

**Executive Committee Meeting**

**Family & Children’s Agency  
140 Water Street + Norwalk**

**August 15, 2016**

**12:30 to 2:30 PM**

**Attendance: Opening Doors Fairfield County [ODFC] Co-Chairs:** David Rich and Adam Bovilsky

**Present – Executive Committee:** Merle Berke-Schlessel [via phone], Carmen Colon, Michele Conderino, Stuart Lane, Rafael Pagan [via phone], Joyce Platz [via phone], Jeff Wieser, Jason Shaplen, Lisa Tepper Bates

**Present – Coordinating Council:** Jeannette Archer-Simons, Open Door Shelter  
**Guests**: Brian Roccapriore, CCEH, Christy Rubeinstein, DMA [via phone]  
**ODFC / CAN Staff**: Linda Horbal, Lisa Bahadosingh

**Meeting Notes**: Linda Horbal

1. **Welcome and Introductions: ODFC Co-Chairs –** Adam Bovilsky

**Adoption of June 20, 2016 Meeting Notes:** Jeff 1st, Michelle 2nd approved

1. **90 in 90 Update – Fairfield County Participating**

* **Goal of 90 in 90 Challenge** is to get 90% of the chronically homeless people on the BNL [By Name List} verified, and then to get them matched to housing resources
* **Weekly Dashboard/Fairfield County CAN –** Brian and Lisa
* Snapshot of each CAN’s progress shown in bar chart form in report
* Goal is to get to 90% in all CANs by 10/1/2016
* 90 in 90 Challenge Weekly Progress Report measures 4 variables throughout all CT Coordinated Access Networks [CANs]:
* Chronic [Verified]
* Potentially Chronic
* Not Chronic [Verified]
* Unknown/Blank
* Measures include:
* Percent of Chronically Homeless on HMIS BNL with Verified CH [Chronic Homeless] Status
* Percent of Chronically Homeless on HMIS BNL with Verified CH Status and, also, Matched/Awarded/Housed
* Approximately 77% of Fairfield County list is composed of “unknowns,” which at time of Executive Committee meeting staff had already reduced
* Some CANS review HMIS to identify last time staff “touched” an individual to determine location of an “unknown” client
* Fairfield County [FC] CAN is actively working, so data is not most updated figures
* Mostly data management issue; “Actively unknown” and those who haven’t been touched in last 90 days; 77% will drop
* Norwalk example: Unknown, verified chronic, matched, housed; unknowns were 30 and now reduced to 13
* Week 6 report will be more accurate, yet, will still not reflect all of work done; August 29th will really be reflective of work currently being done
* Working with team leaders to effect a strategy; sent list to all shelter outreach staff to determine if individuals are truly “unknown” based on their experience
* Determining how many chronically homeless we must have “document ready” each week to meet goal
* Factored in differences in definitions of “document ready” based on type of housing; Housing Authority document requirements are more stringent
* Matching meeting staff are aware of the differences
* Important next steps:
* Clean up list of “unknowns”
* Confirm clients “document ready” in light of potential housing
* Selected providers with access to medical records use that information to complete disability verification forms
* Continue having Housing placement “frontline” staff do work
* Efforts are being made to apply shorter-term, concrete goals which will lead to greater accountability from week-to-week
* Everyone on “potentially chronic” list has to be assigned to a case manager to effect accountability
* Verification of homelessness is more of a challenge now than in the past
* Reason to believe that some of “unknowns” are not chronically homeless and represent a small set of people; don’t believe we will miss a lot of people; some resources are geographically locked in, but not all
* Southeast CT has analyzed their unknown list and have found very few chronically homeless
* On idea discussed: Should organizations need to chip in and hire a per diem case manager who is solely focused on this activity; consensus was we need educated, seasoned case managers to do work; takes time to find, hire and train staff, which is a negative to hiring
* FC, which is diverse, needs to work collectively to get this done; believe if agencies leverage their existing, seasoned staff, they can accomplish goal
* DMHAs determined a strategy to expedite disability verification and will complete forms; finding high rates of chronically homeless and presence in VDAP
* Social Security shows CT has lowest percentage of people with disabilities than any other states in U.S.
* **Concern:** Pressure is coming from all directions and impacting staff: NOFA, DOH, DMHAS, HUD, 90 in 90 Challenge, new definition to determine chronically homeless; finish one initiative and then another comes right after, which is a challenge for everyone
* Consensus is to hold agencies accountable and not just individual case managers

1. **FY 2016 NOFA –** Christy Rubenstein, DMA

* Reviewed all dates with committee
* ODFC CoC Application Process – Important Dates
* 25 criteria being considered
* Working to finish scoring by Wednesday, so Ranking & Scoring Committee will have appeals process
* August 31 have application publically available
* Work being done on projects should help raise score
* Application very similar to last year’s
* What questions in Exhibit 1 that are lacking; Christy working on this next week; date when “first draft” Exhibit 1 is done, could be August 22nd; Wednesday, August 27th might be more realistic
* **Critical Areas for Focus:** working through project renewals, so results are publically available; having a clear process is important; explain in a clear and concise way the good work that is being done
* NOFA documents will be posted on the ODFC Website

1. **Nominating Committee:** Jeff Weiser

* Members of Ranking & Reallocation Committee must come from non-conflicted organization: Pam Ralston, ODFC/CCEH; Becca Allen, Melville Charitable Trust; Nancy von Euler, Fairfield County Community Foundation willing to serve
* Committee will look at the Ranking & Reallocation process and tools; first meeting is Wednesday, 8/17 to go through first review
* Committee will likely have a future role
* Funded entities should not reach out to the Ranking & Reallocation Committee while they are doing their work; unfunded entities may provide information that is needed and if asked, otherwise, no one should contact committee members
* DMA will do project scoring
* Standards & Evaluations completed comprehensive work and voted on reallocation process
* Ranking & Reallocation Committee’s decisions are not final; decision could go to non-conflicted segment of ODFC Coordinating Council for a final vote; this group would meet without other members of the Coordinating Council
* Committee will reallocate as HUD has asked related to lowest scoring projects
* **Action:** Appointment of Pam Ralston, Becca Allen and Nancy von Euler to be members of the ODFRC Ranking & Reallocation Committee, with final decision to be made by the non-conflicted segment of ODFC Coordinating Council; Carmen 1st, Stuart 2nd, approved

1. **Performance Measure Submission –** Brian

* 10 points for this submission
* If data is not clear, points will be lost
* CCEH worked with providers
* 135 pages of HUD programming specifications for this data
* Performance Measure in HMIS went live mid-February 2016
* Permanent Supportive Housing consideration will look at most recent housing whether shelter, transitional housing

1. **Meeting Adjourned at 2:30 pm**