



## CT BOS Semi-Annual Meeting Minutes 11/17/23 - 11:00 am – 1:00pm

### 1. Welcome and Chairs Introductions

#### [Meeting Participants](#)

### 2. Guidelines for BOS Meetings

### 3. Adopt Oct Steering Committee Minutes – Minutes approved by consensus

### 4. Announcements

- Post Steering Committee Meeting Q & A
  - Anyone who has questions or concerns is invited to stay on at the end of each meeting.
- Reminder - 2024 Renewal Evaluation Process and upcoming deadlines
  - December 6, 2023 is the deadline to submit consumer surveys and complete the grant assessment review and refresh data in RED.
- Monitoring: [2024 Monitoring Guide](#) & CT BOS and DMHAS Rental Assistance Monitoring Webinar
  - Training webinar will be held on Tuesday, December 5<sup>th</sup> from 10 - 11:30 a.m.
- Introduction to BOS Webinar – 1/11/24 – 10-11:30
  - This webinar is for new Steering Committee members or anyone who wants a refresher on: CoC Responsibilities, Overview of the Homeless Response System, Key Partners, CT BOS Governance. Meeting info: [Zoom Link](#) Meeting ID: 828 6189 9566; Passcode: 271400; call-in: 646-876-9923
- Policy and Administrative Requirements Webinar – 1/24/24 – 10am-12pm
  - Topics to be covered in the training include: Equity & Equal Access; Participant Rights & Notices that Policies Provider Agencies Must Have and Other Administrative Requirements. Meeting info: [Zoom Link](#) Meeting ID: 885 4605 2390; Passcode: 420244; call-in +16468769923
- Reminder – Keep Zengine Contacts Current
  - Zengine gives you access to correct projects in RED and signs you up to get CT BOS emails. Providers were reminded to keep contact information up to date & avoid a Renewal Evaluation score penalty.
  - Training & instructions on how to update contact information can be found here: [Zoom Link](#)
  - For a primary contact change please contact Shannon at [shannon@housinginnovations.us](mailto:shannon@housinginnovations.us)
- Reminder: Steering Committee Attendance Requirements
  - Voting Members should attend at least 80% of Steering Committee Meetings (this means attending 4 out of 5 meetings).
  - Government & Statewide Non-Profit Agencies can send an alternate.
- Reminder Execute HUD Grants and Work on Grant Amendments
  - All HUD grants awarded in 2023 should be executed before 12/31/23.
  - For grant amendments, grant recipients submit propose amendments to the relevant CAN for approval prior to submission to HUD. Please submit grant amendment

requests to HUD as soon as possible. It is helpful if amendments are complete before the Grant Inventory Worksheet (GIW) process begins.

- Notify CT BOS of any approved amendments and all budget & subrecipient changes. Submit information to [ctboscoc@gmail.com](mailto:ctboscoc@gmail.com).
- 2024 New Project Priorities – CAN Data
  - Each year the Steering Committee adopts new projects priorities which inform the types of new project applications included in our application for CoC funds.
  - To help make sure that priorities are informed by local needs, we are asking CANs to submit local data on gaps and needs to [ctboscoc@gmail.com](mailto:ctboscoc@gmail.com) by 12/1/23.
  - CT BOS Steering Committee will discuss priorities in December and vote in January.

## 5. Vote – HIC/PIT Methodology

- The Steering Committee discussed the HIC/PIT methodology at the October Steering Committee meeting.
- It was noted that HUD introduced additional requirements for HDX this year and those requirements and procedures will be added to the methodology but will not change how the HIC and PIT are conducted.
- **Motion: To approve the 2024 HIC/PIT Methodology. Motion passes by consensus.**

## 6. CT Department of Labor Employment Presentation and Discussion

- Rob Bongiolatti from DOL presented. See slides for information: [CT BOS Semi-annual Meeting Slides](#)

## 7. System Performance Measures

- Rose Kelly from CCEH presented on SPMs. See slides for information : [CT BOS Semi-annual Meeting Slides](#)

## 8. Break-out Rooms

- Is there anything surprising or that you want to learn more about related to our performance on these outcomes?
- What action steps should the CoC be taking to improve performance?  
[Breakout Room Responses](#)

## 9. CaseWorthy Client Portal

- CT BOS has funding available in 2023-2024 Planning Grant which would be enough to fund the CaseWorthy software module and Nutmeg to support build out (approx. \$40,000).
- Over the past 6 months, BOS did a series of CaseWorthy Client Portal Demos. This included demos with the Steering Committee, the community at large and a session for Persons with Lived Experience. CaseWorthy provided a training link so that anyone could demo the system on their own. BOS conducted Interviews with groups using Client Portals.
- Feedback from persons with lived experience of homelessness (PLEH) was extremely positive. It was noted that being able to access information using the portal would provide a huge benefit and that storing and easy access to documents would improve coordination and reduce delays. And, that notifications about appointments, resources & referrals would enhance communication and help with housing. No concerns or negative feedback were noted.

- Feedback from providers was also positive but there were some concerns. Providers noted that it is great to have a place to store documents and might provide the possibility of using it to remind PSH tenants about annual requirements for inspections and income verification. Concern was raised that clients won't use the system and that the work between staff and clients is face-to-face and technology should not replace this. It was also noted that there are other HMIS needs that should be prioritized over this.
- Goodwill Industries which is using the CaseWorthy Client Portal has reported that they are extremely satisfied with the tool, their clients are actively using the portal, and it has enhanced communication. Santa Clara, CA is piloting a different client portal system and clients have had a positive experience with the tool. Their system has cost hundreds of thousands of dollars.
- It was noted during the discussion that there are other HMIS needs in the community and until those are prioritized, it is premature to make a recommendation to the HMIS Steering Committee for BOS to purchase this tool. Others agreed that it would make sense to better understand the HMIS needs before moving ahead. It was reported that the HMIS Steering Committee will be getting HUD TA on Governance, and it might take several months to get the HMIS priorities in order. Concern was raised that the funding is available in the current fiscal year and that a decision regarding allocating the funds would need to be made by early 2024. Any proposal for an alternative use of the funds would need to be received prior to that decision.
- It was also reported that there is no person with lived experience on the HMIS Steering Committee and that the group would benefit from including people with that experience.
- **F/u: HMIS Steering Committee to:**
  - **discuss adding a person with lived experience to the group.**
  - **prioritize HMIS needs and bring any alternative proposals for funding eligible under the CoC Planning grant back to the BOS SC.**

## 10. Consumer Leadership Involvement Project (CLIP) Updates

- CLIP did a presentation on updates. See slides for information: [CT BOS Semi-annual Meeting Slides](#)

## 11. Partner Announcements

- DOH reported that cold weather contracts have gone out and DOH funding will be in place shortly.
- Results from the DOH Homeless Redesign RFP will be released in the coming week. Contracts will start 1/1/24.

## 12. Other Business

## 13. Steering Committee Meeting Schedule

- December 15, 2023; 11-12:30
- January 19, 2024; 11-12:30
- February 16, 2024; 11-12:30
- March 15, 2024; 11-12:30
- April 19, 2024; 11-12:30
- May 17, 2024; 11-12:30
- June 21, 2024; 11-12:30