltered. In community meetings we have heard that the shelters in Pittsfield are not full. People are choosing to stay outside.
      * Brad – in Pittsfield – a community advocate is concerned about and shares much higher number.
        + Michele - There were community advocates from Pittsfield that did conduct surveys. Pittsfield was the highest count. 18 people that were unsheltered per HUDs definition.
  + SPM – submitted at the end of February, seeing significantly fewer people in shelter in 2020 compared ot 2019 – need to depopulate during pandemic, but also seeing longer stays. Increase in exits to PH, from 31% to 35%, PH stays went from 94%-98%.
  + LSA – end of December, Stella.

Pamela - WMNEH Legislative meetings were held last week to share bill and budget priorities for the Network and are following up with the legislators individually. Thanks to Keleigh for her leading the conversation around racial equity

\* June 4th – will be the Network’s Annual Meeting, more to come.

Betsy – MA Public Health meeting is that morning, can you check on this?

Shaundell **– Landlord Engagement Plan and needs**

The CoC with our TAC consultant, Doug Tetreault is working on this to support the YHDP projects and then system wide.

* Landlord engagement management plan – sets our priorities
* Created landlord fliers for landlords and housing partners – what projects are, what we are doing, basic information about what is offered to landlords & how partners can be involved.
* Then we have a sharing protocol – projects identified concerns about competing for landlords – so this will outline how we will work in partnership on this
* Addressing transportation and

Brad - suggested partnering with HCECs, Berkshire County would be happy to partner for this.

Jane- would also like to be involved because they have landlord connections

Melphy – struggling a bit in terms of screening processes in the mission to develop affordable housing. Service dollars are sometimes for homeless units. We need policies in place to help people overcome the process on screening procedures. How do we set a subset policy to help with the transition to PH. Some ways that landlords get off the hook. We need to be the example of how landlords can be part of the opportunity to better circumstances for folks for better recruitment.

Brad has documentation around this released by HUD.

Theresa - said that we should partner with Wayfinders in Three County for YHDP housing.

Shaundell – as a person with lived experience, coming across the local project reps – they might be viewing this as a

Keleigh **– Site monitoring planning/updated form.**

2021 Site Monitoring will likely be conducted offsite

Projects will begin to hear from CoC staff regarding these plans at the end of the month.

Monitoring visits will be held in April and May.

Updated Monitoring form has been developed (will be sent to the board members)

Keleigh **– CoC Program staffing Updates.**

* + Hiring Youth and Young Adult Homeless Services coordinator – EOHHS contract management and YHDP system support, managing the Coordinated Community Plan to End Youth Homelessness.
  + Brooke – homeless services and billing manager - returns in two weeks

**Brad -Adjournment**

Betsy, Jane – 2nd.