**HHC ADVISORY BOARD MEETING MINUTES**

Tuesday, May 14th, 3:00pm-4:30pm

Rosamond Gifford Room

518 James Street, Syracuse, NY. 13203

* Welcome and Introductions- Present: Allison Brooks, Dorcas Afenyo, Monica Brown, Liz Vuillemot, Amber Vanderploeg, Joe King, Sue McMahon, Marty Skaheen, Fred Hinz, Danielle Gill, Sarah Schutt, Megan Stuart, Karen Gerts, Larkin Podsiedlik, Meredith Ouderkirk, Daniel Gill, Ben Lockwood and Sonja Gottbrecht.

Stacy, Sally Santangello and Diane joined via phone.

* Approval of Minutes from March 2019 Meeting

Allison Brooks- talked about the wrong minutes being sent and asked everyone to review March’s minutes which was available in print.

Minutes were approved.

* YHDP Discussion & Approval

1. Megan gave an overview about the meeting-Coordinated Entry for the youth.
2. Questions were asked about the project and answers given.
3. Joe King- Moved to have the YHDP application approved.
4. Dorcas Afenyo- gave an update about the Youth Advisory Board meeting which was held on Tuesday, May 7th, 2019.
5. Nine youth were present, and they reviewed the YHDP Application, Youth Systems Map and the governance structure.
6. They elected a President, Vice President, Secretary and a Community Service Coordinator.

* Governance Review & Approval

1. Advisory Board governance review
2. Megan Stuart- We are moving to an MOU process and agencies will designate people to attend the meetings.
3. Allison Brooks- An option was created for second year for the Board Chair.

* Board Slate Review & Approval

1. Megan Stuart- We have reached out to other people in forming our new board.

* PIT/HIC Review

1. Sarah Schutt- PIT/HIC submitted two weeks early.
2. Sarah Schutt presented the PIT/HIC report.

* System Performance Measure review

1. Fred presented our System Performance Measures; which are a group of metrics that HUD has asked us to link to every part of the homeless system.
2. Fred Hinz- 8% of people grew or earned income.
3. Megan Stuart- These measures give us the opportunity to have conversations about whether we are achieving the measures and what needs to be done.
4. Fred Hinz- We need to focus on data quality and income, to enhance our System Performance Measures.

* STEHP/ESSHI Priority Setting

1. Megan Stuart- We need to structure how to set priorities for letters of support for application funding and determine what we really need, looking at a community-wide structure.
2. Monica Brown- Freedom Commons is opening, but we need more beds.
3. Diane- Asked about Emergency Shelter System in rural counties (Oswego) and reiterated the need for prevention, but bemoaned the lack of data to support it.

* Business Matters

1. Megan presented a financial report and gave an update about United Way moving to 980 James Street on Friday, May 17th 2019.

* Board Committee Updates

1. Performance Selection Committee will review applications
2. Program Planning and Advocacy does not exist anymore.
3. Megan Stuart- Barbara Poppe, the research fellow, was tasked to do her research in 8 communities and our community was selected for the study.
4. Allison Brooks- Board Chair will be absent for the July 9th meeting.

Adjourn

Next Board Meeting

July 9th