

The Chautauqua County Homeless Coalition



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

Meeting Minutes

September 6, 2017 – Called to order 10:00 a.m.

In Attendance:

Bill Vogt – COI	Lori Del Nero - COI
Gina Ward – STEL	Karen Anderson - VA
Sue Mattingly – NYS DOCCS Re-Entry	Patti Yokom – Chautauqua County Youth Bureau
Robin Rafan - DHHS	Jon Anderson - DHHS
Kristen Zampogna – Housing Options Made Easy	Kaeli Baxter – Housing Options Made Easy
Jeff Hollern – City of Jamestown Dept. of Dev.	Vicki Coan - DHHS
Tom Vitale – Chautauqua-Cattaraugus Library System	

1. Welcome & Introduction:

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

2. Review of Minutes:

Minutes from the July 6, 2017 meeting were reviewed by all attendees. There were no changes or additions. A motion to approve the minutes was made by Gina Ward and was seconded by Patti Yokom. All in attendance voted in favor. There was no opposition. The motion carried.

3. Membership Update :

Current Signed Membership Agreement	
American Red Cross	Chautauqua-Cattaraugus Library System
Chautauqua County Youth Bureau	Chautauqua Opportunities, Inc.
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
<i>Please note: there is currently no current signed membership agreement from the following agencies:</i>	
Chautauqua County DHHS	CHRIC
City of Jamestown Department of Development	Legal Assistance of Western New York
SNAP! Cattaraugus Community Action, Inc.	St. Susan Center
The Resource Center	The Salvation Army
Veterans Administration	Willow Mission – First UMC Dunkirk

Bill welcomed UCAN City Mission as a new member to the Homeless Coalition. As discussed at today's meeting, Lori will send renewal agreements to: Sue Mattingly/NYS DOCCS, Vicki Coan/DHHS, Karen Anderson/VA and Jeff Hollern/City of Jamestown. Patti and Vicki will reach out to Salvation Army and Bill will reach out to St. Susan Center regarding membership renewals.

4. HMIS Data:

- a) Data & Statistic Review: HMIS data from 10/1/16 through 8/31/17 was presented for review. An update of the ongoing HMIS Data Monitoring Plan showed data quality at 99%. Our next goal will be to improve timeliness of data entry.
- b) HMIS Participating Agency Data Review: HMIS Data Completeness Report Cards were reviewed for each participating agency: COI, DHHS, Housing Options Made Easy, Southern Tier

Environments for Living and YWCA of Jamestown. As of 8/31/17 all agencies are in compliance.

- c) UCAN City Mission has signed the HMIS user agreement and will be trained next week. They will also be using the ShelterPoint module in HMIS.

5. Coordinated/Centralized Assessment:

The use of the VI-SPDAT assessment tool for coordinated entry was recommended by Coordinated Assessment Committee. The tool would be completed for all who are presenting as homeless and being referred for permanent housing, and will generate a centralized list based upon vulnerability score. A motion was made to adopt the VI-SPDAT as the CoC's coordinated assessment tool was made by Gina Ward. Patti Yokom seconded the motion. All in attendance voted in favor. There was no opposition. The motion carried.

The Coordinated Assessment Committee will continue to work on procedures and scheduling training in conjunction with the November meeting.

6. Other Business:

- a) Planning Grant – This grant was awarded and began on September 1st. The grant will be used towards the implementation of the Coordinated Assessment, HMIS data quality, and possibly consolidation with a larger CoC (HAWNY). Current Planning Grant Committee members are Bill Vogt, Gina Ward and Denis Bouchard. Jon Anderson volunteered to participate on the committee as well.
- b) CoC Application Ranking Committee – The committee will meet directly after today's CoC meeting for the 2017 CoC Application Ranking process. Committee members are: Karen Anderson/VA, Patti Yokom/Youth Bureau and Tom Vitale/Chautauqua-Cattaraugus Library System. A motion was made to approve this year's Ranking Committee volunteers by Gina Ward and was seconded by Tom Vitale. All in attendance voted in favor. There was no opposition. The motion carried.
- c) Warming Centers – Tom Vitale requested to be added to the committee when it is time to discuss warming center procedures for the upcoming cold weather season.

7. Adjourn:

There being no further business, a motion to adjourn was made by Tom Vitale and was seconded by Patti Yokom. All in attendance voted in favor of adjourning. The meeting was adjourned at 11:00 am.

The date of the next meeting is November 8, 2017.