

October 4th CCHA Steering Committee Minutes

Attendees: Diana Carminati (UWNWVT), Margaret Bozik (CHT), Caitlin Ettenborough (ICA), Nicole Kubon (COTs), Melissa Farr (COTs), Meg MacAuglan (CVOEO), Elaine Soto (HowardCenter), Kelly Dougherty (STEPs to End DV), Val Russell (CEDO), Allyson Laackman (BHA), Will Towne (Spectrum), Jason Brill (VA), Erin Ahearn (CHCB/Safe Harbor), Kim Colville (VCIL), Kevin Pounds (ANEW Place), Jane Helmstetter (AHS), Emily Higgins (AHS/DCF/OEO), Jan Demers (CVOEO), Stephen Marshall (Lived Experience), Dylan F (STEPs to End DV), Chris Brzovic (CCHA/CVOEO), James Richard (211), Lacey Smith (BPD), Laura Wilson (Cathedral Square)

1. Introductions/Announcements:

- *Training opportunity: December 5th in Waterbury
Topic: VAWA and serving the DV population
Jessica Radbord from Legal Aid will be presenting

- **BRIGHT SPOT!*
2 formerly homeless households are now new home owners!
Shout out to Kelly @ STEP s to end DV for the great work they are doing at the organization

- *Chris B: Funding is being pursued for CE position to assist in getting the position up and running before next year's grant cycle. He will update the Alliance as things progress.

- *Val Russell will be the CEDO contact for CCHA until the City has hired for Marcy's replacement.

- *Jason Brill: new VA initiative: Innovators Project
Pilot program: Cards for Connection (set of playing cards for homeless Vets that has resources, etc. on them). Will eventually be rolled out nationally

- *Kelly: Saturday, October 6th 2nd Annual Walk March to End DV
12-4pm @ Arts Riot
Story telling sessions, silent auction, and MORE!
Don't forget your purple shoes!
Additional info on the STEP s to End DV website

2. Results from Annual Meeting and Welcome to new members! (Jane)

Overall, the annual meeting was a success!

*Voted in new and returning members. Laura Wilson from Cathedral Square has filled the new Treasurer position for CCHA. The Collaborative Applicant (CEDO) is now a member of the Executive Committee.

*Governing Charter edits passed.

3. Bathroom Access in Burlington (Meg from CVOEO in Travis Poulin absence)

*The update proposal that the CCHA received to review was a shift from what was originally discussed with Travis so Meg was not able to address all questions. The original proposal asked for CCHA to assist in monitoring the new public facilities; however, that request was not in the proposal CCHA members reviewed so it is not clear what, if any, role CCHA will have in the process.

*Idea was for 2 portable bathroom units to be purchased for public use. The proposal spoke to asking members of the homeless community to take on some of the responsibility in monitoring the units during operational hours (which was limited). The proposal stems from recommendations the City's Public Safety Committee made last year. There is an ongoing discussion around what is the need and how do we meet the need. The idea of an "Urban Rest Stop" has been floated (this is a store front location that includes showers, laundry, etc. instead of a mobile unit).

*Proposal will be discussed at the next City Council meeting.

* Parts of the proposal did not sit well with some members of the Steering Committee. Decision was made that, at this point, the CCHA would not have any official position on the proposal. However, individuals can provide feedback directly to Patricia (lead on the proposal).

*The conversation is to be continued....

4. Letter to the City of Burlington (Margaret, CHT)

*See letter for reference

*With the restructuring of Marcy's position at CEDO, Margaret drafted a letter on behalf of the CCHA, that really highlighted the great work Marcy did as the Collaborative Applicant and stressed the necessity of the continued partnership.

*The question was posed as to why we don't consider asking the Regional Planning Committee to be the Collaborative Applicant in the future. The sentiment was shared that the work of CCHA should really be tied to a county level body and not to the City, specifically.

*Sentiment was shared that having the Regional Planning Committee as Collaborative Applicant was, in theory, a good idea but in practice, no one knows HUD regulations like CEDO. CCHA needs that level of knowledge as the Collaborative Applicant. It would be hard to find someone in the Regional Planning Committee that would be willing to take on the workload.

*Val Russell, representative from CEDO, made it known that the City has no plans to change the way it currently supports the CCHA, but sending a letter won't hurt.

*CCHA should still explore how to have work more closely with the Regional Planning Committee. This will be worked on within the Strategic Planning Committee.

