Community Action Pioneer Valley’s Three County CoC

***Quarterly Board Meeting***

**1:00-2:30pm on Wednesday, March 22, 2023; Held via Zoom**

**Present:** Emma Coles, Three County CoC; Shaundell Diaz, Three County CoC; Katie Dwan, Three County CoC;Teri Koopman, Three County CoC; Michele Lafleur, Three County CoC; Brad Gordon, BCHRA, Co-Chair; Janna Tetreault, CAPV; Clare Higgins, CAPV; Laura LaBounty, CAPV;Karen Lewis, Stockbridge Housing Authority; Jane Ralph, Construct;Mike Hagmaier, Soldier On;Phil Ringwood, DIAL/SELF;Betsy Shally-Jensen, APP; Heather Roy, DTA;Olivia Bernstein, MHA;Lisa Sirabella, PLE; Stacy Parsons**;** Cindy Ray, MassHire; Erin Forbush, ServiceNet; Justine Dodds, Pittsfield;Dave Christopolis, Hilltown CDC;Kathy Keeser, Louison House

**Welcome/Introductions**—Brad

* Brad specifically introducing Katie, new Program Director

**Board Membership Business**—Brad

* Review of minutes from December 14th meeting
* Katie shared on screen
* **Board vote**
  + Jane moved to approve
  + Phil seconded
  + *Vote—all in favor*

**Legislative Updates**—Katie

* WMNEH 7th Annual Regional Gathering May 12th
  + Theme: Housing Justice Happens Here
* FY24 Budget Priorities
  + Push to narrow focus after meeting with legislatures (specifically in Berkshire County)
  + Have top nine priorities
* Brad: if questions, reach out to Pamela or me

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

* **DV Expansion Project**—Katie
* Reminder: expansion project is focused on incorporating DV needs into our CE process and potentially looking at DV Supportive Services Only projects
* Michele currently working on draft of new assessment that will be provided to CE assessors to best serve those who support with DV needs and supports
  + Utilized resources from other communities and providers, incorporated HUD recommendations about confidentiality, trauma informed trainings for providers
* Shaundell and Katie connecting with providers about co-facilitating trainings
* Questions?
  + Betsy: Want to confirm that the DV assessment includes trafficking and stalking
    - Katie: Yes they are incorporated
  + Brad: Collaboration with regional providers?
    - Katie: Yes has been a collaborative effort
  + Lisa: Seeing a lot more people with DV coming to Craig’s Doors, their needs not being met by other organizations

**YAB (Youth Action Board) Anti-retaliation Policy**—Shaundell

* Reason why YAB created it
  + Not because of a situation that occurred, proactive protection measure
* Shaundell shared on screen
* Going to be adding a cover sheet, this is final draft of the policy
* Also presented to Ranking and Evaluation Committee, decided to not be scored on monitoring this year to allow projects time to implement
* Questions?
  + Betsy: In Equity and Inclusion Committee, brought up possibility of using restorative justice, not sure what happened to that kind of approach…is it somehow embedded in what you shared?
    - Shaundell: I don’t think the YAB chose to move forward with it, but sure we could make that suggestion
  + Brad: Are you looking for a vote from the Board?
    - Katie: Not looking for a vote right now. Ranking and Eval voted to incorporate into next year’s monitoring, still waiting on final version before we send out policy and ask providers to implement, that’s when we will come back to Board for final approval
  + Brad: Do we have similar policies for other populations?
    - Shaundell: Going to use this as example in adult world
  + Betsy: If we already have these policies will we have to add more?
    - Clare: work in progress, as we move along may have to align processes across agencies…all of us at different stages of what that policy can look like…it’s an intention, resolving harm that meets the needs of people engaged, look difference from place to place
    - Shaundell: We do have PLE Action Board, actively recruiting, want to make sure those individuals feel protected from possible retaliation
    - Janna: Can send follow up email with specific asks so that we can bring those back to the YAB or Ranking and Eval before it is finalized

