Community Action Pioneer Valley’s Three County CoC

***Ranking and Evaluation Committee Meeting Notes***

**10-11:30am Friday, February 18, 2022.  This meeting was on zoom.**

Present: Dave Christopolis – CDC, Calpurnyia Roberts – MHSA, Michele LaFleur – CoC, Teri Koopman, CoC, Andy Klatka, Eliot CHS.

**Review of monitoring plan/suggestions for areas of concentration – Equity Measures**

* Sharing information regarding individual subrecipient meetings
  + Review of agency responses to equity renewal supplemental Application
    - Example - How are you evaluating your data with an equity lens?
  + Review of scoring (areas where agency scored low/needs improvement)
  + Reviewing the racial equity supplemental application to consider site monitoring efforts
* Discussion of upcoming trainings to address
  + Leaders and Hiring Manager Series (4 part) – All Wednesdays in March. 2 hour sessions
    - 1. Data – Managing and Understanding your data with an equity lens
    - 2. Bias/Racism Free Hiring Practices & Mentoring for advancement
    - 3. Incorporating People with lived Experience in the work of your agency/programs
    - 4. Evaluating and Updating Policies and Procedures with an equity lens
* Recommendations from the committee – Equity measures – How might an agency demonstrate this?
  + Signed the new CoC anti-discrimination policy
  + Incorporation into participant handbook
  + Demonstrates opportunity for participant & PLE to provide feedback on systems and programs
  + Board/committee participation for PLE
  + Participated in meetings with CoC staff re: reviewing policies and data.

Comments:

* Consider duplicative work done in the agency elsewhere
* Consider that small programs that are small percentages of the overall organization (homelessness work), level of program specific expectations.
* Provide clarity on what policies are needed to be program specific versus agency wide (example: support services – type and frequency etc.)
* Be sure to get feedback on the training series for the CoC and for the trainers.

**review of monitoring for areas of concentration – fiscal Measures**

* CAPV fiscal team evaluating this year – meeting with them early next week.
* Review of forms/etc.
* Recommendations from the Committee – areas of concentration
  + Match documentation and back up
  + Reviewing indirect process
  + Payments to landlords
  + Full project budget review (beyond CoC budget)
  + Annual audit

**review of monitoring for area of concentration – policy development**

* Recommendations from the committee – how do we measure performance in this area?
  + Shared list of policy expectations
  + Many subrecipients have extremely varied policies (Formal or informal)
  + May need more formalized policy list.

**CoC Specific Policy Requirements:**

Intake and Enrollment Processes (CoC Priority)

* Hud Guidance?
* Minimum requirements/checklist
* Client file documentation plans (CoC Priority) - CoC has this

Provision and Operations of Support Services (578.53)

* Client voice in service development (CoC Priority)
  + Entrance/Exit or topic specific Surveys
  + Focus groups
  + Advisory groups
* Demonstrated Equitable Practices (CoC Priority)
  + Signed anti-discrimination policy
  + Demonstrated in participant handbook
* Move On strategies (CoC Priority)
  + Signed CoC move-on policy
* Housing First Commitment (CoC Priority)
* Participant handbook outlines supportive services
  + - Demonstrates assessment of and support with social/emotional well being
    - Demonstrates assessment of and support with mental and physical health needs
    - Demonstrates assessment of and supports with peer/family/permanent positive connections
    - Demonstrates assessment of and supports with education/employment training opportunities
    - Demonstrates assessment of connection to and support with connecting to a range of services.
    - Client voice
    - equity

Exit Process

* Participant Termination and Appeal Process (578.91)
* Timeliness of notifications (CoC and HMIS)

Rent Certification and Collection (578.77)

Treatment of Program Income (578.97) - if applicable

* Only true for leasing projects – clearly defined – CoC subrecipient policy
* Fiscal area

Documentation of Match Spent (578.73) -if applicable

* Same as program income – this is subrecipient policy
* File Retention/Expectations
* CoC – 5 or 7 years?
  + Included in subrecipient policy?

HMIS and Data Management Protocol (CoC Priority)

* Privacy notices
* Documents related to HMIS on website (CoC could create this)

**Review of monitoring for area of concentration – Supportive Services in place**

* Recommendations from the committee – how do we measure performance in this area?
  + Have the move on policy which gives some outline..what else? (frequency offered, use of goal setting practices, connection to services demonstrated..?)
  + Signed Move on Policy
  + Participant handbook outlines supportive services
    - Demonstrates assessment of and support with social/emotional well being
    - Demonstrates assessment of and support with mental and physical health needs
    - Demonstrates assessment of and supports with peer/family/permanent positive connections
    - Demonstrates assessment of and supports with education/employment training opportunities
    - Demonstrates assessment of connection to and support with connecting to a range of services.

Next meeting:

* YHDP monitoring – how to incorporate

**Upcoming Events/Registrations:**

**Three County Continuum of Care Housing Problem Solving Training**

**Friday February 18th 2022 from 12p-1:30p** Facilitated by: Douglas Tetrault, Technical Assistance Collaborative (TAC) - The purpose of this training to introduce the core features of effective Housing Problem Solving strategies to local partners. The training will cover the core features Housing Problem Solving and how those techniques relate to our efforts to end homelessness in Western MA. The training will also discuss how problem solving effects homelessness prevention, diversion and rapid exit strategies for individuals and families at-risk of or experiencing literal homelessness. Please click [**here**](https://us02web.zoom.us/meeting/register/tZEuceihqDMtHNSQX239H_BkCGaNpeRiuHb-) to RSVP!

**Over the past 6 months, The Massachusetts Housing and Shelter Alliance, in partnership with C4 Initiatives** has evaluated our (along with other MA CoCs) Coordinated Entry System with an equity lens. J**oin us on February 25th, from 9:30-11am to learn about the results, next steps, and tools we used to collect the data. Register** [**here**](https://mhsa.zoom.us/meeting/register/tZIuduutrDMjEtY_2FlCTksQrEdUin-1Yzs3)**.**

[**NLIHC’s Virtual Housing Policy Forum 2022: Achieving Housing Justice**](https://nlihc.us4.list-manage.com/track/click?u=e702259618becdc3f0451bd5d&id=d1464a9d3d&e=3f3591080c), taking place March 22-23, 2022 will feature a variety of interactive sessions with NLIHC experts, including one on **Anti-Racism, Equity, Diversity, and Inclusion**. During this session, led by NLIHC Senior Vice President for Racial Equity, Diversity, and Inclusion Renee Willis, participants will have the opportunity to go behind the scenes with NLIHC and other partners to see how we are centering inclusion, diversity, equity, anti-racism, and systems thinking (“IDEAS”) in our work. Attendees will also be introduced to Rise-Home Stories Project—a group of multimedia storytellers and housing, land, and racial justice advocates who came together to reimagine the future of our communities. The session will explore how Rise-Home Stories Project used IDEAS to create a body of work made by and for Black and brown organizers, artists, and audiences. [Register today to attend the Forum here](https://nlihc.us4.list-manage.com/track/click?u=e702259618becdc3f0451bd5d&id=5997a928d1&e=3f3591080c).

May 6th – Western Mass Network to End Homelessness Annual Event. We will be joined by our Western Massachusetts Legislative Delegation, Mayors and other local leaders, and now just recently confirmed two special guests: DHCD Undersecretary Jennifer Maddox and the newly appointed Executive Director of the US Interagency Council on Homelessness Jeff Olivet. And stay tuned for more <https://www.westernmasshousingfirst.org/network/2022/sign-up-for-the-networks-annual-event-may-6-dhcd-undersecretary-jennifer-maddox-and-more/>