Community Action Pioneer Valley’s Three County CoC

***Notice of Quarterly Board Meeting Minutes, June 2021***

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 **2-4pm, Wednesday, June 16th, 2021.**

**This meeting was held on zoom.**

**Meeting notes:**

**Present: Brad Gordon – BRHA/co-chair, Broooke Murphy – CoC, Michele LaFleur – CoC, Betsy Shally-Jensen – A Positive Place, MJ Adams – City of Gfld, Justine Dodds – City of Pittsfield, Theresa Nicholson – CHD/co-chair, Phil Ringwood – Dialself Y&C Services, Heather Roy – Dept of Transitional Assistance, Jane Ralph – Construct, Dave Christopolis- Hilltown CDC, Jay Sacchetti – Service Net, Kathy Keeser – Louison house, Stacy Parsons - , Melphy Antunes – Way Finders, Pamela Schwartz – WMNEH**

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

**Review/vote** on approval of Minutes for the December Board meeting.

Phil, Friendly amendment – date for board meeting is incorrect.

Vote to approve – MJ, Jane R – second. All vote to pass the minutes.

**Board Membership**

*Preparation for September board slate approval at the annual meeting*

* agencies will need to plan to change/confirm member identified to the board before September
  + Phil will remain on the board
  + Stacy will remain on the board
  + Mj – Uncertain
  + Jane will remain on the board
  + Justine will remain on the board
  + Dave will remain on the board
  + If you have not identified, we should know this by August. Please let Keleigh, Brad, and Theresa know.
* reminder of the need for folks with lived experience to be brought to the table before September
* Reminder of those who's terms are ending, to confirm that they will remain on the board and help to identify others.
  + Betsy – reminder of the goal to have the board represent the populations that we served – race/ethnicity/LGBTQ. Can we include more than one person with lived experience?
  + Jane – we should be documenting more intersectionality
  + Brad – Keleigh – does this make sense operationally/aspirationally
    - Keleigh – it has been suggested that we update our charter to explicitly identify this type of demographic breakdown as a goal – inviting board member.
* should we be recommending participation from MHA and Gandara staff - YHDP projects?  We could hold off on this for the following annual plan - so that someone is added to the board as they become part of the annual renewal demand.
  + Brad – entertaining a motion to add them? Mental Health Association and Gandara.
    - Dave – motion to nominate representatives from each of these agencies
    - Theresa – second the motion.
    - Discussion – may want to parse the language?
      * Melphy – logistical question – is this a requirement to be on the board for these agencies?
        + Keleigh – no, not a requirement of any agency.
        + Brad – not an mandate, an opportunity.
        + Phil – makes sense to bring in folks from these agencies – they have a large amount of our funds.
        + Betsy – yes to bring in different areas of expertise, reflecting all populations that we serve.
    - All in favor.

**Racial Equity Action Plan/check in & board training discussion**

*What are you seeing at your own agencies in reference to RE work?*

*RE workgroup update/Board RE work -*

***governance charter suggested changes***

* + consider percentages of folks with lived experience goals/racial diversity goals
* PIT count for determining the representation?
* Jane – one thought is that disperate impact, but also consider studies that demonstrate the percentages that make impact for change (could be 16-20%?).
* Keleigh – also access/preparation of these groups
* Brad – pay attention to the barriers
* Phil – we may need to do a survey of the board to actually determine the experiences of the board.
* Keleigh – Pamela can we use the survey from the Network
  + Pamela – yes.
* Betsy – this is a big push for us – when we think about participation in design and shaping, we may need to hear from folks about what needs to change, recognizing new needs. Have invited some of the staff of A Positive Place – there are barriers to sitting in this meeting. Will need to at some point be asking those questions.

Currently working on developing a timeframe plan so far which we want to look at together- updates needed for each goal in the form. what can happen within the first 6 months that is manageable and make an impact.

Many goals have been moved into the various committees of the CoC & they are moving forward

***We are going to be creating a new committee*** – Organizational Training and Development – in order to move the plans for this goal.

* Keleigh is reaching out to CAPV re: their RE work around HR policies and other staffing initiatives

***Work with RE partners*** may be more limited moving forward, based on the funding available. We will need funding for some of the work of the RE Action Plan.

***Board Level Training suggestion:*** <https://www.nccj.org/antiracism>

Would be $6300. Could utilize planning funds for this – though the CoC has such limited planning funds – it may be something we can consider in 2022 when our planning grant will likely increase due to YHDP become part of the ARD.

Thoughts on how else to fund this? The CoC’s planning grant is going to increase in a year.

* + - * Brad – how might some of these agencies coordinate on this together? Looking for innovative ways to meet people where they are at. Willing to share where that goes and willing to share.

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

***HMIS Procurement and HMIS system presentation***

* The CoC/HMIS Procurement workgroup has chosen Bitfocus through Clarity Human Services – will be implemented by December 2021. See attached slides for more details.
  + Go live Date – December 7th
  + Betsy – does the profile offer more than male/female gender identification?
  + Michele – HUD is working on the gender choices and releasing changes this year – not ideal but it’s more than male/female.
  + Jay – if I were to enter information, who else can see it?
    - Michele – this will need to be determined by the community.

***PIT Count Presentation –*** *see attached slides.*

***PIT count and HIC count were due April 30th, so the report is complete.***

***425 people were counted as experiencing homelessness in the Three County area***

14% of the homeless population were black or african american vs 2% of the general population

25% of hispanic/latinex of our homeless population vs 5% of the general

Jump in 2020 in unsheltered in both Three County and Hampden

Lots of factors in 2021 make it difficult to compare to previous years.

