

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

December 11, 2013

Attendees: Karl Bertrand (Co-Chair), Annette Peters-Ruvolo (Co-Chair), Paul Anderson Winchell, Dahlia Austin, Chantel Brown, Lisa Buck, Howard Charton, James Rather, Philippa Seltzer, Yoav Spiegel, Jim Coughlin, Jessica Encarnacion, Jesse Sullivan (by phone), Stephanie Bennett (by phone), and Allison McSpedon.

Topic #1-3:	Discussion:
Announcements/Updates	- October & November minutes were approved. - SOAR – first local training went well – 22 staff of 16 agencies were trained. Now working to create local steering committee to continue to support the implementation. Another round of trainings will most likely take place in the late Winter-early Spring. - Patriot Housing – We exceeded our goal and housed over 80 veterans! Within the next 100 days, we need greater support from shelters, food programs and those doing outreach to locate homeless vets. We are also starting a patriot employer program for 45 jobs at \$15+. - Handout: 7 Lessons we can learn from Patriot Housing success

Topic #4:	Discussion:
Governance – Guiding Principles Update	- Last month a draft was submitted and the revisions discussed in that meeting were made. We reviewed the current document. - Paul Anderson-Winchell moved to approve the document. Lisa Buck seconded the motion. The board voted. The motion was approved with none opposed.

Topic #5	
FY13 Competition Application Update - Review of NOFA - Ranking Criteria - Match/leveraging - Chronically Homeless Priority	- NOFA ad hoc workgroup have been on fire to pull together what we need. We will be reaching out as needed for materials. \$14M for 160 points. Every point counts. - There are no new projects for 2 years. This full app (Projects and Consolidated CoC) is for FY2013 & FY2014. Then a separate application just for FY2014 projects will follow in 6 months to bring timelines back on track with approval prior to implementation - Tier 1 & 2 ranking is a requirement again this year. Tier 2 is at higher risk than last year as HUD has already reported that they will not have enough funding to cover all renewals. - Reduction is approx 5% plus the Planning Project not yet started. - Scoring is going to be crucial along with what Congress decides about funding.

Topic #5 continued	
FY13 Competition Application Update (continued) 5. Review of NOFA 6. Ranking Criteria 7. Match/leveraging 8. Chronically Homeless Priority	2) Handout: Project ranking criteria FY13 a) All grantees have been asked to review projects for consideration in Tier 2. Direct grantees have been asked to submit either their projects for consideration in Tier 2 or additional information to assist with scoring. Grantees were asked to respond by the 20th. Hope and Greyston are outstanding and both agreed to have their information by COB tomorrow 12/12 to expedite the process. b) Projects will be scored and a draft will be proposed at an emergency meeting called by Annette and Karl early next week. The Tier 2 list must be approved by the Board for submission in the NOFA. c) The objective criteria does not preclude someone from "saving" a fellow program based on qualitative evaluation or sustainability via other channels. d) Yoav will make the spreadsheet. Karl and Annette will make the determination for the first draft. e) All information will stay with the board until approval. Grantees are responsible for communications with their sponsors regarding overall process and potential risks. Once approved by the Board, the draft will be published so that grantees can begin to create sustainability plans with the providers in the lower score zone. f) Our goal is to have a final draft for presentation to the Board for approval no later than the date of our next scheduled monthly meeting on January 8th. g) Participating in the next few meetings is critical to move this process forward. h) Paul Anderson-Winchell moved to approve the criteria with two amendments. Lisa Buck seconded the motion. The board voted. Criteria approved, none opposed. i) Tier 2 will have a set max of \$750k. ii) The evaluation data is per the point in time as of 9/30/13. 3) Tomorrow at 2pm the match/leveraging will be fully explained to the providers as well as their responsibilities in reference to the NOFA. 4) Also this information will be reviewed with providers as well as our soliciting a commitment from all PSH programs to dedicating 85% of housing to chronically homeless as turn over occurs.
Follow-up:	• DCMH to work with PD&D on any activities related to the FY13 NOFA prep that requires the Collaborative Applicant. • Conference call to discuss preliminary scoring this coming Tuesday 12/17. Annette will send an email confirming time and place once she secures a room.

Topic #6	
Pit Count Planning	• Date selected is January 29, 2014. • Since the CoC Planning Project funding is not yet accessible, activities related to the PIT Count will move forward as in prior years.
Follow-up:	• Yoav & Annette will work together on assignments to those helping with the count.

Topic #7:	Discussion:
Committees	• Tabled this month due to NOFA discussion.

Topic #8:	Discussion:
HMIS Update a. Participant Agreement b. Data Quality Plan	a.) The revised Participant Agreement was submitted to the board for approval. Changes were explained and discussed. i. Paul Anderson-Winchell moved to approve the agreement. James Rather seconded the motion. Agreement approved by the board, no one opposed. b.) The Data Quality Plan draft was presented to the group for review.
Follow-up:	• The revised Data Quality Plan will be submitted to the Board for approval at the January 8th meeting. In the meanwhile please send all feedback and suggested changes to Annette.

Meeting was adjourned at 4:20 pm.

Respectfully submitted: Allison McSpedon & Annette Peters

Date: 12/16/13

Next Meeting(s):

Conference call NOFA Tier 2 Discussion

Date: 12/17/13

Time: 1-2:30pm

Call in Number: 712-432-0190 Access Code: 875993

CoC Monthly Meeting

Date: 1/8/14

Time: 2-3:30pm

Location: DCMH Rm 217

Participation is mandatory for all board members.