

The Chautauqua County Homeless Coalition



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

Meeting Minutes

February 25, 2016 – Called to order 10:04 a.m.

In Attendance:

Bill Vogt – COI	Michelle Shoemaker – DHHS
Josiah Lamp – COI	Jon Anderson – Department of Mental Hygiene
Lori Del Nero – COI	Nanci Okerlund – YWCA
James Snodgrass – SUNY Fredonia Intern	Pat Morris - CODE
Anna Swanson – SUNY Fredonia Intern	Jillian Wagner – SUNY Fredonia Intern
Kristy Woodfield – LawNY	Danielle DeLong – SUNY Fredonia Intern
Ali Johnson – LawNY	Jen Scofield – SUNY Fredonia Intern
Jonathan Bogey – LawNY	Elise Fisher – Housing Options Made Easy
Jeff Hollern - City of Jamestown Department of Development	Mia Augustini – SUNY Fredonia Intern
Patti Yokom – Chautauqua County Youth Bureau	Robin Rafan – Chautauqua County DHHS
Karen Anderson – VA – Homeless Program	Josh Miller – COI
Gina Ward – Southern Tier Environments for Living	

1. Welcome & Introduction:

Bill Vogt facilitated today's meeting. Attendees at both locations introduced themselves.

2. Review of Minutes:

A motion was made to approve the November 2015 and January 2016 minutes by Josiah Lamp and the motion was seconded by Karen Anderson. There was no opposition; the motion to approve the minutes was passed.

3. Membership Update :

Current Signed Membership Agreement	
American Red Cross	Housing Options Made Easy
Chautauqua Opportunities, Inc.	Legal Assistance of Western New York
CHRIC	SNAP! Cattaraugus Community Action, Inc.
Chautauqua-Cattaraugus Library System	Southern Tier Environments for Living, Inc.
Chautauqua County Department of Health & Human Services	St. Susan Center
Chautauqua County Youth Bureau	The Resource Center
City of Jamestown Department of Development	The Salvation Army
CODE	Veterans Administration
Dunkirk Housing Authority	Willow Mission – First UMC Dunkirk
Erie 2-Chautauqua Cattaraugus BOCES	YWCA of Jamestown

4. HMIS Data:

- a) Data & Statistic Review: HMIS demographic information for reporting period October 1, 2015 through January 31, 2016 was presented. Categories reviewed were: clients served by project, gender, age, race, ethnicity, veteran status, disability status, domestic violence status, persons served by household type and households served by type. It was requested that statistic breakdown on disability type is also included starting with the next meeting. Total number of null/missing and don't know/refused data will also be included starting with the next meeting. Data on length of stay by program was also reviewed, along with a definition of "leavers" and "stayers".

- b) HMIS Participating Agency Data Review: As a reminder, we will begin review of each HMIS participating agency data at our next meeting, as a HUD requirement. We will be reviewing data completeness/accuracy, timeliness, entries and exits and customers served vs. projections.
- c) Data Quality Monitoring Plan: A draft of the HMIS Data Monitoring Plan was distributed and reviewed. Timeliness goals are data entry within 5 business days of intake, and service entry by the 5th business day of the month following the service. Completeness goals are 96% overall, no more than 5% don't know/refused and no more than 4% null/missing data. A data monitoring tool will also be implemented to calculate full data quality rates. All members are asked to review this draft and be prepared to vote to approve at our next meeting. Any questions on the plan may be sent to Lori Del Nero.

5. Coordinated/Centralized Assessment:

The sub-committee has been meeting to discuss the implementation of a coordinated assessment, by collecting data points to evaluate customers for eligibility and referral to other agencies and services. There is a referral module for HMIS, however the cost is \$5,000 annually. We are able to generate reports to identify certain criteria that may be used to generate referrals. Discussion was held to determine if a paper referral given to the customer or an automatic referral generation would be preferred. Generally, the input was to provide paper referrals to customers. Each agency can choose to get a release from the customer or make a call/referral on their behalf, but this will not be a requirement by the CoC.

6. Other Business:

- a) Executive Order 151 Follow-Up
 - i. Housing During Non-Business Hours: The faith-based initiative was implemented for local churches willing to provide emergency shelter on an occasional basis as an alternative resource. COI can provide assistance in connecting with these churches.
 - ii. Code Blue Procedures: A sub-committee will be formed to create an official response, county-wide, for Code Blue warming stations/daytime indoor shelter access. COI and the Youth Bureau volunteered to participate on the sub-committee. We will invite the Salvation Army, St. Susan Center, Rural Ministry, Helping Hands and the faith-based initiative to also participate. Once information is in place, we will coordinate involvement with the Office of Emergency Services and issue a press release to promote awareness.
- b) 2016 PIT Count Report: Gina Ward reported that this year's PIT count was held Thursday, January 28th. There was increased volunteer participation which was much appreciated. One unsheltered individual was identified and agreed to have police contacted for transport to a motel for the night and follow up with DSS the following day. The police officer was not aware of the system, but contacted the supervisor who was. For the sheltered count, we received responses from COI Safe House & Homeless Houses, Department of Mental Hygiene and YWCA with a combined report of 23 people sheltered for that night. Any questions or comments about the PIT count may be sent to Gina.
- c) NYSHADE Participation Agreement: NYSHADE is a New York homeless database for state reporting purposes. Any state funded projects are required to report. The agreement being presented would cover the entire CoC. After discussion it was decided to table this item today for more information to be obtained. An updated report will be made at our next meeting.
- d) Opportunities for CoC Partnerships with Home Visiting Programs: The county has an early intervention program as well as a MIECHV program. Michelle Shoemaker will provide Bill with appropriate contact information to reach out regarding these opportunities.

7. Adjourn:

A motion was made at 11:24 a.m. to adjourn the meeting by Pat Morris and was seconded by Patti Yokom. The motion to adjourn carried without opposition.

The date of the next meeting is Thursday, April 28, 2016

**It will be a telephone conference between COI offices at
402 Chandler Street, Jamestown and
10825 Bennett Road, Dunkirk**