What we saw from the use of hotels was that likely it helped to reduce the number of folks outside

We asked this year about whether or not there was an avoidance of congregate shelter due to the pandemic. \*of the 18% that answered yes, all were chronically homeless

**Project Report/Update**

*Site monitoring/Project Ranking* – Michele

* What is being shared is very preliminary – there are some documents, billing items, and data quality needs that are awaiting some detail.
* Data quality this year was really good
* Keleigh -
* Dave – sharing with the board that the CoC staff have been incredibly accessible in the effort to support projects in this process.

*NOFA updates/FY2021 grant cycle/YHDP project evaluation & ranking*

* YHDP Projects renewal for 22 (currently October) will be part of this FY21 NOFA response
  + Projects will participate in renewing applications
  + NOFA will provide more information about this piece
* TA suggestions
  + Held harmless
  + List in no particular order
* CoC staff & Ranking and Eval committee discussion suggestions
  + Is this a good time for taking stock in a bit of project readiness performance and still hold projects harmless?
  + Will likely be listed sep from the full CoC, but if listed as part, it will be that the ARD will include all YHDP projects as well, so tier 2 will likely still be the same, but somewhat concerned that we will want to see the tier breakdown before making a decision
  + Project readiness:
    - Fully staffed positions
    - Secured building/office space
    - Percentage of youth served
    - Percentage of youth housed
    - Funding utilization/billing timeliness
    - CE participation
    - CoC participation
    - Policies in place
  + Phil: if the CoC has time and capacity to provide this kind of feedback and for the board, otherwise alphabetical could be good.
  + Dave: should the board weigh in officially? Keleigh is setting us up to be ready when the NOFA is released. Do we give the permission to the R&E committee to make a recommendation to the board.
  + Brad: any agency with a conflict of interest would need to abstain.
  + Betsy: does this mean that we would place all those projects at the top of our tier structure?
    - Keleigh: yes, and provided explanation of the tier structure.
    - Brad: at this point we are not going to take a vote, though seems like a general consensus is that we support holding harmless and seeing what the NOFA says.

**New Business**

Keleigh/Brad **-**  **Annual meeting planning and date**

* **The CoC holds the annual meeting in September**
  + Virtual?/In person?
    - Dave: would we be able to do some kind of Hybrid
    - MJ: the town is thinking about this, may be able to hold a meeting like this at the John Zon
    - Phil: consider virtual, and maybe allow groups remoting in with smaller as in person.
  + Dates recommended?
    - Pamela: consider Jewish Holidays in that timeframe.
    - Jane: Rosh Hashanah through Yom Kippur is Sept 6-16th
  + Board topic suggestions
    - Pamela: discussion of Federal and State resources
    - Kathy – instead of reports and presenting – could we talk about the projects, stories about what has been good and difficult.
    - to the extent racial equity is forever central, continuing to carve out meaningful time to focus on that - figuring out what that means over the coming months - would be a good use of time.
    - Betsy – panel discussion with landlords and tenants
    - Brooke - And framed within the context of what have we learned from the pandemic and what new resources are coming into the community as a result... an dhow we can come together to maximize resources and connect
    - Phil: 2nd the Brooke and Pamela combo idea
  + : Betsy: if it is zoom, we cannot do all day

Brooke **- Landlord engagement**

* MJ – are we tying into the housing navigator software through CHAPA? housingnavigatorma.org
  + Keleigh – Shaundell did look into this
* Brad – use captive audiences, mass mailings are not the most effective form of engagement, forums like what Gfld did would be great and keep your list updated.
* Brooke – working to be transparent about the list and the efforts, we need to have at least 200 recipients for a mass mailing too.

Brooke **- CE/EHV engagement**

* Three housing authorities in Three County initially allotted vouchers: Northampton Housing Authority (17), Franklin County Regional Housing Authority (15), and Pittsfield Housing Authority (15)
* Pittsfield Housing Authority declined the vouchers citing staffing concerns – only 36 vouchers declined nation-wide. – those 15 vouchers went to DHCD so CoC and BCRHA is advocating to DHCD for those vouchers and more to come back to region
* Referrals for CoC must come through CE or directly from DV providers
* CoC staff and housing authorities working together on an MOU to establish
  + Roles and responsibilities
  + PHA screening
  + Use of flexible funds attached to vouchers: will be used for landlord incentive, lease up costs, furniture
  + DV providers to make direct referrals: NELCWIT, Salasin, Safe Passage, Elizabeth Freeman Center
  + Supportive services: Eliot CHS, CSO, others
* Brooke held meeting today to get CoC feedback on prioritization for 4 eligible categories: homeless, at-risk, fleeing DV (and other violence), and recently homeless (move on).
* Need to include perspective of people with lived experience of homelessness and People of Color
* Will create prioritization with intersectional race-gendered equity framework
* Folks in hotels and motels should also be considered within CE prioritization
* Next steps: Finalize MOUs, prioritization, convene DV providers, outreach to CE partners to assess folks interested.

Brad: appreciate Brooke’s efforts and outreach regarding these vouchers.

Pamela **– Network updates**

**Basic protections will be included**

**Conference committee is working on the Safe Havens funding & Network funding will be in the final budget. Check out the blog for additional information.**

Brad **-Adjournment**

**Phil – motion to adjourn**

**Pamela – second.**