

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

March 13, 2013

Attendees: Karl Bertrand (Co-Chair), Annette Peters-Ruvolo (Co-Chair), Gordon Albert, Paul Anderson-Winchell, Dahlia Austin, Donna Besteiro, Howard Charton, John DiPirro, Alcia Hall, Candice Kane, James Rather, Karen Smith, Yoav Spiegel and Jessie Sullivan.

Topic #1:	Discussion:
Announcements/Updates	<ul style="list-style-type: none"> Annette Peters-Ruvolo, Co-Chair, opened the meeting at 3:10p.m. Last month's minutes were approved with no revisions needed. Introductions were made. Congratulations to the CoC for being awarded \$13.2 million by HUD in Tier 1 Renewal Projects. We are currently waiting to hear from HUD regarding to Tier 2 Projects.

Topic #2:	Discussion:
Feedback from 3/5/13 Annual Meeting	<ul style="list-style-type: none"> Close to 50 people attended the Annual Meeting which was a better turnout than the previous year. The topics discussed included the board structure, year in review, goals for 2013, committee presentations and At Large vote. Feedback was mainly positive overall.
Decisions:	<ul style="list-style-type: none"> To have grantees speak at next year's meeting. To give attendees the opportunity to sign up for committees at the meeting.

Topic #3:	Discussion:
Board Elections 2013	<ul style="list-style-type: none"> Seven board members were in attendance at this meeting with four votes needed for a majority. <p>Terms were decided as follows:</p> <p>CoC Co-Chairs – Karl for a 3 year term, expiring in 2016 and Annette a 2 year term expiring in 2015.</p> <p>Grant Recipients – all seven will serve a 2 year term. (2015)</p> <p>Homeless/Formerly Homeless – will serve a 2 year term (2015).</p> <p>ESG Grant Recipient – will serve a 1 year term (2014).</p> <p>Workforce Investment Board Rep. – will serve a 2 year term (2015).</p> <p>Educational Representative – will serve a 1 year term (2014).</p> <p>Health Care Representative – will serve a 2 year term (2015).</p> <p>At Large Members – Lisa Buck & James Coughlin will serve a 2 year term (2015) and Howard Charton a 1 year term (2014).</p> <p>All board members whose term will expire in 2014 will need to make a presentation and be voted in at the next Annual Meeting.</p>
	<ul style="list-style-type: none"> Alternates – please complete and return the Alternates Form to Diane asap. Non-voting Board members Board communications – discussion was held on how to keep the CoC transparent and communicate to voting board members and alternates.

Decisions:	<ul style="list-style-type: none"> Minutes/handouts and meeting announcements will be sent, via email, to Board members and nonvoting members. A separate distribution list will be prepared for alternates who will also receive this information. Minutes will also be posted on the Program Design and Development Wiki as soon as it is ready.
Follow-up:	<ul style="list-style-type: none"> John DiPirro also suggested that DCMH and DSS add CoC info and minutes to their County Dept. websites.

Topic #4:	Discussion:
Sub-Committees	<ul style="list-style-type: none"> Westchester Homelessness Prevention Network – a meeting was held on March 14th. The committee is working closely with Karl and the Homeless Systems Transformation Team. Shelter and Service Provider Committee – no date for the next meeting has been set. Data/Systems Committee – a meeting was held on March 8th. The committee met with the new HMIS Administrator and possible Data Warehouse vendors to discuss current needs and future goals for the CoC in terms of data collection, maintenance and sharing. John DiPirro also reported that the AHAR has been submitted on time to HUD & the PIT Count data is being prepared. Homeless Veterans Committee – no meeting has been scheduled at this time. Howard reported that there will be a Stand Up for Women Veterans June 7th at WCC. Stand Ups are one part of the Department of Veterans Affairs' efforts to provide services to veterans. Stand Ups are typically one to three day events providing services to Veterans such as food, shelter, clothing, health screenings, VA and Social Security benefits counseling, and referrals to a variety of other necessary services, such as housing, employment and substance abuse treatment. Stand Ups are collaborative events, coordinated between local VAs, other government agencies, and community agencies who serve Veterans. <p>The Board discussed Westchester County's HUD-VASH. The Department of Housing and Urban Development – VA Supportive Housing (HUD-VASH) Program is a joint effort between HUD and VA to move Veterans and their families out of homelessness and into permanent housing. HUD provides housing assistance through its Housing Choice Voucher Program (Section 8) that allows homeless Veterans to rent privately owned housing. VA offers eligible homeless Veterans clinical and supportive services through its health care system across the 50 states, the District of Columbia, Puerto Rico and Guam. The committee would like to identify and engage veterans in conversation to see what approaches can be taken to better help them.</p>

