**CT BOS Semi-annual Meeting Minutes**

**11/15/24 - 11:00 am – 1:00pm**

Thanks to our lunch sponsors: Nutmeg IT and Housing Innovations

1. **Welcome and Chairs Introductions**
2. **Guidelines for BOS Meetings**
3. **Adopt September Minutes –** meeting minutes approved by consensus
4. **CT BOS Overview**

* CT Balance of State Continuum of Care BOS (CT BOS CoC) is coalition of private/public sector agencies and individuals working together to prevent and end homelessness in Hartford, Litchfield, New Haven, New London, Windham, Tolland and Middlesex counties.
* CT BOS promotes community-wide planning and strategic use of resources.
* CT BOS improves coordination and integration of mainstream resources (those not designated for homelessness) with designated programs.
* There are two CoCs in CT: CT BOS and Opening Doors Fairfield County (ODFC)
* CT BOS CoC also: Identifies gaps in the system; uses data to evaluate and improve project and system performance; establishes policies governing funded projects and decision-making; ensures assistance is fair and equitable; helps projects to understand and follow federal and local requirements; and submits the application for the Annual CoC Program Competition.
* CT BOS receives approximately $65,000,000 to fund: Permanent Supportive Housing (PSH), Rapid Rehousing (RRH), Transitional Housing (TH), Coordinated Entry, Youth Homelessness Demonstration Projects (YHDP), Joint TH-RRH, Street Outreach, CoC Planning and Homeless Management Information System (HMIS).
* The CT BOS Steering Committee is made up of government agency, statewide non-profit, Coordinate Access Network (CAN), and Community representatives.

