

**Westchester County Continuum of Care Partnership for the Homeless
Monthly Meeting Minutes**

January 8, 2014

Attendees: Karl Bertrand (Co-Chair), Annette Peters-Ruvolo (Co-Chair), Paul Anderson Winchell, Dahlia Austin, Stephaniee Bennett, Donna Besteiro, Lisa Buck, Howard Charton, Alba Guevara, Maria McGinty, James Rather, Danielle Scholar, Philippa Seltzer, Yoav Spiegel, Jim Coughlin, Reagan Fetter.

Topic #1-3:	Discussion:
Announcements/Updates	<ul style="list-style-type: none"> • December 11th and December 17th minutes were approved. (motion by Paul Anderson-Winchell; second by Jim Coughlin – all approved; none opposed) • Patriot Housing – next mtg scheduled for 1/10/14 at noon. Members can join by phone or in person at DCMH. Focus for next 100 days will be on employment services. • HSTT update – next week, DSS is scheduled to meet with shelter staff to continue discussion of system transformation.

Topic #4	
FY13 Competition Application Update & Tasks <ol style="list-style-type: none"> 1. Rapid Re-housing Policies 2. HMIS Data Quality Plan 3. HMIS Privacy & Security Provisions 4. Tier 2 Project Applications 5. Project Application review by grantees 	<ol style="list-style-type: none"> 1) NOFA ad hoc workgroup continues to work on pieces of the application and met today prior to the CoC Board mtg. We will be reaching out as needed for materials. <ol style="list-style-type: none"> a) Westhab presented Rapid Re-housing Policies for the CoC to follow. These were reviewed and approved by Board members with minor revisions. Revised version will be distributed via email after this meeting. Alba Guevara moved to approve; Maria McGinty seconded: all approved; none opposed. b) The HMIS Data Quality Plan was presented to the group for approval. A draft was presented at last month’s meeting and was routed via email for comment. No comments were received. Paul Anderson Winchell moved to approve; Jim Coughlin seconded. All approved; none opposed. c) Privacy and Security provisions were presented for approval. These were distributed via email and open for comment. No comments were received. Danielle Scholar moved to approve provisions as written with a request to the Data/Systems committee to re-review areas related to HIV/AIDS confidentiality. Co-chairs agreed to add to next Data/Systems meeting. Paul Anderson Winchell moved to approve; Jim Coughlin seconded. All approved; none opposed. d) Final approval was sought on Tier 2 Project Application decision. Tier 2 list was reviewed again as well as the possible contingency plans. Philippa Seltzer moved to approve; Stephaniee Bennett seconded. All approved; none opposed. e) Yoav has completed the Project Applications. He has emailed the relevant grantees/sponsors to review their own Project Applications before their final submission. If you have not responded, please do so as soon as possible.

	Allison will post all materials to the wiki. Yoav will reach out to sponsors again regarding review of Project Applications, with a due date for comment. Ad hoc workgroup will continue to work on application. Next mtg scheduled for 1/22 to do final workgroup narrative review. It will then be posted for comment period prior to final submission prior to 2/3/14.
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Topic #5	
Pit Count Planning	<ul style="list-style-type: none"> • Date selected is January 29, 2014 – January 30, 2014. • Since the CoC Planning Project funding is not yet accessible, activities related to the PIT Count will move forward as in prior years. • Assignments were reviewed; survey needs to be updated and will be shared electronically with the instructions as soon as it is available. • We plan to ask this year for police chiefs to pre-identify areas in their jurisdiction frequented by homeless individuals/families and share that info so that whoever is covering that area on the count night can have designated places to look.
Follow-up:	<ul style="list-style-type: none"> • Yoav & Annette will work together on assignments to those helping with the count.

Topic #7:	Discussion:
General Meeting Planning	<ul style="list-style-type: none"> • Annual General meeting must be held within 60 days of the NOFA date of submission. NOFA due date is 2/3/14, so sometime in March makes sense. Board agreed on possibly March 7th at the Will Library in Yonkers. Annette agreed to check dates with Allison for a Friday in March that the library is available.

Meeting was adjourned at 3:45 pm.

Respectfully submitted: Annette Peters-Ruvolo

Date: 1/16/14

Next Meeting(s):

CoC Monthly Meeting

Date: 3/12/14

Time: 2-3:30pm

Location: DCMH Rm 217