

## January 6, 2017 Homeless Alliance Steering Committee Meeting

Attendees: Marcy Esburg (CEDO), Lacey Smith (BPD), Jason Brill (VA), Meghan Morrow (ICA), Caitlin Ettenborough (ICA), Emily Higgins (VT OEO), Geoffrey Pippenger (DCF/ESD), Amy Carmola (UWNWVT), Lindsay Casale (Pathways VT), Stephen Marshall (homeless advocate), Colleen Lee (Cathedral Square), Margaret Bozik (CHT), Rebecca Gural (SSFV @ UVM), Jessica Radbord (VT Legal Aid), Sunnie Lobdell (Spectrum), Stephanie Bixby (BHA), Alexa Collesides (AmeriCorps Vista), Jane Helmstetter (AHS), Sharon Rotax (Steps to End DV), Ryan Cldario (Steps to End DV), Susan Ainsworth-Daniels (CHT)

### 1. Introductions/Announcements:

- Marcy (CEDO): PIT Count is January 24<sup>th</sup>. It will be run in conjunction with the Here to Help Clinic
- Megan (ICA): Update on the Annual Homeless Assessment Report. 3 reports (PSH-family, PSH-individual, and Transitional Housing-individual) were accepted. Previous years, none have been accepted. This report ties into HMIS data reports.
- 211- VT Coalition to End Homelessness is hiring. Texting 211 is now available. Handout #5 provided
- Committee updates and other updates:
  - Coordinated Entry: final stages of release for HMIS, exploring the combination of Housing Resource Team and Case Manager tables, next meeting Jan 25<sup>th</sup> @ 8:30 @CHT
  - COC awarded all requests except bonus project. Split projects from around the country were not funded; ours was. VT ranks #7 in the nation for kept/increased projects.

### 2. Roadmap to End Homelessness Update (Margaret Bozik, CHT)

- The report is now complete and submitted to the Legislature; full report was sent to the Continuum email group
- Info in the report around cost avoidance and need to make ending homelessness a reality.
- Really highlights the need for individual households than family households; this was shown to be a statewide need, not just Chittenden County.
- The data does not include information around hotel stays.
- This topic will be put back on a future agenda to talk more in depth about the results and limits to the study

### 3. Housing Research Project (Alexa Collesides, AmeriCorp Vista/AHS)

- 3 Vista volunteers to work with AHS around collecting data.
- They are looking to collaborate with service providers to collect data.
- Month long study looking at individuals that are newly homeless and are considered to be experiencing literal homelessness and/or the precariously housed
- Interested in looking at services, cost of delivering services, and what services might be helpful in the future for folks that are presenting similarly to individuals in the project

#### 4. Point in Time Count (Marcy Esbjerg, CEDO—see attachment #1)

- Count will be taking place the January 24-25
- The final form will be sent electronically, with some areas pre-populated for specific service areas
- Form can be completed online
- Fill the forms out completely; if the form is incomplete, Marcy will follow up looking for additional information. Inaccuracies on a form can result in the form not being useable for data collect.
- Precariously housed individuals are not counted as it has to meet the HUD definition of literally homeless
- Directions on how to fill the form out correctly are on the back of the form.
- Training webinar is on Jan 12<sup>th</sup> @ 10am. It is recommended that new employees take the webinar
- Biggest change: expanded outreach efforts through Chittenden County Regional Planning. Letter was sent out to other town officials and providers in Chittenden County.