VOTE

Motion (Diana, UWNWVT): To send the letter to the Mayor's Office

Seconded (Erin, Safe Harbor/CHC)

Yay: 17 Nay: 0 Abstention: 1 (Val, CEDO) ****MOTION PASSED****

5. Point in Time Count

*Recruitment for PIT count this winter (early next year)

*Last year's subcommittee will reconvene. People identified were: Stephen Marshall, Daniel Blankenship, Val or other CEDO representative, Jason Brill, ICA representative(s), Chris Brzovic, HowardCenter Street Outreach team member

*Stephen will coordinate a meeting.

6. Conflicts Policy (Diana, UWNWVT)

*See handout for guidelines for the discussion

*Intentional and clear procedure is needed.

*Diana lead conversation around a creation of the policy.

*Some of our guiding principles were outlined:

-We are all responsible for conflict of interests. There are times when we aren't always able to see our own conflict of interests, where others see them, so people need to feel comfortable speaking up and that speaking up isn't out of ill will.

-Recognizing duality of interest isn't the same as conflict of interest. Multiple organizations working on the same mission isn't necessarily the same as having a conflict of interest.

-Procedure should allow for pause to allow for declaring conflicts prior to a vote.

-Maintaining integrity of the process, even if we don't like the outcome of a vote.

*Expressed sentiment around really looking at what happens when someone recuses themselves from a vote, that wisdom is lost there. We should look to HUD for some clarity.

*“What I (the organization) want vs what the community needs” is where the Alliance sits; its worth evaluating where that boundary is. It is an “and/or” not a “vs.” in regard to organizational interests and community interests.

*There needs to be a review of charter language as the current policy is vague.

*Decision was made to seek additional training in HUD regulations around conflict of interests. Sarah from OEO will follow up around HUD training.

*The group will revisit this question after getting additional training.

7. Funding Recommendations (Diana, UWNWVT)

*see handout for reference

*Conversation around the role of CCHA in making recommendations/giving approval of applicants for non CCHA related business (but projects, in theory, that are in the best interest of the community/are aligned with CCHA’s initiatives)

*This stems from Community Health Committees request for an organization’s application to be reviewed and/or “approved” by CCHA.

*Procedure is needed around how we review the applications. Discussed some guiding principles for providing feedback:

- *We need to determine/define what CCHA needs are and how the application addresses those needs

- *Assumption is that there is no prioritization or ranking of the applications

- *Feedback is requested, not forced

- *Set criteria around what the CCHA will provide feedback

- *Alliance members should be able to see the LOI/application before sending approval letter (presentations from the applicant will be requested).

*The letter will not be giving a thumbs up or down to a program but instead will speak to how the proposal meets CCHA’s priorities to making homelessness rare and brief.

*Strategic plan has priorities/guiding principles. We should use those as a template for our “decision” around applications.

*Strategic Planning will take up drafting a policy. Next meeting is the 17th @ CHT.

8. Committee Updates:

*Coordinated Entry: consultation is currently happening with VA subcommittee. Two subcommittees within the Coordinated Entry world (Community Housing Review Committee and Permanent Support Housing Committee) merged. The amendment in policy to reflect that change will come to the Steering Committee for review.

Built for Zero update: Community Planning call happened with Community Alliance. Next week the travel team will be heading to Detroit for a conference.

Data/Master List update: 500 total households in HMIS. Filtered down to literal homeless is 99 singles and 2 families. Questions around the accuracy of those numbers as updating data in the system is ongoing. Overall goal is still to have as close to real time data as possible.

*Strategic Planning: a plan will be out for review before Nov meeting.

*Executive Committee: Hiring process for Paddy's replacement is up and running. 8 resumes so far and hopes to get interviews started by the end of this month.

9. Schedule and Agenda for November Steering Committee Meeting

*Nov 1st 9-11

*Funder feedback policy for review

*Warming Shelters hoping to be open for Nov 1. Daily coordination happening.



Chittenden County Homeless Alliance
Working to End Homelessness

October 5, 2018

Mayor Miro Weinberger
City of Burlington
149 Church Street
Burlington, VT 05401

Director Neale Lunderville
Community & Economic Development Office
149 Church Street
Burlington, VT 05401

Dear Mayor Weinberger and Director Lunderville:

The Chittenden County Homeless Alliance wants to express its appreciation for the way in which the work of Marcy Esbjerg over the last six years has supported our collective goal of making homelessness rare and brief. During this period of time, hundreds of communities across the country lost significant federal homeless funding dollars as the U.S. Department of Housing & Urban Development changed its policies and regulations on the Continuum of Care program. But here, because Marcy kept abreast of the changes and clearly communicated them to the Alliance, we not only maintained our funding but increased it. Marcy also championed the data-driven approach, starting with the 100,000 Homeless Registry Week in October 2014, which has led to so many people moving off the streets and out of encampments into homes with supportive services. From a peak of 113 in 2013, chronic homelessness – people living with disabilities and experiencing extended lengths of homelessness – dropped to 35 in 2018.