1. **Announcements**

* Updates from Unite CT – Moving Assistance Program
* Moving Assistance Program provides one-time only security deposit assistance for the following four populations: #1-Tenants who were recently evicted. These tenants have either a final stay stipulation with a move out date, a judgement for possession, or an “execution” allowing law enforcement to physically remove them from the property if they do not leave by the deadline. #2-Tenants who have a state or federal rental subsidy (i.e. Housing Choice Voucher, State Rental Assistance Program, “Section 8,” etc.). #3 - Tenants who are experiencing homelessness or housing insecurity should call 211 to be referred to a HUB. #4 - Tenants with a household income at 50% or lower of their town's Area Median Income (AMI).
* [Link for info on Moving Assistance Program](https://portal.ct.gov/doh/doh/programs/unitect-moving-assistance-program)
* NOFO submitted
  + CT BOS submitted the application to HUD for CoC renewals and new projects.
  + Thanks to all of the grantees/subrecipients, key informants and everyone who helped make the submission possible.
* Reminder: Resolve Issues & Conditions and Execute Grant Agreements for 2023 Awards by 12/31/24.
* Reminder on Process for Grant Agreement Amendments
  + A grant amendment is needed when there is a: change of recipient; change of project site; shift of more than 10% of a Budget Line Item (BLI) to another BLI; permanent change of subpopulation served permanent reduction in the number of units funded under grant
* Grantees need to do the following to request a grant agreement amendment: obtain approval letter from CAN, reach out to HUD Field Office to request change and notify the CT BOS support team of approved change/s
* System Performance Measures (SPM) reminders
  + Currently, Nutmeg is conducting data clean-up for the period ending 9/30/2024. This will continue throughout December.
  + Nutmeg has provided instructions on how to fix outlier data.
  + Providers should be reviewing data and specifically: ensure all enrollments and exits are up-to-date for 10/1/2023 – 9/30/2024; include exit destinations; ensure all income assessments and move-in dates are up-to-date; review and update data on the “Outlier Spreadsheet”.
  + Provider Resources: [Clean-Up Meeting Recording](https://fathom.video/share/z_4NyumeiYE6ikh6YsgRMPxgsfaUCPSh); <https://cthmis.com/support/knowledge-base>
  + Weekly Office Hours Thursdays 2 – 3 p.m.: <https://cthmis.com/trainingevents/>
* Renewal Evaluation Webinar & Key Dates
  + **12/11/24**: Renewal Evaluation Launch Webinar (10-11:30 a.m.) and Renewal Evaluation Database (RED) opens! [Zoom Meeting Link](https://oda8v68ab.cc.rs6.net/tn.jsp?f=0017sAkI-1fbRlsBBckmeY5rcJxT9qDJ47nfynnjh6wPSt3RBo_dChpbFreSB8Nbns6g31i24MTqSa1U7xZNmZLrG4ucHvUn45RqfF9dPKdxi9IUE6rOSWCLYbU4hujBXyjYSJC-cnCxlVn9KL2q4dwOzplFrxVsOSr6sNCxAomAptXCSwRHfFG3-1P8uDcomJNmn4YfazQDSmWW7S6BaT_nE84VkZ0EXTV&c=nS8e1X4tr04CNac7PpNeoEFguSVTdRZwDNJ73BgcdFqRdM1a-IB4cQ==&ch=cdRks5GzYqMzvB3ma9-4I-HuINMh8R5oZD6cRePQARY7VoMLtkVXXg==); Meeting ID: 839 0059 0042; Passcode: 264888; Call-in: 646 876 9923
  + **12/31/24**: Deadline to submit DMHAS surveys to DMHAS
  + **1/15/25** Deadline to:
    - Submit CT BOS consumer surveys to CT BOS
    - Complete the initial submission process in [RED](https://poe.nutmegit.com/GrantEvaluator)
    - Submit [support](https://poe.nutmegit.com/GrantEvaluator/Support) requests to let us know that you need help or you think something is incorrect.
  + [2025 CT BOS Renewal Evaluation Instructions](https://www.ctbos.org/wp-content/uploads/2025-RENEWAL-EVALUATION-INSTRUCTIONSv3.pdf)
* [Susan G. Baker and Elizabeth Boyle Innovation Fund](https://endhomelessness.us9.list-manage.com/track/click?u=466b34a51377a9504fb2ebd8f&id=720ad9d090&e=ae52eab8dc)
  + NAEH through the Susan G. Baker and Elizabeth Boyle Innovation Fund has funding available to support individuals with lived experience of homelessness in pursuing innovative professional and creative endeavors. Eligible applicants can receive up to $25,000 in funding for initiatives like starting a business, research efforts, or creative projects. Applications are due by December 30, 2024, with virtual presentations and interviews scheduled for January 2025.
  + There are office hours in December to provide more information: [Registration for 12/18 3pm Office Hours](https://us02web.zoom.us/meeting/register/tZAkd-2przkvGt1PUS1ZTzYPMQxvx_ZtpNmo)
  + [NAEH Information on Innovation Fund](https://oda8v68ab.cc.rs6.net/tn.jsp?f=001kj3Tel-5ENwkIMOQukUYF_i6PmGvZ8KnqItBTIHgp21FRFfYbwpFsK0O-Ju3e0y_hv3nbkZjePS2-j5sfi1YgHuEDfy58waCQDmwXm3h4azk1qC1LDj9nJ2Cxg5iuU2zc6is3QS1NwfHK1j4mLJsxOxgi_2z81tc-iPqG3_ouF-Nifgsm1wMAgMSMqXuoWjUMA8dnJw0vur0TTUxJGgicfotykgDAuKhea3QbIpnq3EZN33ENKhkhh4Gm_wUJ8LRNJXtt_hZ17qz5pZqVvVdAUNHLIbP_e9NzyJRJrhHIyhxYhUxnzFGzSk-zmWBb5hqv_bLjl1L2ErUuw4Bzw66lzhAMnAxcG8wFW7_4NQm3GZHODpVEzUzoGK3KI8BrDXmqfNOjKkwvfcZRKiwyf0SFb4Nzivxi02ZB_HonCKU_3VNNw_XI9rnrtvZQAKJlJYb&c=W3c6uwq2dAFALoEjIj16fj2fQZQG2ayHaIymKqxehxJWVXFe_832PQ==&ch=0h5XoOXFsv-VFmueFIAPQ7OnAiBUyDWtw7PRXU5PQ-rjwWKNay00BQ==)
* Partnership for Strong Communities (PSC) Affordable Housing Conference Announcement
  + The CT Affordable Housing Conference will be held on 11/18 & 11/19.
  + For more information and to register: [Connecticut Affordable Housing Conference 2024: Here for Housing (zoom.us)](https://events.zoom.us/ev/Alf3E5zsssUNAQs_UVkga02ITjYfIzeRDWd66sYInNVFitbWBo5S~Ag8jw9A6zjxqbT8QhRKYiDYWyHABJrRN9WNE_E8ev8XHtAltAtoYIqA4WA)

1. **Steering Committee Membership**

* **2025 Chairs’ & Community Representative Elections & Agency & CAN Registration** 
  + - Each year CT BOS elects/appoints Steering Committee representatives and co-chairs. Nominations for Co-Chairs and Community Representative Applications are due **12/6/2024.** Alice Minervino and John Merz Chair’s terms are up. Both are available to continue to serve, and CT BOS is also accepting nominations for these two chair positions. Please submit chairs nominations to [ctboscoc@gmail.com](mailto:ctboscoc@gmail.com).
    - There are six Community Representative positions up for election in 2025. Existing Community Representatives and anyone else interested in serving should complete the [CT BOS Community Representative Application](https://docs.google.com/forms/d/e/1FAIpQLSdaNxRz-3mu1gQ1xfkLwEbpDFyY9NTsX3ZN7ZJeduTMsQORcw/viewform?usp=sf_link).
    - The Steering Committee will Vote via Survey Monkey. Votes are due by 12/13.
    - CANs appoint their own representatives. Registration forms are due 12/6/2024.
    - **Reminder: CANs are encouraged to include at least one person of color as a representative.**
  + **Add a Public Health Representative to the Steering Committee?**
* There was discussion around adding a public health representative to the CT BOS Steering Committee.
* Participants noted the intersection between health and homelessness and how CT BOS could learn about resources from a health representative. Suggestions were to possibly include someone from a Federally Qualified Health Center (FQHC), hospital or CT Department of Public Health.
* Steering Committee will vote on whether to include a public health representative at the 12/20 meeting.

1. **Race Equity Analysis Findings & Discussion**
   * CCEH provided data for the Race Equity Analysis in June 2024. The data source is HMIS. Data includes all clients with enrollments between 6/30/2023 and 5/31/2024 and the following program types: Emergency Shelter (ES), Permanent Supportive Housing (PSH), Rapid Re-housing (RRH), Street Outreach (SO), and Transitional Housing (TH).
   * Key findings include:
     + BIPOC Households are disproportionately impacted by homelessness - BIPOC households are about 30% of CT population and 70% of HMIS enrollments.
     + Black/African American Households are the most disproportionately impacted demographic group representing 11% of CT population and 33% of HMIS enrollments
     + When exiting ES, BIPOC households (HH) have more positive Permanent Housing (PH) exits compared with White HH; BIPOC HHs have lower rates of leaving to unsheltered situations; White HHs are twice as likely to enter institutions
     + When exiting RRH, White HHs are twice as likely to exit to unsheltered locations and more likely to exit to PH and BIPOC HHs are 50% more likely to exit to TH.
   * Participants provided suggestions on further research: [Race Equity - Meeting Participants' Suggestions for Further Research](https://www.dropbox.com/scl/fi/lt30jhx3jbmig12jio6il/RE-Discussion.docx?rlkey=3vpb654upg56xfhd82xih31ko&dl=0)
2. **Vote – 2025 Point-in-time Count (PIT) Methodology** 
   * Each year the Steering Committee votes on the methodology to be used in the PIT Count. The 2025 methodology is almost identical to the 2024 methodology. The draft methodology was sent out in advance. [Draft 2025 PIT Methodology](https://www.dropbox.com/scl/fi/9mqpzhik811cv8hyx4w56/2024-PIT-Count-Methodology-9.5.2024.docx?rlkey=z3ah124ndrdb4zuznd9fpu0n2&dl=0)

**Motion: To approve the 2025 Point-in-time Count Methodology. Motion passes by consensus.**

1. **Department of Labor, American Job Centers & Safe Futures Presentation and Table Discussions**

* Eddie Cajigas, CT Department of Labor, Josh Gilmore, Capital Workforce, Fenty Lee & Laura Shaw, Safe Futures all presented. See slides: [Employment Presentation](https://www.ctbos.org/wp-content/uploads/CT-BOS-Semi-Annual-Meeting-Slides-v3.pdf)
* Participants discussed several questions and provided feedback: [Results from Employment Discussion](https://www.dropbox.com/scl/fi/w5ue45q8cbqccf66cnapq/Employment-Discussion-Responses.docx?rlkey=6dbe5j3j79z202je1d1ocwhz5&dl=0)

1. **Partner Announcements & Other Business**
2. **Steering Committee Meeting Schedule**

* December 20, 2024; 11-12:30
* January 17, 2025; 11-12:30
* February 21, 2025; 11-12:30
* March 21, 2025; 11-12:30
* April 11, 2025; 11-12:30
* May 16, 2025; 11-12:30
* June 20, 2025; 11-12:30