

The Chautauqua County Homeless Coalition



Promoting a uniform response to the needs of the homeless in our community

Meeting Minutes

January 18, 2018 – Called to order 10:00 a.m.

In Attendance:

Josiah Lamp – COI	Gina Ward – STEL
Lori Del Nero – COI	Vicki Coan – DHHS
Calvin Milliner – UCAN City Mission	Cody Marsh - COI
Josh Miller - COI	Shannon Higbee – Housing Options Made Easy
Jon Anderson – DHHS	Patti Yokom – Chautauqua County Youth Bureau
Carol Gizowski - DHHS	Sue Mattingly – NYS DOCCS Re-Entry

1. Welcome & Introduction:

Josiah Lamp (COI) facilitated today's meeting. Attendees at both locations introduced themselves.

2. Review of Minutes:

Minutes from the November 17, 2017 meeting were reviewed by all attendees. There were no changes or additions. A motion to approve was made by Gina Ward. The motion was seconded by Shannon Higbee. There was no opposition and the minutes were approved.

3. Membership Update :

Current Signed Membership Agreement	
American Red Cross	Chautauqua-Cattaraugus Library System
Chautauqua County DHHS	Chautauqua County Youth Bureau
Chautauqua Opportunities, Inc.	City of Jamestown Dept. of Development
CODE	Community Helping Hands
Dunkirk Housing Authority	Erie 2-Chautauqua Cattaraugus BOCES
Housing Options Made Easy	Southern Tier Environments for Living, Inc.
YWCA of Jamestown	UCAN City Mission

Outstanding Renewals (follow up from last meeting):

- NYS DOCCS
- Salvation Army
- Veterans Administration
- St. Susan Center

Any agencies wishing to join or in need of the membership agreement form should contact Lori Del Nero at COI.

4. HMIS Data:

- a) Data & Statistic Review: HMIS data from 10/1/17 through 12/31/17 was presented for review. An update of the ongoing HMIS Data Monitoring Plan showed data quality at 99%.
- b) HMIS Participating Agency Data Review: HMIS Data scores were reviewed for each participating agency: COI, DHHS, Housing Options Made Easy, Southern Tier Environments for Living, UCAN and YWCA of Jamestown. As of 12/31/17 all agencies are in compliance.
- c) Data Quality Monitoring Plan: Revisions to the existing plan were presented for approval. These revisions are to incorporate goals to improve the timeliness of HMIS data entry over the next year. A copy of the current plan with changes highlighted was presented prior to this meeting and will be sent along with the meeting minutes. A motion to approve the revised Data Quality Monitoring Plan was made by Jon Anderson. The motion was seconded by Gina Ward. There was no opposition and the revisions were approved.

5. Coordinated/Centralized Assessment:

The Coordinated Assessment Sub-Committee has been working with a technical assistance provider through HUD to finalize the written standards and procedure for our Coordinated Entry plan. The written standards were presented for review and approval at today's meeting. It was noted that we do expect this to be a work in progress and any revisions to be made will be presented at the Homeless Coalition meetings. The deadline for our initial written standards and the Coordinated Entry procedure is January 23rd. After review, there were no additional questions or comments. A motion to approve the written standards was made by Shannon Higbee. The motion was seconded by Josh Miller. There was no opposition and the written standards were approved.

There will be a Coordinated Entry training session today at 2 pm at the COI Jamestown office. The training will also be available through GoToMeeting, and will be recorded for anyone unable to attend today's training.

6. Other Business:

- a) Code Blue Update: An updated listing of warming centers was provided by Vicki Coan. Jon Anderson suggested working on increasing warming center participation as well as establishing who should be in charge of keeping the list of centers updated. This item will remain an ongoing item to discuss on the agenda.
- b) PIT Count: This year's PIT Count will be held next Thursday, January 25th between 4-8 am. There is a volunteer training after today's Homeless Coalition meeting. We still have a couple of areas that need volunteer coverage. Also, if anyone is aware of areas where we may find homeless individuals/families, please let Gina Ward know.
- c) Nominations for 2018 Homeless Coalition Officers: Nominations were made at today's meeting and will be voted on at the March 2018 meeting. Nominees are:
 - Chairperson – Josiah Lamp (COI)
 - Vice Chairperson – Gina Ward (STEL)
 - Treasurer – Shannon Higbee (Housing Options Made Easy)
 - Secretary – Lori Del Nero (COI)
- b) Josiah Lamp reported that we received the full funding for the CoC (COI, Housing Options Made Easy, STEL), as well as the planning grant to assist with developing/maintaining the Coordinated Entry program and the by-name list.
- c) COI has also been funded for HOME TBRA (tenant based rental assistance), which is a program that targets those who are homeless to assist with rental subsidies while the person is on the Section 8 wait list.
- d) Sue Mattingly reported that NYSDOCCS has a RFA for services for parolees from state correctional facilities to assist with find housing and employment. Contact Linda Mitchell at 518-436-7886 ext. 3115 for more information.
- e) We would like to form a workgroup to focus on the need for both a shelter and affordable housing in the north county. Jon Anderson has agreed to be part of this group, along with COI. Anyone else willing to be a part of this workgroup should contact Lori Del Nero to be included on future meetings.

7. Adjourn:

There being no further business, a motion was made to adjourn by Josiah Lamp. The motion was seconded by Shannon Higbee. The meeting was adjourned at 10:57 am.

The date of the next meeting is Thursday, March 29, 2018.