# HHC Advisory Board

## Meeting Minutes

March 14, 2023

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| Present: | Joe King, Monica Brown, Martin Skahen, Sue McMahon, Renee Jensen, Michelle Brown, Danielle Johnson, Stephanie Pasquale, Liz Vuillemot, Laurie Rolnick, Beata Karpinska-Prehn, Sally Santangelo, Kelly Gonzalez, Nan Eaton, Rex Beverage, Hunter Kusak, Diana Jakimoski, Megan Stuart, Sherrain Clark, Miranda Spencer, Cheyenne Martin, Alison Brooks,  |
| Next meeting: | Date, time, Location |

1. Announcements

The meeting started at 2:34 pm. Introductions were made as the board has new members.

Joe asked for any edits for the meeting minutes. None were offered. Renee Jensen motioned to approve. Nan Eaton seconded. The previous meeting minutes were approved unanimously.

1. Youth Homelessness Demonstration Project

Megan Stuart shared about YHDP and the purpose of the grant is. United Way and the Housing and Homeless Coalition have applied during the last 3 cycles. We have yet to be awarded. Sherrain attended the National Alliance to End Homelessness conference where they shared that there will be another round of this pilot funding. The board is required to approve the application. The HHC Team did receive the scores from the last round of the funding and Megan would like to share the debrief document with the board. We did receive higher than average than most of the applicants, which is encouraging. The debrief documents breaks down how the different sections were scored. Community Need and Collaboration were our lowest scores. The HHC Team and Youth Action Board will be focusing on strengthening these parts of the application. The staff is working toward creating a youth coordinated entry system in partnership with the McKinney Vento liaisons. The HUD TA had mentioned that the communities that did receive funding had something with a significant local investment as part of the commitment of the project that the communities proposed in their plans.

Overall, the score is encouraging. There will be some work being put toward the collaboration section and hopefully will help us be successful in securing funding.

There was a question asked about community need. Because the youth who typically show up in the CoC’s shelters tend not to be significant in number and it does not capture the youth in poverty and couch surfing, it is more difficult to prove the community’s need.

The pilot project provides three years of funding. After the 3-year period is up, the funding gets rolled into the regular NOFO.

The youth Coordinated Entry system will be different than the adult CE system because through YHDP, youth who are couch surfing will be eligible for that funding needs a specific CE system to address that.

Megan will connect with Housing Visions to collaborate with their state funding set aside for youth.

McKinney Vento representatives are so busy so the HHC has worked to ensure that the staff attends the McKinney Vento meetings instead of trying to recruit them for our board. The HHC will be having a listening session with the McKinney Vento liaisons. Joe will try to recruit Janel from the Syracuse City School District to gather some much needed feedback.

1. Coordinated Entry Policies and Procedures and ESG & CoC Project Written Standards Review

Sherrain Clark a presentation about the Coordinated Entry policies and procedures.

The additions include:

* It is mandatory that a staff member from all shelter and housing programs attend the quarterly workgroup meetings.
* The CNY-VI is now the only assessment that is acceptable and each assessor is trained annually on this.
* After being matched to a household, housing providers must attempt to make contact, either through direct contact with the client or a shelter or street outreach case manager, within 72 hours.
* For Rapid Re-housing, Transitional Housing, and HUD RAP, program entries should be completed in HMIS within 7 days of completing the intake. For Permanent Supportive Housing, program entries should be completed in HMIS within 7 days of the client moving into housing.
* Housing Providers can only reject a referral that matches their program eligibility requirements for the following reasons: there are legal matters between the program and this client or safety concerns exist for staff.
* If a client is unreachable for 2 weeks after intake, the housing provider may exit the client by following the agency’s discharge policies and documenting attempts to contact in HMIS. If a client enters an institution and is there for longer than 90 days, the client must be discharged from the program following discharge policies.

The ESH & CoC Project Written Standards

These standards are only for those who receive ESG or the Continuum of Care funding.

