

# The Chautauqua County Homeless Coalition



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

## Meeting Minutes

**April 28, 2016 – Called to order 10:03 a.m.**

### **In Attendance:**

Kristy Woodfield – LawNY	Josiah Lamp – COI
Rebecca Magnuson – LawNY	Gina Ward – STEL
Kirsten Vincent – Housing Options Made Easy	Karen Anderson – VA
Denis Bouchard – Housing Options Made Easy	Elizabeth Wilk - Department of Corrections
Stacey Tanner – Salvation Army	Bill Vogt – COI
Josh Miller – COI	Jim Quattrone – UCAN
Jason Carmen – American Red Cross	Denny Wright – E2CC BOCES
	Lori Del Nero - COI

### **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 February 2016 minutes by Denis Bouchard and the motion was seconded by Gina Ward. There was no opposition; the motion to approve the minutes was passed.

### **3. Membership Update :**

<b>Current Signed Membership Agreement</b>	
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 March 31, 2016 was presented. Categories reviewed were: clients served by project, gender, age, race, ethnicity, veteran status, domestic violence status, disability status, disability type, persons served by household type and households served by type. Data on length of stay by program was also reviewed.
- b) HMIS Participating Agency Data Review: HMIS Data Completeness Report Cards were reviewed for each participating agency: COI, Housing Options Made Easy, Legal Assistance of Western New York, Southern Tier Environments for Living and YWCA of Jamestown.
- c) Data Quality Monitoring Plan: The HMIS Data Monitoring Plan was presented for approval. Timeliness goals are data entry within 5 business days of intake, and service entry by the 5<sup>th</sup> 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 used to track and calculate data quality rates. A motion was made to approve the

Data Quality Monitoring Plan by Denis Bouchard and the motion was seconded by Gina Ward. There was no opposition; the motion to approve was passed.

**5. Coordinated/Centralized Assessment:**

The sub-committee has been meeting to discuss the implementation of a coordinated assessment 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. The sub-committee is researching other options, possibly through Survey Monkey or other online services, which will generate referral information based upon client data. Agencies will be requested to send their eligibility criteria once the project is finalized.

**6. Other Business:**

- a) NYSHADE Participation: NYS OTDA is requesting our HMIS data be provided to their data warehouse on a quarterly basis. There is no fee, but also no reimbursement from the state. Gina Ward suggested that our participation might be beneficial if it could be used for consolidated plan development. Lori Del Nero will follow up with our NYSHADE contact to see if this is possible. If we choose to participate, all client data will be fully encrypted with no personal identifying data being used. A motion was made to table this item until the requested additional information is obtained by Denis Bouchard and the motion was seconded by Karen Anderson. There was no opposition; the motion to table was approved.
- b) HMIS Consent Form: Bill Vogt added that if the CoC approves our participation with NYSHADE, we will need to update the client consent form. We will be able to combine the current consent form by adding a paragraph explaining the NYSHADE portion.
- c) Code Blue: A request was made for volunteers to participate on a Code Blue sub-committee. The following agencies volunteered for this sub-committee: COI, Salvation Army, Housing Options Made Easy and Southern Tier Environments for Living. Lori Del Nero will coordinate a meeting.
- d) Union Gospel Mission Update: Jim Quattrone attended on behalf of UCAN and provided an update on the status of possibly reopening the shelter. As of now, the Attorney General must approve the building to be signed over to UCAN. If this occurs, as long as there are no major building issues they hope to take over as soon as possible. In addition to the shelter, they plan on also offering long-term housing, job training and other services (MHA, etc.) The Union Gospel Mission Board had previously felt there was no need for a shelter in the area. Several agencies in attendance at today's meeting volunteered to provide statistics that would support the need for the shelter to reopen. The county's plan currently often involves those in need of shelter being sent on a bus to the Buffalo City Mission. The county's housing plan will be added as an agenda item and Bill Vogt will request updates and statistics from DHHS to present at future meetings.
- e) Southern Tier Environments for Living: Gina Ward announced that STEL is holding their annual golf tournament on Friday, June 24<sup>th</sup> at Chautauqua Golf Club. The tournament will benefit the Compeer Program.
- f) Department of Corrections & Community Supervision: Elizabeth Wilk announced that an RFP for a Residential Stabilization Program for parolees will be coming out in early 2017.
- g) Housing Options Made Easy: Kirsten Vincent announced that the Eagles Nest Respite warmline has added a texting feature for those who may be out of talk minutes or prefer to communicate via text. Brochures were provided and Kirsten can be contacted for additional information.

**7. Adjourn:**

A motion was made at 11:09 a.m. to adjourn the meeting by Denis Bouchard and was seconded by Dennis Wright. The motion to adjourn carried without opposition.

**The date of the next meeting is Thursday, June 23, 2016**

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