Community Action Pioneer Valley’s Three County CoC

***Quarterly Board Meeting***

**3:00-4:30pm on Wednesday, December 14, 2022; Held via Zoom**

**Present**: Janna Tetreault, CAPV CoC staff; Teri Koopman, CAPV CoC staff; Michele LaFleur, CAPV CoC staff; Shaundell Diaz, CAPV CoC staff; Emma Coles, CAPV CoC staff; Brad Gordon, BCRHA, Co-Chair; Raquel Manzanares, Community Legal Aid; Dave Christopolis, Hilltown CDC; Cindy Ray, MassHire Franklin Hampshire Career Center; Betsy Shally-Jensen, A Positive Place; Justine Dodds, City of Pittsfield; Clare Higgins, CAPV; Jane Ralph, Construct Inc; Steve Connor, Central Hampshire Veteran’s Services; Heather Roy, DTA; Raquel Manzanarez, CLA; Olivia Bernstein, MHA; Lisa Sirabella, Craig’s Doors & PLE Advocate; Kathy Keeser, Louison House; Stacy Parsons, School-Housing Partnership Coordinator McKinney; Phil Ringwood, DIAL/SELF; Pamela Schwartz, WMNEH; Erin Forbush, ServiceNet; Karen Lewis, Stockbridge HA.

**Welcome/Introductions-** Brad

**Board Membership Business**

* Review of minutes from the July 28th special board meeting - Brad thinks these were approved at Annual Meeting but we will review them now
* Janna shared minutes on screen and noted that Keleigh had included this as an agenda item for today’s board meeting
* **Board vote**
  + *Betsy moved to approve.*
  + *Seconded by Phil*
  + *Vote – all in favor*

**Legislative Priorities/Funding/Regional Updates – Pamela**

* New governor coming in and new a legislature
* Paul Mark new for this region
* New two-year session starting on January 20th
* Western MA Network to End Homelessness (WMNEH) is working on priorities; None of our priorities passed last legislative session
* WMNEH is bringing Western Mass into the statewide conversation
* MRVP report issued today (12/14); Precursor to bill to create expanded MRVP to make sure everyone who is eligible receives one
* Will have an active legislative session; housing crisis is so bad; Lack of affordable housing and rise in homelessness numbers
* Meeting February 27th with county-by-county legislators to share priorities
* Will put link to the WMNEH blog in chat [Blog | Western Massachusetts Network to End Homelessness (wordpress.com)](https://westernmassrcn.wordpress.com/blog/)
* Brad thinks MRVP should be an entitlement
* Betsy-What does it take to declare a state of emergency like Karen Bass just did in LA?
  + Pamela-it's all politics not a technical threshold
  + Clare-Agree re politics and explained that every state has different rules; Because of LA’s tax base etc., it is a different situation

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

* **Coordinated Entry-Janna**
  + Janna-DV expansion efforts
  + SHA is providing TA assistance and has sent in SOW for this year; we are reviewing and will start meeting again in January
  + This was a Nancy Alvarado project; Janna will be lead until we get staffing more stabilized
* **Equity and Inclusion Committee/Racial Equity workgroup/PLE Advisory-Shaundell**
  + Did not meet in October and November due to MHSA RE trainings

**HMIS Implementation** – Michele

* Data evaluation committee is taking a break and going to recruit
* HMIS system now shares client's records across agencies; They can't see a client's history but they can use the record
* New release of information asks participant if they want to share, be de-identified, participate in CE
* Only one emergency shelter agency not participating
* Programs working with minors asked to note so their info is not shared
* Through this, we have been able to merge 600 duplicate records, about 300 people; We are continuing to clean up duplicates with the goal that this will be completed when reports are due in early January
* Allows us to create documentation that they are eligible for chronic homelessness
* Brad asked if we are doing planning re allowing sharing of info with MassHealth
* Michelle noted that they can check to see if MassHealth is expiring and will auto renewal MassHealth for 24 months; We have to look to see if we are providing the correct information
* Brad-Can create reports for advocacy
* Pamela-We rely on data for annual event and we have May 12 as the save the date; It will be at HCC in person; We will take the data and share with legislators

**PIT Count Planning Updates-Michele**

* The Point in Time Count is the count of people experiencing sheltered and unsheltered homelessness on a single night in January
* Occurring on January 25th 2023, along with every other Mass CoC (except for one)
* Will give out gift cards from WMNEH, as well as possible additional items (such as hats, mittens, etc.)
* Large planning group = diverse input (reviewed all pax)
* Also discussing conducting a warmer month count in June

**HMIS Users Policy Plan -Michele**

* We met as a team to see if there is a better way to figure out how many HMSI user accounts were needed per agency
* The plan we came up with:
* Each agency gets at least 2 users. This number increases based on the number of clients served per year, as well as the number of programs they run
  + 20-49 clients = 3 accounts
  + 50-99 clients = 5 accounts
  + 100-299 clients = 7 accounts
  + 300+ clients = 9 accounts
  + Additionally, an agency with more than 3 programs in HMIS receives an additional account
* This would keep things the same for most part; We currently have 22 user accounts free and this would give out an additional 9
* Brad-Do you want to vote or is it being discussed further?
* Phil would like to see a written version and how it impacts each agency before board can vote on it
* Michele has Excel spreadsheet that can be shared; Will forward with the board minutes
* Brad-Put on agenda for next quarterly meeting

