Welcome and Introductions

Steering Committee Motions/Voting Actions

Previous Meeting Minutes
The March 21st Steering Committee Meeting minutes were reviewed. A motion to approve minutes was put forth by Mike McMahon and seconded by Ashley Brody. All attendees were in favor, none opposed.

Vacancies
David Covey is no longer serving in his role at Catholic Charities or on the BoS Steering Committee. Mary Carpenter has stepped into his role at Catholic Charities. Keegan Burke from CAPTAIN has volunteered to serve on the Steering Committee to fill this vacancy for Fulton County. A motion to accept Keegan Burke as a Steering Committee member was put forth by John Rogers and seconded by Tom Ryan. All attendees were in favor, none opposed.

OTDA Updates
The Solutions to End Homelessness Program (STEHP) RFP is out and proposals are due by June 14th. Part of the application includes a letter of support from the CoC(s) in which the applicant belongs. Applicants covered by the Balance of State CoC should email the BoS email address
BoS.nys@otda.ny.gov with an executive summary of the project, which will be forwarded to co-chairs Scott McCumber and Mike McMahon for review and completion of the letter of support.

PIT and HIC Submission Update

The Point-in-Time Count and Housing Inventory Count have been submitted to HUD. The HIC includes an inventory of Permanent Supportive Housing and Rapid Rehousing programs in addition the Emergency Shelter and Transitional Housing projects counted in the PIT. OTDA presented a PowerPoint of NY-525’s HIC data by provider in each county.

Coordinated Entry Update

The Coordinated Entry (CE) Sub-Committee has developed a CE policy and the final round of edits will be distributed to the sub-committee for review. CARES should be included in the review process, especially the HMIS portion of the policy.

Brett Hebner inquired if the CE sub-committee has coordinated with county SPOA (Single Point of Access) meetings. OTDA replied that the goal is for someone from each local SPOA to be connected to the CE committee in each locale. CE and SPOA may decide to host their meetings sequentially or concurrently to maximize resources.

Ann Ellsworth asked how domestic violence victims will have access to Coordinated Entry resources if they are not involved in HMIS or SPOA. OTDA replied that a separate CE list for DV victims should be maintained by a victim service provider and that there are currently many successful models being utilized.

Ashley Brody asked if the VI-SPDAT can be customized in HMIS to reflect extra prioritization components. Allyson Thiessen replied that yes, HMIS can be customized to fit this need.

The next CE Sub-Committee meeting on May 30th will be combined with the HMIS Sub-Committee and will be a WebEx presentation by CARES of a Coordinated Entry intake in HMIS.

HMIS Update

Allyson Thiessen stated that CARES has preliminary System Performance Measures (SysPM) data pulled from HMIS for submission to HUD by the May 31st deadline. The report mostly consists of data from Danielle’s House and VA VASH vouchers. There is currently not a lot of data but submission of SysPM this year will create a stronger NOFA application.

Contact has been made with the Westchester and Utica HMIS providers to obtain data currently being entered by providers into HMIS. CARES will work with these agencies to integrate the data into the CARES HMIS.

OTDA has reached out to providers in the BoS CoC to begin implementation of HMIS, which will begin with training by CARES.

Janine Robitaille asked about licensing costs. Allyson replied that the first 15 user licenses for an organization have been incorporated in to the existing budget and will be available to agencies without
extra cost. An additional 15 user licenses costs $500 a month. OTDA asked any agency interested in additional licenses to first contact OTDA to discuss funding surrounding obtaining the licenses.

The HMIS consolidation NOFA has been finalized through HUD and funding is expected to begin in September. The consolidation efforts include data migration of existing data and training, amongst additional activities. CARES will work with DSS to obtain data back to October of 2018 in order to submit a full Longitudinal Systems Analysis (LSA), formerly the AHAR, in the coming submission year.

**Future Actions**

**NOFA**

It is anticipated that the NOFA through HUD will be available by the end of May. OTDA has been reviewing last year’s NOFA in preparation for this year’s application. In last year’s NOFA, there was a DV Bonus that is available again this year.

**Subcommittee Meetings**

The Rank and Review Sub-Committee will be meeting via phone. Membership is still needed from Putnam and Schoharie Counties.

**Homeless Services Plans**

Homeless Services Plans have been received and are under review. Once the local districts start entering their data into HMIS, CARES will be able to pull their data for the outcomes reports due to OTDA.

**Rapid Rehousing Contracts**

Rapid Rehousing Contracts are being developed with Putnam County DSS and Catholic Charities Housing Office. These providers are encouraged to apply for continued funding through the STEHP RFP.

**Miscellaneous**

Janine Robitaille stated that Interfaith Partnership for the Homeless (IPH) was approached in regards to a former adult home in Amsterdam that is vacant. IPH is currently in conversation with city officials to discuss zoning. Preliminary discussion is around applying for HHAP to rehab the building and ESSHI for a Permanent Supportive Housing program, as well as to expand IPH’s current shelter program.

Mike McMahon has invited Fulmont Community Action Agency to join the BoS efforts.

**Scheduling Items**

Next Local Planning Body Meetings:

- Fulton/Montgomery – May 30th
- Herkimer – June 17th
- Putnam – June 26th
Schoharie – June 19th
Next Steering Committee Meeting:
   June 5th
Next Coordinated Entry and HMIS Subcommittee Meeting:
   May 30th
First Rank and Review Subcommittee Meeting:
   TBD

Meeting adjourned at 10:52am.