Homelessness is a complex and multi-faceted community issue, with significant costs to people's lives and to public systems. We acknowledge the key role of City leadership – as a funder, as an advocate and as the Collaborative Applicant for the Alliance's federal funding – both in past progress and in maintaining momentum as we move toward expanding data-informed resource allocation and aligning our efforts to achieve lasting improvements in housing stability.

Very truly yours,

Margaret Bozik
Champlain Housing Trust
Co-Chair, Chittenden County Homeless Alliance

Travis Poulin
Chittenden Community Action
Co-Chair, Chittenden County Homeless Alliance

Chittenden Homeless Alliance
Facilitated Discussions
October 4, 2018

Item 6: Conflicts Policy

Purpose: Review guiding documents and outline a procedure for Alliance to use going forward.

Activity 1: Discussion: Look at what conflict of interest policies are meant to do

Key components of an effective, efficient and appropriate 'conflict of interest' policy

- ✓ Meets regulatory requirements
- ✓ Supports transparent and ethical decision-making
- ✓ Addresses actual and perceived conflicts of interest
- ✓ Provides adequate fiduciary oversight
- ✓ Other:

Activity 2: Discussion: Look at the guidance we have been using or given – any questions about content? Identify areas in common, at odds or exclusive

Conflict Policy:

Key elements from HUD regulations:

- No member can vote on a grant or other benefit to organization her/his represent
- Recusal is required when:
 - Activities or relationships renders organization unable or potentially unable to render impartial assistance or objectivity may be impaired
 - Benefits would or could inure to self, friends, family or business associates
- HUD can provide written exceptions on a case by case basis – criteria outlined in regulation

financial
^

Key elements from Alliance Standing Rules:

- No member shall vote on matter that has direct benefit to organization
- Member may join discussion of he/she discloses conflict
- Includes financial as well as corrective action
- Must be recorded
- Supports openness, competitive opportunity and equal access
- Includes restrictions on using connection with the Alliance to benefit employment opportunities

Activity 3: What actions does the Alliance need to take to implement a procedure that is understood and meets expectations?

Next Steps:

ARTICLE XIII: Conflicts of Interest and Code of Conduct:

No member of the Steering Committee shall vote upon or any matter which shall have a direct financial bearing on the organization that the member represents. Should a member who has an interest choose to participate in the discussion, he/she must disclose the conflict. This includes all decisions with respect to funding, awarding contracts, and implementing corrective actions. Any Steering Committee member finding themselves in a situation where conflict of interest may arise shall recuse himself/ herself from proceedings. The recusal shall be duly recorded in the Steering Committee minutes. All Steering Committee processes shall comply as it relates with the requirements of 24 CFR Part 578.95(b).

The Steering Committee expects of itself and its members ethical and business-like conduct..

- Steering Committee members must avoid any conflict of interest with respect to their responsibilities.
- There must be no self-dealing or any conduct of private business or personal services between any Steering Committee members and CoC except as procedurally controlled to assure openness, competitive opportunity, and equal access to "inside" information.
- Steering Committee members must not use their positions to obtain for themselves, family members, or close associates, employment within the CoC.
- If in the future a Steering Committee member is seeking and being considered for employment by the CoC, he or she must temporarily withdraw from Steering Committee deliberations, voting, and access to applicable Steering Committee information.

Chittenden Homeless Alliance
Facilitated Discussions
October 4, 2018

Item 7: Funding Recommendations Policy

Purpose: Seek agreement or alignment on how the Alliance will provide feedback to funders who request it.

Activity 1: Discuss key elements

- Process be clear and transparent
- Process applied consistently across applications
- Consider Conflict of Interest policy
- Supports mission and priorities of the Alliance
- Data-informed
- Other:

Activity 2: Discussion - What criteria should the Alliance use to inform feedback

- Does it further the mission of the Alliance
- Does it address one of the two current priorities of the Alliance – Streamlining Access and Housing Retention
- If no, does it address an emergent need
- Does it use the Coordinated Entry System
- Does the information get entered in HMIS/*DV applicable system*
- Would agreed upon guiding principles be helpful
- Other

Activity 3: What process should be used

- Would templates for providing information to the Alliance be helpful
- Could/should the process mimic some of practices utilized by Ranking Committee:
 - Would a presentation/request template be useful
 - Would a scoring rubric be helpful
 - Would it be helpful for members to review and score requests prior to the meeting when a vote is needed
 - If yes, should the aggregate scores be shared prior to discussion and voting
- How/can we address questions or concerns expressed about requests

Activity 4: What should our feedback look like

- Format
- Scope and depth
- Responsiveness

Next Steps: