Welcome and Introductions
Introductions were made. Pat Brooking was invited to today’s Steering Committee meeting. Pat operates Haven of Hope, a transitional housing facility in Montgomery County that specializes in providing housing for women who were previously incarcerated. The facility is located on a farm where residents are able to develop workforce skills. Next month, the facility will open a child care center with an infirmary, which is an essential service to helping residents maintain employment. Mike McMahon noted that Haven of Hope has been a resource for Montgomery DSS to utilize as a work site.

John Rogers reported that Fulton County DSS will be participating in the Steering Committee moving forward.

Steering Committee Motions/Voting Actions

Previous Meeting Minutes
The January 7th Steering Committee Meeting minutes were reviewed. A motion to approve minutes was put forth by Ashley Brody and seconded by Mike McMahon. All attendees were in favor, none opposed.

Vacancies
Julie Sammons, Acting Commissioner of Schoharie County Department of Social Services has volunteered to serve on the Steering Committee in Tina Sweet’s place until a commissioner is selected for Schoharie County, at which point either the new commissioner will step in or Julie will continue to serve on the Steering Committee. A motion to accept Julie Sammons as a Steering Committee member was put forth by Mike McMahon and seconded by Mike Piazza. All attendees were in favor, none opposed.
With Tina Sweet’s resignation in February, the Steering Committee had a vacancy for the position of Co-Chair. Scott McCumber from Social Science Associates, representing Herkimer County on the Steering Committee, nominated himself for the role. A motion to accept Scott McCumber as Co-Chair was put forth by Mike Piazza and seconded by Ann Ellsworth. All attendees were in favor, none opposed.

Pat Brooking was nominated for the Steering Committee due to her lived experience. A motion to accept Pat Brooking as a Steering Committee member was put forth by Ann Ellsworth and seconded by Mike McMahon. All attendees were in favor, none opposed.

**Finalize Subcommittee Members**

The list of subcommittees and membership were reviewed. Jennifer Salamo, Montgomery County (volunteered by email) and Ann Ellsworth, Putnam County have agreed to serve on the HMIS subcommittee. Ann will be able to provide valuable input relating to the domestic violence subpopulation in relation to HMIS and data collection.

It was noted that there are still two vacancies on the Monitoring and Selection Subcommittee without representation from Putnam or Schoharie Counties.

**Updated Governance Charter**

The Governance Charter was updated to include a Code of Conduct section. Wording was also updated in the HMIS section to reflect that “OTDA will facilitate HMIS activities for HUD compliance and will collaborate with an organization approved by the Steering Committee.” Ann Ellsworth asked if sexual harassment training is required, per New York State regulation. OTDA replied that the Code of Conduct was updated per HUD standards and that Steering Committee members are freestanding volunteers and thus not subject to the specific regulation. A motion to accept changes to the Governance Charter was put forth by Dave Covey and seconded by John Rogers. All attendees were in favor, none opposed.

**PIT Count Recap**


A presentation of PIT Count data was given by OTDA. It was noted that the reported unsheltered count (4 persons) was likely lower on the night of the count than usual due to the extremely cold and snowy weather. Known individuals who would typically sleep outside or in their vehicle were sleeping in hotels paid for by themselves or family members due to the extreme weather conditions on January 30th. Several communities are considering conducting a summer PIT Count to see how the numbers compare.

It was also discussed that there was only one veteran reported in all five counties (Montgomery County). This could be attributed to the increase in state and federal resources to target veteran’s homelessness in recent years.

OTDA provided a brief overview of McKinney-Vento homeless student data from the 2017-2018 school year. It was emphasized that these figures do not represent the number of homeless students per
HUD’s definition, but that it is useful information to consider when analyzing homelessness in the local community.

**HMIS Update**

OTDA and CARES have been working extensively on HUD’s HMIS NOFA that was announced earlier in the year. The application is for a consolidation project between NY-525 and CARES’ existing HMIS. The application was one of thirty in the nation preliminarily accepted. Phase 2 of the NOFA is due next week and we are anticipating a response within a month. If accepted, it is expected that funding would be available around September 1, 2019. In the meantime, OTDA will be contracting with CARES starting April 1, 2019 to begin implementing an HMIS solution for NY-525.

**Future Actions**

**Housing Inventory Count (HIC)**

The Housing Inventory Count (HIC) is submitted to HUD at the end of April in conjunction with the Point-in-Time Count. The HIC serves as an inventory of housing providers within a CoC and includes Permanent Supportive Housing and Rapid Rehousing in addition to the program types included in the PIT Count. OTDA has started developing the HIC in HUD’s HDX database with help from input provided at Local Planning Body meetings. CARES has Project Set-Up forms that are being distributed to each provider in order to establish the project in HMIS. Allyson Thiessen from CARES noted that next year’s HIC submission must be extracted from HMIS and cannot be entered manually.

**Convene Coordinated Entry Subcommittee**

The Coordinated Entry Subcommittee will be meeting on March 29th at 10:00am at the Schoharie Office for the Aging building. Ashley Brody, chair of the subcommittee, asked if the committee will be reviewing and selecting a Coordinated Entry assessment tool. OTDA responded that they have been conducting an analysis of the various assessment tools available and will present the options to the subcommittee. The subcommittee will also be tasked with assisting in development of policies and procedures. Allyson Thiessen stated that a CoC must use one assessment tool but it can be customized in HMIS to tailor to local needs.

**CoC NOFA Registration**

NY-525 has been registered in e-snaps for the upcoming NOFA. It is anticipated that the NOFA will be released around May 1 and will be due at the end of summer.

An email was recently distributed by the Domestic Violence and Housing Technical Assistance Consortium highlighting that part of this year’s NOFA will include $50 million available for new DV bonus projects. Steering Committee and Local Planning Body members have expressed that they are interested in pursuing this funding. OTDA will research requirements and NY-525’s eligibility.
**Homeless Services Plans**

Homeless Services Plans are due next week on March 29th. OTDA encouraged DSS to reach out for assistance if needed. Allyson Thiessen stated that CARES will send data by April 1st for the upcoming report due April 15th.

**Rapid Rehousing**

OTDA is working with Catholic Charities’ Housing Office and Putnam County DSS to develop contracts for Rapid Rehousing programs in each of the five counties. The contracts are anticipated to run from June 1, 2019 to May 31, 2021. This will allow for each of the five counties to start up a rapid rehousing program in anticipation of future funding from HUD.

Ann Ellsworth asked about the role in Grants Gateway. OTDA replied that all state agencies have moved to utilizing Grants Gateway in order to automate contracting to ensure that it is timely and consistent. The entities contracting and subcontracting with OTDA should be “prequalified” in Grants Gateway in order to complete the Rapid Rehousing contract as well as apply for future New York State funding opportunities.

**Scheduling Items**

Next Local Planning Body Meetings:

- Fulton/Montgomery – March 28th
- Herkimer – April 8th Board Meeting; May 13th Plenary Meeting
- Putnam – 1st week of April
- Schoharie – April 17th

Next Steering Committee Meeting:

- May 2nd

First Coordinated Entry Subcommittee Meeting:

- March 29th

Meeting adjourned at 11:13am.