#### 5. Strategic Planning Next Steps (Jane Helmstetter, AHS—see attachment #2A and #2B)

- 2 responses to RFP for Fiscal Agent: VHFA and CVOEO
- Recommendation made: VHFA (highlights: overall cost analysis was lower and VHFA functions more like a bank (invested interest in community partners but not receiving direct funding from any service providers)
- Minimum qualifications for Fiscal Agent handout and draft of job description for staff position handout attached
- **VOTE:** To approve a Fiscal Agent for the Alliance and move forward with MOU
  - Motion moved: Margaret (CHT)
  - Seconded: Marcy (CEDO)
  - Yay: 12, Nay: 0, Abstention: 0
- **VOTE:** To approve work description for the backbone administrative support position and timeline for hiring (and amendments suggested during discussion)
  - Motion moved: Stephen (homeless advocate)
  - Seconded: Margaret (CHT)
  - Discussion: Add other duties as assigned to job description, grammatical errors to be corrected, and move “necessary weekend work” from description to qualifications section
  - Yay: 12, Nay: 0, Abstention: 0—VHFA approved as Fiscal Agent
- **VOTE:** To approve the process for supervising and evaluating the work of the position, including the relationship to the Fiscal Agency—Strategic Planning Committee (on behalf of the Steering Committee) to work out supervising duties
  - Motion moved: Margaret (CHT)
  - Seconded: Stephen (homeless advocate)
  - Discussion: Amendment suggested: specify person (or role) of who will be supervising backbone staff. Executive committee will have final say as to who supervisor will be

- Yay: 12, Nay: 0, Abstention: 0

6. Proposal for Youth Homelessness Joint Committee (Sunnie Lobdell, Spectrum—see attachment #3)

- Ad hoc, joint committee for the Alliance
- Approval from Balance of State; looking for approval from Chittenden Continuum
- Larger discussion around youth homeless to be on the agenda in the spring
- **VOTE:** To approve the Youth Homelessness Joint Committee proposal
  - Motion moved: Sunnie (Spectrum)
  - Seconded: Marcy (CEDO)
  - Yay: 12, Nay, 0, Abstention: 0

7. Warming Shelter and Extreme Cold Weather Exception Update (Marcy Esbjerg, CEDO, Jane Helmstetter, AHS, and Geoffrey Pippenger, DCF/ESD—see attachment #4)

- Extreme Cold Weather Exception pop up shelters are now in effect; this is another safety net but not the same as the general Cold Weather Exception
- Decision to move forward with protocol is made by DCF Commissioner and Secretary of AHS
- -25 degrees triggers the conversations (it is not an automatic process) between above named parties
- United Methodist Church will be the location in Chittenden County, staffed by volunteers, coordinated by CVOEO
- Warming Shelter: sentiment shared that it is going well, cut back on security as the feeling is that it is not needed, 69-70 unique individuals, make-up of age groups varies, conversations have started around a year round, low barrier shelter

8. Quarterly Meeting (Jane Helmstetter, AHS)

- Results of funding collaborative will be presented
- Conversations with individuals who have lived experience will continue
- Feb 13<sup>th</sup> @ Bobbin Mill (if available)

9. Communication (Stephen Marshall, Homeless Advocate)

- Problem identified with the consistent delivery of food for our homeless neighbors over the holidays. No breakfast or dinner was provided over the holiday weekend in December. Nothing was open on Christmas Day so 75+ people were at the Day Station. Better coordination of meal providers needs to happen. Conversation needs to happen around food security.
- Homeless neighbors felt that the current Warming Shelter refers too much to COTS policy. General impression was that this year's Warming Shelter is different than last (since the agency running the shelter is different) so the policies should reflect that.

10. Schedule and Agenda for February Meeting

- Future agenda items: Update on the HOP Grant, continuation of Roadmap to End Homelessness report conversation, Housing VT's Eviction Prevention Study

**2017 VERMONT STATEWIDE POINT-IN-TIME COUNT OF HOMELESSNESS**

Complete ALL sections; do not leave any item blank. Complete this form on Tuesday, January 24, 2017 (6PM – 6AM “Where are you currently staying?”) OR Wednesday, January 25, 2017 (6AM – 6PM “Where did you stay last night?”). Please send all completed forms to your local contact: Meg MacAuslan/CVOEO by Friday, February 3, 2017.

**PLEASE SEE REVERSE SIDE FOR SURVEY INSTRUCTIONS AND DEFINITIONS**

**SECTION 1: REPORTING AGENCY INFORMATION**

a) Agency Name: \_\_\_\_\_ b) Staff Name (First, Last): \_\_\_\_\_  
 c) Staff Phone & E-Mail: \_\_\_\_\_ d) Municipality: \_\_\_\_\_ e) County: Chittenden f) AHS District (use 3-Letter Code on Reverse): BDO

**SECTION 2: LITERAL HOMELESS LOCATION**

a) In what Vermont municipality did you stay last night? \_\_\_\_\_  
 b) In what type of place did you stay last night? (SELECT ONE)  
 Place not intended for human habitation (vehicle, abandoned building, out of doors, streets, bus station, etc.) – Define \_\_\_\_\_  
 Emergency Shelter - Name of Shelter \_\_\_\_\_  
 Transitional Housing (dedicated to the homeless) - Name of Housing Project \_\_\_\_\_  
 Hotel Room – Name of Hotel \_\_\_\_\_  
 2) If the Agency of Human Services placed you in a hotel, how many days in a hotel, how many days in a row have you been in a hotel? \_\_\_\_\_  
 Vermont Agency of Human Services OR  Another Agency \_\_\_\_\_

**SECTION 3: HOUSEHOLD INFORMATION**

How many people in your household stayed with you last night in the location identified in Section 2 above? a) Adults: \_\_\_\_\_ b) Children (under 18): \_\_\_\_\_  
 c) Subpopulation Data – For all the people included in a and b above, please complete the following chart. Use additional form if needed for household and staple together.  
 Check each category that applies for each person. See instructions on how to apply the categories.  
 \*Survivors of domestic violence and households with a person with HIV/AIDS do not need to provide initials of names or date of birth (If possible, please provide YEAR). See instructions other side.\*

Relation to Head of Household if applicable (EX: Spouse, Child, Partner, Aunt, etc.) HEAD	1 <sup>st</sup> letter FIRST Name	1 <sup>st</sup> letter LAST Name	3 <sup>rd</sup> letter LAST Name	(MONTH) DATE of BIRTH	(DAY) DATE of BIRTH	(YEAR) DATE of BIRTH	GENDER (F/M/Transgender Does Not Identify)	RACE (Black / White/ American Indian / Other / No Response)	ETHNICITY (Hispanic/Non-Hispanic)	Domestic Violence Survivor	Veteran (Armed Forces OR National Guard	Physical Disability (Long-Term)	Developmental Disability	Mental Health (Severe and Persistent)	Chronic Substance Abuse (Alcohol and/or Drugs)	HIV/AIDS	OTHER Chronic Health Condition (Long-Term)

**SECTION 4: CHRONIC HOMELESS HISTORY (SEE SECTION 2 FOR LOCATION) – “In addition to where you stayed last night...” Answer for the Adult or Head of Household with a disability & longest length of literal homelessness**

a) Is this the first time you have been homeless? Yes  No  b) How long have you been homeless (shelter or places not intended for human habitation) THIS TIME? \_\_\_\_\_  
 c) If this is not the first time you have been homeless, how many separate times have you been homeless in the last 3 years (since January 2014)? \_\_\_\_\_  
 d) What is the total number of months you have been homeless, since January 2014? \_\_\_\_\_  
 COMMENTS: \_\_\_\_\_

**SECTION 5: DISABILITY STATUS**

Check the correct statement:  
 None of the adults listed in Section 3 has a condition as described above.  One or more of the adults listed in Section 3 has a condition that limits his or her ability to take care of him or herself, take care of children in the household, work, or get around in the community.