The differing project types are:

* CoC Rapid ReHousing (RRH)
* Emergency Solutions Grant’s Rapid ReHousing (ESH RRH)
* Solutions To End Homelessness Program (STEHP) Rapid ReHousing
* Transitional Housing (TH)
* Transitional Housing to Rapid ReHousing (TH-RRH)
* Permanent Supportive Housing (PSH)

The requirement for the previous housing types are:

* 100% Coordinated Entry and HMIS participation
* Emergency Shelter and Street Outreach staff administer CNY-VI
* CAB and YAB created Emergency Shelter bylaws
* Program operations
* Program enrollment
* Case management

There are requirements for equal access to housing projects, fair housing laws against discrimination and LGBTQIA+ protections.

There was an addition of an emergency transfer for victims of domestic violence.

The Housing Authority is subject to the VAWA and their own DV transfer protocols.

Housing First is a requirement.

There are record keeping requirements to match the federal and state requirements.

In regards to occupancy and HUD Standards:

* Fair Market Rent
* Rent Reasonableness
* Housing Quality Standards
* Dwelling Size
* Participant Rental Obligation
* Adherence to all HUD requirements through which the programs are funded.

System and Project Performance Measures:

1. Length of time persons remain homeless;

2. The extent to which persons who exit homelessness to permanent housing destinations return to homelessness;

3. Number of homeless persons;

4. Jobs and income growth for homeless persons in CoC Program-funded projects;

5. Number of persons who become homeless for the first time;

6. Homelessness prevention and housing placement of persons defined by Category 3 of HUD’s homeless definition in CoC Program-funded projects;

7. Successful housing placement, and retention for PSH projects only

Prioritization is taken into account through these attributes:

* Eligibility
* Familial status
* Length of time homeless
* CNY-VI Score
* Veteran status

There was an addition of a racial equity policy requirement at the agency level.

Monitoring and Significant Findings will be assessed during the annual monitoring. The Significant findings include:

* Participants served do not meet the HUD homeless definition
* Participants served do not meet the Chronic Definition
* Participant files missing disability documentation
* Rents exceeding fair market rent (FMR) and being paid using HUD funds
* Units not meeting housing quality standards (HQS)
* Violation of the project’s termination policy
* Ineligible spending

Joe King motioned the procedures and policies to be approved. Monica Brown seconded. Both proposed procedures, policies and written standards were unanimously approved.

1. Standing Agenda Items

Shelter reports will be added going forward.

City of Syracuse: Sue McMahon shared that they are in the process of yr 49 CDBG funding. The common council will be meeting tomorrow to discuss the action plan. It is on the city website. If anyone is interested in the funding, please attend the meeting to present your cause. ESG and CDBG monitoring season will be starting in April.

City of Auburn: Renee Jensen shared the CDBG action plan was just finalized and funding decisions will be sent out shortly. The CDBG allocation was less than what they received last year. Monitoring will be starting in May. The homeless taskforce meeting was last Wednesday and there were a lot of updates shared. The next meeting with be in May.

Cayuga County: There were no updates offered.

Onondaga County: Marty Skahen shared that the county received their entitlement grant from HUD. The applications have been sent out and the applications are due at the beginning of April.

CCA does have a bed available. Kelly Gonzalez shared that they have had a program participant come full circle and is now employed by them. It is lovely to see.

Monica Brown shared that the family shelter was at capacity and the women’s shelter is at capacity. The Men’s shelter from CCOC and RM do have some openings. There have been increased overdoses as well. Monica did give kudos to Sherrain Clark and Jessie Butts for their presentation at the NAEH conference.

Oswego County: There was no update offered.

Committee Updates:

* + - REDI: the committee is recruiting. There will be a request to join and there will be an email sent out.
		- Performance Evaluation and Selection: there will be a meeting on March 28th to review the monitoring plan.
		- Health and Housing Committee: the next meeting is March 22nd at 10 am. There are about 8 members now. The next meeting will be a covid debrief with best practices.
		- Program Planning and Advocacy: the committee met in early February. They are going over the strategic plan with areas to focus on.
			* Affordable Housing sub-committee: Working toward leveraging the CoC build affordable housing and prioritize vulnerable populations.
		- CAB: Still working toward recruitment and organizing the board to prioritize the focus.
		- YAB: they have been working on a drop-in center project proposal.
1. Adjournment

A motion to adjourn was offered by Marty Skahen, seconded by Sally Santangelo. Meeting was adjourned at 3:45 pm.