**Racial Equity Work-Shaundell**

* We have been discussing a 5-session community member training with PLE’s
* PLE Action Board:
  + First met on October 6th; Meet on the first Thursday of the month
  + Reviewed charter and roles and responsibilities
  + Created group agreements and purpose of the action board
  + November meeting provided feedback to Michele on demographic data
* Will bring charter and other to the Annual Meeting

**FY20 Grants Close – Teri**

* Shared excel chart that was in board report
* All FY20 projects are completed; Awaiting final invoice from Hilltown
* Majority of projects utilized 100% of funding; Exceptions include:
  + APP-utilized 96%
  + DS Joint-utilized 86%
  + Shelter Plus Care-utilized 61%
  + Village Center-utilized 23% but still awaiting last invoice
* Betsy-Is there a way to move funds to another project mid-way through if we know we are not going to use it all
* Janna-CAPV will look into that; If it was chronically underutilized it might get ranked differently then if due to staffing shortages
* Teri-Would have to check re whether change has long term impact or can be done mid-contract

**Brief HUD Monitoring Update – Janna**

* HUD Monitoring continues
* We had 6 findings; Findings letter came out when we were working on NOFO so we asked for response extension
* Janna and Teri had a follow up meeting with HUD re the responses CAPV submitted; of the original 6, 2 are closed and 4 are open (3 of these are fiscal related)
* With the 3 fiscal findings, there is nothing wrong-HUD just does not like how we do certain things
* We obtained an extension until February 1 for:
  + CAPV indirect charges for previous years
  + Match documentation
  + Subrecipient manual
    - HUD doesn’t like how we organize this information so we requested technical support and agreed that an update would be provided by February 1; However, now HUD says all the changes are due by February 1-will further discuss

**CoC Director Recruiting and Staff Changes – Janna**

* Emma is the new Three County Continuum of Care Administrative Assistant
* Shaundell was promoted to a coordinator level position (because she has been doing that level of work for long time)
* Nancy Alvarado left and that position is currently vacant; Going to take time as a team to identify what we need another person to do; Janna would also like a new director to have input
* Still recruiting for CoC Director
* Some board members have been asked to participate; Interviews will start in January; Have 6-7 candidates
* Hopefully have someone by February or March; Until then, Janna will continue to be interim director

**CHD Project Discussion and Planning – Janna**

* CHD not planning on continuing project July 1, 2023
* Meeting was held with Brad and Raquel to discuss
* Pulled together a work group to discuss priorities and how do we find people interested in taking this on; Want to ensure that tenants are not displaced
* Will also have conversation with CHD
* Work group will start meeting in early January
* Brad thinks anyone on the board who is interested should participate
* CHD has broad geographic diversity
* Our TA provider will participate

**ServiceNet Transition**

* Raquel-We got news that ServiceNet is not going to be doing some of the shelters anymore; That was alarming to me; What is the plan for who will be taking over those shelters
* Erin-ServiceNet made a decision not to apply for Greenfield and Northampton individual shelters; FOH was awarded that proposal; They have started working with Keleigh to transition; Hope is for a smooth transition; There shouldn’t be any impact except new personalities; Same locations
* Raquel suggested a press release re the plan; Erin noted there have been bits and pieces and separate press releases
* Brad recommended a joint press release as we get closer

* Lisa would like to be part of the work group; she is in one of CHDs units
* Betsy-Over 10 years several MH agencies have had a difficult time handling large shelter projects; Should we discuss breaking the contract up?
* Brad-We will look at breaking this up into smaller contracts

**Feedback to HUD on Proposed Demographics – Michele**

* HUD has asked for feedback by the end of 2022
* We have had session with YAB and PLE board, and wanted to bring it to the board to see if you have feedback
* Michele shared screen: proposed changes (field 1)
* <https://files.hudexchange.info/resources/documents/Community-Support-to-Test-Proposed-Changes-Race-Ethnicity-Gender-English.pdf>; Phil shared in chat
  + The race and ethnicity categories are being merged; Individuals can select as many options as they like
  + A new question—about a client’s preferred language—is being added
  + The gender category is switching from sex-based language (Male, female, etc.) to gender-based language (man, woman, etc.); There is also a new question about “transgender experience”; Currently, “transgender” is an option within the gender category; Just like with the race and ethnicity question, individuals can select as many options as they like
* Janna asked if there was any other feedback; Michele shared that YAB were not happy that the open-ended questions would not get sent to HUD; They also feel that the transgender question is awkward
* Raquel asked why multi-racial is not listed; Michele-option is to pick as many as you identify with
* Betsy said language spoken varies by region; Michele believes we should add Russian and Moldovan
* Jane noted that they are not listing transgender as an option.
* Phil responded that some people just want to say what their gender is now; Not have to say transgender because it's not what they identify as now
* Jane thinks it might undercount transgender
* Brad asked Michele to send an email after the meeting, as that will give people an opportunity to respond

**Adjournment**

* Phil moved to adjourn
* Seconded by Betsy
* Vote-All in favor