**Minimum Qualifications:**

Organization must:

- be a 501 (c) 3 in good standing with all applicable state and federal laws
- must perform an annual audit and provide clean audit findings
- have a physical presence in Chittenden County
- be able to manage stipends and incentives in a timely fashion
- demonstrate an ability to respond quickly and nimbly to requests for fund

**Evaluation Criteria:**

- Size and stability of organization
- Appropriateness of connection to the work of the Alliance
- Cost

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DRAFT

Part time Staff position – Chittenden Homeless Alliance Coordinator

Work description

- To work as staff to and under the direction of the Steering Committee
- Manage meeting schedules, agenda and minutes – document distribution
- Attend all meetings including but not limited to the Steering Committee, Coordinated Entry, Strategic Planning, NOFA Committee
- Research information for the committees
- Support around quarterly meetings – attendance and publicizing – location, set up and refreshments
- Web presence
- Maintain mailing lists
- Takes minutes and have a template for a consistent format for minutes
- Orientation of new members for the Alliance
- Create name plates for members with voting indications
- Establish electronic google documents

Qualification

- Flexible
- Strong interpersonal skills
- Self-directed
- Able to work within a group direction
- Experience with committee, board or volunteer work
- Comfort level being around the target population and Community stakeholders
- Word and Excel skills and document flow
- Compiling and editing grant submissions
- Strong written and verbal communication skills
- Necessary infrequent evening and weekend work
- Adept at meeting deadlines
- Has internet skills, experience with web pages and ease in use of google docs
- Technical level to managing a web site
- Detailed organizational skills
- Respect a variety of diverse backgrounds, experiences and opinions.
- Ability to learn, adapt, communicate calmly/professionally, and develop effective working relationships – both orally and in writing – with the Alliance and with partners/members.

#3

Youth Homelessness Joint Committee Proposal  
Chittenden Continuum of Care and Balance of State Continuum of Care  
Vermont Coalition to End Homelessness, December 2016

**Point of Contact:** Bethany Pombar, Director, Vermont Coalition of Runaway and Homeless Youth Programs

**Proposal:** As the Vermont Coalition to End Homelessness (VCEH) and the Chittenden Homeless Alliance (CHA) work to advance local and national goals of ending homelessness by 2020, we recognize that youth under 25 represent a unique population impacted by experiences of homelessness. Factors that contribute to youth homelessness include family problems, economic circumstances, class and racial disparities, mental health and substance abuse issues, and involvement with public systems. Responses to preventing and ending youth homelessness require a range of interventions that meet youth's unique developmental and social needs.

To address the unique needs of this community, we convene the Youth Homelessness Joint Committee to:

- Increase data collection and analysis to gain better understanding of youth homelessness in Vermont.
- Develop a shared understanding of evidence-informed practices to address youth homelessness, current Vermont and national resources, and what interventions increase positive outcomes.
- Create a statewide plan to end youth homelessness through increasing capacity for interventions that reduce risk factors, build protective factors and mitigate long-term impacts of experiences of homelessness. Interventions should address four primary outcomes as outlined in the USICH framework<sup>1</sup>:
  - Stable housing
  - Permanent connections
  - Education/ employment
  - Well-being
- Ensure that every community has the capacity to identify and engage youth at risk of experiencing homelessness and intervene to prevent loss, reduce barriers to emergency crisis services, and increase short and long term housing supports appropriate for the unique populations needs.

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<sup>1</sup> United States Interagency Council on Homelessness, Framework for ending youth homelessness, February, 2013, <https://www.usich.gov/tools-for-action/framework-for-ending-youth-homelessness>



