

The Chautauqua County Homeless Coalition



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

Meeting Minutes

September 12, 2016 – Called to order 10:00 a.m.

In Attendance:

Gina Ward – STEL	Josh Miller – COI
Stacey Tanner – Salvation Army	Kelly Kegelmeyer – COI
Shannon Higbee – Housing Options Made Easy	Lori Del Nero – COI
Kristy Woodfield – LawNY	Lynn Hartley – LawNY
Wilberto Moran – LawNY	Jeff Hollern – City of Jamestown Dept. of Development
Pat Morris – CODE, Inc.	

1. Welcome & Introduction:

Gina Ward facilitated today's meeting. Attendees introduced themselves.

2. Review of Minutes:

Minutes from the July 13, 2016 meeting were reviewed by all attendees. There were no changes or additions.

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: An update of the ongoing HMIS Data Monitoring Plan showed data quality at 99%, which is above our goal of 96%.
- 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. There has been significant improvement by YWCA in data entry and Gina sent thanks to them on behalf of the Homeless Coalition.

5. Coordinated/Centralized Assessment:

Kelly Kegelmeyer provided an update on the website to be used as a coordinated assessment tool. The link is hc.yourbigtree.com. We will start out with a very basic tool that can be expanded upon in the future. Members discussed creating a domain name that will be easy to remember, and can forward users to assessment. We will start initially with STEL, Housing Options Made Easy and COI using the tool and build upon it to eventually use county-wide.

6. Other Business:

- a) Code Blue: Our initial plan is to work with the library as a warming station and to access additional resources (via phone, reference sheets, internet, etc.) Tom Vitale will be presenting this idea to the library system at their fall meeting. An update will be provided afterwards.
- b) Union Gospel Mission Update: Jim Quattrone was unable to attend today’s meeting, but provided an update. He reported that things are still moving forward, although much slower than they would like. On August 2nd the approval was sent back to the Union Gospel board attorney. He has 270 days to complete the paperwork, although the hopes are that it does not take that long.
- c) System Wide Performance Measures: Gina discussed the seven measures that were reported to HUD recently. This will be an annual requirement going forward, and the CoC will need to work on these measures to improve our numbers.
- d) CoC Application: Our CoC application is due this Wednesday, but must be posted online today. The three agencies funded by HUD are STEL, Housing Options Made Easy and COI (for the HMIS system). The 2016 Ranking Committee consisted of Patti Yokom, Karen Anderson and Elizabeth Wilk, and met for the process on August 31st. Rankings were based upon several factors, including APRs, utilization & drawdown rates, specialized populations served, narratives and presentations made by each agency. After discussions, the following rankings were assigned by the committee:

Tier 1	Tier 2
1) STEL - \$81,288	1) Housing Options Made Easy - \$14,761
2) COI (HMIS) - \$20,976	
3) Housing Options Made Easy - \$93,853	

Since our CoC is below the HUD threshold, we will most likely lose Tier 2 funding. Gina acknowledged that this was not an easy or pleasant task for the Ranking Committee members, and thanked them for their participation. As required by HUD, a motion to approve the ranking process and the decision of this year’s Ranking Committee was made by Pat Morris and was seconded by Josh Miller. All in attendance voted in favor; there were no opposed. The motion to approve carried.

- e) Possible CoC Merger: Gina explained that due to the nature of being a small, rural county, we do not have the necessary resources to maintain HUD regulations. Many rural counties are facing the same challenges and as a result are not meeting the threshold scores. This results in further budget cuts. Recommended merges for our CoC were outlined as follows:
 - i. Merge with another local CoC, such as Erie County. HAWNY has reached out to us to discuss the possibility of merging with them.
 - ii. Balance of State CoC – not currently in place in New York State. OTDA would be tasked with the creation.

During today’s meeting, approval was sought to begin talks with HAWNY and/or a Balance of State CoC in order to improve threshold scores and maintain funding with no or fewer cuts. A motion was made to approve these talks by Stacey Tanner and was seconded by Shannon Higbee. All in attendance voted in favor; there were no opposed. The motion to approve carried.

- f) Ending Veteran Homelessness in Chautauqua County: Josh Miller presented the criteria and benchmarks for “functional zero”.

7. Adjourn:

There being no further business, the meeting was adjourned at 11:07 a.m. by Gina Ward.

The date of the next meeting is Wednesday, November 2, 2016

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