**Data**—Michele

* HMIS User Account Allocation Plan
  + Introduced at last meeting, request to see plan and look at in more detail
  + Update based on current user allocation
  + Limited number of HMIS user accounts, don’t necessarily have the funding to purchase new accounts
  + Suggested plan based on number of programs and number of clients served
    - Each agency has at least 2 accounts
    - 20-50 clients served, 3 accounts
    - 50-99 clients served, 5 accounts
    - 100-299 clients served, 7 accounts
    - +300 clients served, 9 accounts
    - Agencies with more than three programs receive an additional count
    - We would be giving out 14 more accounts than right now
    - Does not currently take CSO into account because unclear how many they will need
  + Phil: thank you for putting it together in this format, clarifying question: if an agency were to request an additional account, would there be option for them to pay in?
    - Michele: Great question, not certain if that is something we are able to do/discussed as a possibility.
  + Janna: Does CoC have set number total, and then we get charged?
    - Michele: Yes
  + Janna: So to answer Phil, if $100 extra to go over, could theoretically pass that onto the program?
  + Brad: Providers should look and make sure it makes sense…for ex BCRHA losing ESG program so that would “open up” another account
  + Phil: Can definitely see it being dynamic, have that process thought of in advance
  + Michele: interesting idea, if agency would use more seats but doesn’t actually need it, could we use that account elsewhere …
  + Michele: anything else you want us to change before we vote on this?
    - No
  + **Board vote**
    - Phil moved to approve
    - Betsy seconded
    - *Vote—all in favor*
* New proposed HUD data standards
  + Last meeting, discussed HUD proposed demographic changes and were seeking feedback. Got feedback from Board, YAB. Will be released October 2023
  + HUD took feedback and put it together (their feedback on the feedback)
    - Gender
      * Top feedback was about transgender experience question, a lot of concerns around it
      * Need for additional training if HUD goes forth with these
    - Suggested combining race and ethnicity into one question as a multi-select
      * Overwhelming appreciation for this
      * Requests for additional options
    - Preferred languages
      * Feedback around adding other languages (region specific)
      * Questions about utility of data, how it would benefit individuals experiencing homelessness to collect this
      * Follow up questions about interpretation services
  + Also shared new proposed changes
    - Some exciting, some small… in May we will know what they will be expecting for data collection in October
    - Proposing we change SSN collection to just last four digits
    - Sounds like they won’t include transgender experience question
    - Changes to CE Assessment questions
      * Retiring wellbeing series (lasted one round of data standards, PSH programs won’t have to ask those four questions)
      * Proposing to add sexual orientation just for PSH programs
    - Adding Space Force to veteran service
  + Brad: Any Board action or just informing?
    - Michele: Just informing
* PIT Count Update
  + Our HMIS vendor’s PIT Count report is broken so the shelter count is still up in the air
  + 2023 Winter Count (1/25/23)
    - Hampshire County: 163 individuals in shelter, 70 families in shelter, 19 individuals unsheltered, 4 “unofficially” experiencing homelessness
    - Berkshire County: 158 individuals in shelter, 77 families in shelter, 39 individuals unsheltered, 31 “unofficially” experiencing homelessness
    - Franklin County: 47 individuals in shelter, 41 families in shelter, 20 individuals unsheltered, 4 “unofficially” experiencing homelessness
    - Total: 256 Hamp, 305 Berk, 112 Frank, 673 people total
    - Still confirming some of the shelter counts especially individual shelter numbers
  + Questions?
    - Brad: Ultimately doing a comparative analysis once finalized?
      * Michele: Yes once we have all the data we will be putting together a report that looks at historical trends, across the board numbers are higher for past two years (2020 high)
    - Betsy: Can folks respond anonymously online? People hiding, fear
      * Michele: HUD doesn’t allow self-reporting for PIT
* Warmer months count
  + Aiming for June 12th
  + Started planning on Monday, seeing what we need to change, not required by HUD so allows for more flexibility (so we could allow people to self-report)
  + Brad: Think about methodology, nice to have flexibility, but maybe initially nice to do same thing so comparing apples to apples
* MassHealth
  + In April, ending some COVID rules surrounding automatic re-enrollment
  + So want to make sure people experiencing homelessness don’t lose insurance
  + Reached out, looking for PII (Personal Identifying Information) of people experiencing homelessness to automatically renew them...what they ended up doing was reaching out to state, asking them to approve it through MA rehousing data collective (CoCs enter most if not all of their data in that warehouse)
  + Proposed that instead of asking CoC to send PII to MassHealth, plan where they are going to send Green River (vendor who operates warehouse) PII and MassHealth ID and ask them to match who is in the warehouse on MassHealth and send them back so they can renew them
  + Aren’t asking us for PII, sending us PII and asking for the MassHealth ID back
  + Meeting at the beginning of March that Michele did not attend, was voted on, have not seen any notes or results from that meeting yet
    - Most voting in favor of the MassHealth request
  + Questions?
    - Phil: Very strong stance on PII protections… happy about people getting MassHealth renewed but conflicted about a lot of the rest
    - Betsy: Feels like breach of confidentiality but we as a CoC are not responsible for the breach
    - Clare: People give you permission to use their info the BNL (By Names List) and to be in Green River? So there may be a way for us to inform people that this is happening …part of permission problem has been dealt with properly, but extra layer
    - Janna: Probably heard this from most CoC which is why went to RDC (rehousing data collective)…do we need extra sentence around data sharing? CAPV has a sentence similar to that affect
    - Michele: We have something but could definitely make it more explicit
    - Clare: Just giving people notice that this is going on
    - Michele: Going to take Green River a little longer to figure out how to actually do this

