

The Chautauqua County Homeless Coalition



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

Meeting Minutes

July 13, 2016 – Called to order 10:00 a.m.

In Attendance:

Gina Ward – STEL	Lynn Hartley - LawNY
Josiah Lamp – COI	Kelly Kegelmeyer – COI
Patti Yokom – Youth Bureau	Denis Bouchard – Housing Options Made Easy
Karen Anderson - VA	Amy Rohler – Community Helping Hands
Josh Miller – COI	Jim Quattrone – UCAN
Kristy Woodfield – LawNY	Jeff Hollern – City of Jamestown Dept. of Development
Wilberto Moran – LawNY	Lori Del Nero – COI

1. Welcome & Introduction:

Gina Ward facilitated today's meeting. Attendees at both locations introduced themselves.

2. Review of Minutes:

A motion was made to approve the April 2016 minutes by Josiah Lamp and the motion was seconded by Denis Bouchard. There was no opposition; the motion to approve 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 June 30, 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.

5. Coordinated/Centralized Assessment:

The sub-committee had previously discussed the use of a site such as Survey Monkey as a coordinated assessment tool, but this option will not work. Kelly Kegelmeyer of COI presented ideas for developing a website for a user to input data and generate a referral sheet based upon criteria entered. There is also an option of having a database attached to this website to track responses and data. Security can be added to

allow for client data to be collected as well, with a client consent option that can be attached. Referrals can then be either tracked by one centralized person/agency, or separate agency log-ins could be created to check and follow up on referrals. Gina proposed that we make a motion to approve proceeding on this project. The motion to approve was made by Denis Bouchard and was seconded by Josh Miller. There was no opposition; the motion to approve was passed.

6. Other Business:

- a) Code Blue: The Code Blue sub-committee has met to discuss the creation of warming centers and resources during cold weather. The Code Blue program in Buffalo has been researched, and we would like to develop a similar plan. If a new executive order is made, responsibility will lie with Health & Human Services to coordinate with local law enforcement. If there is no executive order, we are looking into having libraries as the warming stations during their regular business hours, and providing phone access to COI as the point of entry for the client. Tom Vitale has taken this to the Library Directors meeting and has invited Bill to attend their November meeting to discuss. Amy Rohler from Community Helping Hands expressed interest in having the Gateway Center participate as well. Amy also suggested reaching out to St. Susan's and the Mental Health Association as possible participating warming centers.
- b) Union Gospel Mission Update: Jim Quattrone gave an update. The Proposition to dissolve the Mission is still in the NYC Attorney General's office. The office in Buffalo is assisting with the transfer of the building. Larry Scalise – City of Jamestown will also help in expediting the certificate of occupancy. Jim is optimistically hoping to open by September.
- c) System Wide Performance Measures: Gina gave an overview of the new HUD requirement. Data being requested measures how the CoC functions as a system. The data will be gathered from HMIS. Once the data is available, Gina recommends that prior to our next meeting, the CoC specifically review each measure to check for accuracy, and to determine our baseline/starting point and develop a focus on improving our numbers. Lori will distribute a copy of the measures being reported on with the minutes of today's meeting.
- d) CoC Application: All agencies who receive HUD funds must participate in a renewal application yearly. Each renewal, as well as any new projects, must be ranked by the ranking committee as either a "Tier 1" or "Tier 2". Based on how we scored last year, we lost 15% of our annual renewal demand. Among options to save our current funding are reallocating bonus monies into a new program or reallocating current funds into a different/existing program and rank along with the other projects. Projects must be either a) new permanent supportive housing dedicated to chronically homeless, b) new rapid re-housing dedicated to individuals/families coming directly from the streets or emergency shelter, or fleeing domestic violence, c) new supportive services only dedicated to a centralized/coordinated assessment, or d) new dedicated HMIS project by the HMIS lead agency. Any agency who is interested in one of these projects should contact Bill ASAP, as the application deadline is September 14th. Additionally, there is a planning grant that would not fall under the ranking. The maximum available is \$21,000, and must be submitted by COI as a collaborative applicant. Gina proposed that we make a motion to approve the seeking of this planning grant if it is deemed beneficial to the county for renewal. The motion to approve was made by Patti Yokom and was seconded by Karen Anderson. There was no opposition; the motion to approve was passed.

7. Adjourn:

There being no further business, the meeting was adjourned at 11:15 a.m. by Gina Ward.

The date of the next meeting is Thursday, September 15, 2016

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