	<ul style="list-style-type: none"> • Recovery Housing Network – the next meeting is scheduled for March 19th. The committee has met to discuss options for a mobile Housing Crisis Response Team to enhance housing retention for homeless people with chemical dependency and/or mental health problems who are placed in housing without any ongoing case management. One suggestion is to use a portion of DSS’ funding for MATS funding for this purpose for those with substance use disorders. • Self-Sufficiency Committee – no date for their first meeting has been set. • Ad-hoc Governance Committee – to begin meeting again in May.
Decisions:	<ul style="list-style-type: none"> • Attendance sheets should be emailed to Diane.

Topic #5:	Discussion:
100,000 Homes Update	<ul style="list-style-type: none"> • Update to 100,000 Homes is included under Topic #6 below

Topic #6:	Discussion:
Homeless Systems Transformation Team Update	<ul style="list-style-type: none"> • The team continues to meet with DSS Commissioner McGuire. Westchester has had a 49% increase in sheltered homeless persons from 1/31/11 _ 1/31/13. Shelter vacancy rates have dropped drastically and we are rapidly running out of capacity. • Commissioner McGuire is scheduled to have a conference call with the NYS Deputy Commissioner of OTDA on April 3rd to discuss how NYS and Westchester County can work more efficiently on housing issues.

Topic #7:	Discussion:
WRO Fair Housing Training	<ul style="list-style-type: none"> • WRO is offering free trainings on Fair Housing to be held in April to coincide with Fair Housing Month and will specifically discuss federal, state and local fair housing laws related to protected classes. These trainings will be small, (10-15 attendees) and would be beneficial to Program Directors of housing agencies.
Decisions:	<ul style="list-style-type: none"> • All grantees have decided to make the training session mandatory for their sub-recipients.
Follow-Up:	<ul style="list-style-type: none"> • Annette will send out an email requesting a response from each grant recipient as to how many attendees they think may participate. She will then work with WRO in planning the training session dates and venue.

Topic #8:	Discussion:
CTI (Critical Time Intervention) Training	<ul style="list-style-type: none"> • CTI is a time-limited case management model designed to prevent homelessness and other adverse outcomes in people with mental illness following discharge from hospitals, shelters, prisons and other institutions. • Due to a shortage in time, further discussion on this topic will be held at the next meeting.

Topic #9:	Discussion:
SOAR (SSI/SSDI Outreach Access Recovery)	<ul style="list-style-type: none"> • SOAR is a national project funded by the Substance Abuse and Mental Health Services Administration that is designed to increase access to SSI/SSDI for eligible adults who are homeless or at risk of homelessness and have a mental illness and/or a co-occurring substance use disorder. Our CoC applied to SAMHSA to receive training in how to implement SOAR. Decisions are expected to be announced by April 12. • Due to a shortage in time, further discussion on this topic will be held at the next meeting.

Topic #10:	Discussion:
Plan for Permanent Supportive Housing List	<ul style="list-style-type: none"> • A sample PSH list was distributed at the meeting and attendees discussed how best to utilize the information. A problem of this list is that the vacancies are continually changing and the information may not be accurate, although helpful as a starting point. The attendees also discussed who the appropriate parties are to receive this list.
Decision:	<ul style="list-style-type: none"> • A disclaimer should be attached to the list notifying those that read it that the information changes continually and vacancies may actually be filled.
Follow-up:	<ul style="list-style-type: none"> • Karl will work with Allison to produce a list on a regular basis for use by CoC members and shelter staff.

Topic #11:	Discussion:
HMIS Update	<ul style="list-style-type: none"> • The Data/Systems Committee has met the new HMIS Administrator, Daniel Gore. They discussed with him the goals for 2013 and what needs to be implemented quickly. Daniel will be emailing an announcement soon introducing himself and the best way to contact him.

Topic #12:	Discussion:
APR Tracker	<ul style="list-style-type: none"> • APR tracker was disseminated but not discussed at any length due to time. Grant recipients were asked to review the information and contact Yoav with any questions.

Meeting was adjourned at 4:48pm.

Respectfully submitted: Annette Peters-Ruvolo & Karl Bertrand

Date: 04/03/13

Next Meeting: Date: 04/10/13
Room 217

Time 2:00-3:30pm

Location: DCMH, 112 East Post Rd,