**New Business**—Katie and Janna

* UFA
  + Action item, asking for a decision on
  + Understand that this has been discussed previously
  + [Presentation](file:///C:\Users\ecoles\Downloads\UFA%20presentation.pptx)
  + Open floor
    - Janna: Been talking about this a lot, Keleigh mentioned previously, earlier decision made to not pursue UFA status based on some info, but have since met with TA provider Whitney who really encouraged us to look at this again because we act like UFA…it’s in the benefit of the region for us to have this flexibility to move funds around, in CAPV’s interest to alleviate some burden of the fiscal piece
    - Brad: Do you need vote today? Also is it board vote or entire membership vote?
      * Janna: Looking for vote to continue to move forward…want Board to say yes we agree with the recommendation to move forward with workgroup and TA. Our goal is to do this by January. Can look at governance charter to see if need to bring to membership, which would do in Sept.
    - Brad: Looking for motion that is affirmation for due diligence process, move forward.
    - Clare: When Northampton had CoC, it was before UFA’s were available as a funding model. Also Springfield is a UFA and has been for a long time, and it allows them to do things we aren’t able to do. Allows for more functionality
    - Katie: We will bring this before membership at annual meeting, but wouldn’t be able to start the process in September. Seeking board’s “okay” to begin the process
    - Betsy: Really happy this is the direction CoC is headed
    - Kathy: Question about grant start dates…how do we not lose funding for months?
      * Katie: Process to getting everyone under same date is transition, wouldn’t cut anybody off from funding, going to be chatting with other CoCs to get insight, will work with providers…will be some challenges but will be a collaborative process
      * Clare: Going to be working with TA folks on this, have some threshold questions, if answer is “yes people lose money” we will not pursue this. Can’t afford to lose money to region, to providers
      * Brad: This has to be part of due diligence process. Other communities have made this shift, probably creative ways
  + **Board vote** 
    - Phil moved to approve
    - Jane seconded
    - *Vote—all in favor*
  + If interested in work group, email Katie
* HUD Monitoring
  + Remaining outstanding findings is subrecipient manual, goal to finalize by end of April
  + Outstanding fiscal items
    - Finding #2
      * Janna: We aren’t doing anything wrong, HUD just wants things in a very specific way…we have to convince field office we are doing things correctly. Going in a circle around this one particular issue, might have to speak to someone else soon
* CHD Transition
  + Janna: sent lots of emails. Created a procurement announcement that we sent out at end of February, had a work group that met prior to help prepare for that, info session a few Fridays ago, since then have been doing individual reach out to providers to determine their interest in taking on portions of the project. Do not expect we will have anyone taking on the entire project, really focusing on breaking up (preferably by county). Application deadline is next Friday, have group of folks agreed to be on eval team if we have any applications. In full Plan B mode to figure out what happens next if don’t get applicants for all 48 beds. Need to be doing everything we can to find providers. Will keep you all posted. But CAPV perspective, need to do some planning of what this looks like come July 1.
  + Brad: Indictment of how difficult the program is to run, can’t address this now but should keep it on radar, requires thought from us as a region. Also think that if we have to resort to Plan B, it’s not just a CoC issue, it’s a whole community issue and need to approach it in that way, think about how we want to address it without it becoming a panic situation, requires a thoughtful process that shouldn’t just be shouldered by CoC or CAPV, really regional approach.
  + Janna: Will keep you updated, been doing a lot of outreach. Remain hopeful. Happy to talk to anyone who might be interested!!
  + Betsy: Wonder if there’s more info about units (where are they, how many)…don’t know enough about these units beyond I’m not eligible because it’s leasing
    - Janna: Happy to talk to you later, the announcement lays out how many beds per county, also concentrations of units in specific buildings while also individual units
  + Betsy: Update on IHS?
    - Shaundell: have about 5 people moved in, doing 1 to 2 move ins a week.
* Committees
  + Equity and Inclusion Committee preparing diversity survey to send to providers, sending to Craig’s Doors as “guinea pig”. Going to employees at each agency, seeking info about if staff represents population, trainings offered, etc. Should have info to prevent at next meeting.

**Adjournment**

* Phil moved to adjourn
* Jane seconded
* *Vote—all in favor*