## Emergency Cold Weather Shelter Partnership – Update – December 16, 2016

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- The Vermont Agency of Human Services, Department for Children and Families supports approximately 500 emergency shelter beds and 250 transitional beds for Vermonters experiencing homeless. When these local programs are full, the Department augments this grant-funded capacity with motel vouchers through the General Assistance (GA) program. During colder weather, DCF relaxes some eligibility criteria for motel beds through a “cold weather exception to the GA rules.”
- If *extremely cold* winter weather were to coincide with tourism events, such as a long holiday weekend, Vermont’s largest communities could potentially run out of both shelter, transitional and motel beds, precipitating the need for additional mass shelter capacity, even in the absence of a presidential or gubernatorial-declared disaster.
- The AHS Secretary’s Office has convened staff from multiple AHS departments, the Division of Emergency Management and Homeland Security and partners such as the American Red Cross and Community Action Agencies to develop a strategy for rapidly activating additional **Emergency Cold Weather Shelter** capacity in Vermont’s larger communities. The current focus has been Chittenden and Rutland Counties.
- This planning represents a contingency that would only be activated for short periods during the coldest weather and only when other systems were overwhelmed. It will not replace current DCF-funded shelters, the use of motels, or the existing cold weather exception in the General Assistance program.
- On Thursday, December 8th, lead partners CVOEO and BROCC ran simultaneous drills in Burlington and Rutland. The drill exercise also tested the VtAlert notification system that would be used to mobilize volunteers.
- 28 Trained volunteers from the Department of Health’s Medical Reserve Corps and SerVermont’s AmeriCorps program responded to both sites for the drill exercise, and received specialized training on facilities and procedures.
- The State and community partners were satisfied with the drill exercise and view this planning as an important contingency option to have available for a future winter weather emergency.

*Questions related to the Emergency Cold Weather Shelter Partnership may be referred to:*

*Angus Chaney - Housing Director, Vermont Agency of Human Services [angus.chaney@vermont.gov](mailto:angus.chaney@vermont.gov)*

*Jan Demers - Executive Director, Champlain Valley Office of Economic Opportunity [jdemers@cvoeo.org](mailto:jdemers@cvoeo.org)*



**After Hours Vermont  
211 Emergency  
Housing**

Housing Requests	2014	2015	2016	2017	Cold Weather Exception Vermont 211 Automated CWE Inquiry Line ***
January	659	837	677		Nov-15 371
February	626	605	427		Dec-15 663
March	718	806	244		Jan-16 593
April	325	282	286		Feb-16 1423
May	163	136	106		Mar-16 1045
June	155	108	117		Apr-16 739
July	213	143	146		Nov-16 572
August	223	156	202		Dec-16 1738
September	171	154	158		Jan-16
October	199	199	169		Feb-16
November	585	245	298		Mar-16
December	773	242	833		Apr-16
	<b>4,810</b>	<b>3,913</b>	<b>3,663</b>		

**After Hours Housing requests by ESD**

	2014	2015	2016	2017
St. Albans (ADO)	222	158	144	
Burlington (BDO)	2499	1778	1359	
Hartford (HDO)	120	80	97	
St. Johnsbury (JDO)	144	132	92	
Brattleboro (LDO)	232	269	** 278	
Barre (MDO)	493	410	514	
Newport (NDO)	37	32	44	
Rutland (RDO)	527	432	** 569	
Springfield (SDO)	117	87	83	
Bennington (TDO)	246	345	323	
Morrisville (VDO)	117	133	139	
Middlebury (YDO)	54	57	21	
	<b>4,810</b>	<b>3,913</b>	<b>3,663</b>	

**Cold Weather Exception (CWE)**

	2014	2015	2016	2017
Start Date	Oct 26 2014		Nov 19 2015	Nov 11 2016
End Date		Apr 22 2015	Apr 29 2016	
Housed under CWE	<b>1,574</b>	<b>2,568</b>	<b>1,358</b>	
	158 CWE days 10/26/2014 through 4/22/15		91 CWE days 11/19/2015 through 4/29/16	

\*\* Womens Freedom Center began provisional housing for clients in Windham County on January 18, 2016

\*\* Rutland County Womens Network began provisional housing for clients in Rutland County on September 14, 2016

\*\*\* Vermont 211 cold weather exception inquiry line. CWE information is recorded and updated daily through Vermont 211's voice response system