

Chittenden Homeless Alliance  
Steering Committee Meeting  
February 2, 2017

Present: Margaret Bozik, CHT; Jane Helmstetter, AHS Field Services; Caitlin Ettenborough, ICA; Meghan Morrow, ICA; Jason Brill, Veterans Affairs; Stephanie Bixby, BHA; Sarah Russell, BHA; Laura Wilson, Cathedral Square; Kevin Wiberg, Housing Vermont; Eric Schmidt, Housing Vermont; Valerie Brosseau ANEW Place; Stephen Marshall, Community of Homeless; Kim Colville, VCIL, Maura Collins, VHFA; Marcy Esbjerg, CEDO; Erin Ahearn, CHCB/ESD; Jan Demers, CVOEO; Sunnie Lobdell, Spectrum; Alexa Collesides, Americorps VISTA; Diana Carminati, UWNWVT; Sharon Rotax, STEDV; Chris Brzovic, CVOEO; Elaine Soto, Howard; Lindsay Casale, Pathways VT; Daniel Blankenship, VSHA; Susan Ainsworth-Daniels, CHT; Sarah Phillips, VT OEO; Meg MacAuslan, CVOEO.

1. Introductions/Announcements: Marcy (CEDO) said that CVOEO would be overseeing use of Stone House as transitional housing project. Two years, beginning in April. Will be using Coordinated Entry process developed by the CoC.
2. Eviction Prevention: Eric Schmidt, Kevin Wiberg (Housing Vermont). HV is partnering with COTS on a project to study eviction prevention. Project funded by Vermont Community Foundation. Aligns with state goals on homelessness. Interested in data collection to explore risk factors, etc. Will share information on an ongoing basis. This project is focused on prevention of homelessness by working with residents of up to 1000 units in HV portfolio. COTS hiring a Housing Retention Specialist. Some concern expressed that this work should have passed through the CoC before going forward.
3. Point in Time Count: Marcy (CEDO). All forms should go to Meg by tomorrow. Here to Help Clinic was less well attended because of the weather. Chris Brzovic said that more area was covered this time. He suggests a 100,000 Homes approach for next time, with outreach to town officials, etc. We need to discuss details within a subcommittee of the CoC, and in future meetings.
4. Veteran Program Renewal: (Jonathan, COTS). Program has had excellent results and has many successful partnerships. Jason indicated that HMIS data entry is performed on the VA side, since COTS uses another system. **Motion to support COTS application for VA funding made by Diana; seconded by Margaret. Motion passed: 16 in favor, 0 not in favor, 2 abstentions.**
5. Voucher and Documentation Update: (Stephanie, BHA). Federal funding “up in the air”. Will communicate if things change. For BHA and their partners on CoC-funded grants, it would be very helpful to have other agencies assist with documentation of chronic homelessness when possible. Please be in touch if you are aware of situations that would provide evidence of a particular person’s homeless status; may be able to get people into housing faster as a result. Stephen proposed improved outreach as trust is sometimes an issue, and documentation can be hard to get from those in need. Daniel reported that VHFA vouchers had been frozen last month; waiting list already closed.

6. Housing Opportunity Program: Sarah (VT OEO). HOP Annual Report was provided to meeting participants and is also available on the website. Mix of Federal, State, GA, etc. for funding. Work includes prevention, rapid rehousing, transitional housing, HMIS, shelter, innovation, etc. Participation in coordinated entry will be required once the CoC has system fully implemented. Please read report before next meeting.
7. Warming Shelter Update and Ongoing Planning: Erin (SH). Over 100 served this year. Need for year-round, low-barrier shelter. Discussed optimum capacity; at the moment sometimes turning people away. Will provide an end of year report after April closing.
8. Committee Reports: A.) Strategic Planning. MoU with VHFA for fiscal administration. Maura explained that VHFA will also be the employer of record and there is appropriate language to protect VHFA's position. Communication between VHFA and CoC is excellent; no issues anticipated. **Motion to approve the MoU with VHFA to serve as our Fiscal Agent and employer of record for new staff person by Marcy. Seconded by Jan. 17 in favor, 0 not in favor, 0 abstentions.** Jane explained details of new staff position for the CoC. **Motion to approve job description for new Alliance staff person by Stephen, seconded by Margaret. 17 in favor, 0 not in favor, 0 abstentions.** Maura Collins will be added to the hiring committee for this position. Hope to have someone in place by 4/1/17. **Motion to authorize the hiring committee, consisting of Jane Helmstetter, Margaret Bozik, Stephen Marshall, Marcy Esbjerg, Emily Higgins and Maura Collins to hire the new staff person, by Margaret, seconded by Erin. 17 in favor, 0 not in favor, 0 abstentions.** B.) Coordinated Entry. Lindsay indicated that we have had additional guidance from HUD. Our CE system must be fully in place by February 1, 2018. Will be expanding beyond PSH group. Also tackling use of HMIS for Coordinated Entry and Data Sharing.
9. Quarterly Meeting: Jane (AHS). Scheduled for February 13 at Contois Auditorium. Notice will go out today. Many 'new faces' at these evening meetings recently and we should build on that. We will spend some time on collective impact and prioritizing six goals. Minutes from last meeting will be posted in advance.
10. Communication: Stephen (Community Rep). Be mindful of the people we are *not* reaching. Build confidential channels of communication. People need to know that it's safe to discuss grievances.
11. RAD Conversion of Section 8 Mod Rehab SRO Projects: Margaret (CHT). Discussed converting the rental subsidy source for housing at the Maple Street and South Willard SRO buildings, from CoC funding to Rental Assistance Demonstration Program through HUD. Paul Dettman is very knowledgeable on this topic and will be consulting on the process. Some concern was expressed about timing regarding CoC NOFA and risk of losing CoC dollars. They are aware of this and will not drop CoC funding until RAD is in hand. More clarification on this in upcoming meetings.
12. HMIS Policies and Procedures Manual: Chris (CVOEO). The Balance of State CoC has approved this manual. They removed "non-use fee". Other than this, no changes since last discussed. We talked again about the requirement that

individual agencies pay for data transfers from other systems. Agencies have the choice of entering “live” data or providing funding for data export. Motion to approve the HMIS Policies and Procedures Manual as written made by Valerie, seconded by Sunnie. **15 in favor, 0 not in favor, 1 abstention.**