

The Chautauqua County Homeless Coalition



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

Meeting Minutes

July 19, 2018 – Called to order at 10:00 a.m.

In Attendance:

Justin Axelson – American Red Cross	Rebekah Bongiorno – Evergreen Health
Michelle Shoemaker – DHHS	Nicole Gustafson – Southern Independent Living Center
Cody Marsh – COI	Jose Quinones-Visot – Chautauqua Tapestry
Hannah Yoder – COI	Stephen Craker – COI
Josh Miller – COI	Lori Del Nero – COI
Josiah Lamp – COI	Tami Berg – Community Helping Hands
Jeff Rotunda - UCAN	Calvin Milliner – UCAN City Mission
Nanci Okerlund – YWCA of Jamestown	Melissa Talbott – Evergreen Health
Kia Briggs – Mental Health Association	Franklin Monjarrez – COI
Kristen Zampogna – Housing Options Made Easy	Gina Ward – STEL
Wilberto Moran - LawNY	Scott Edwards - STEL
Patti Yokom – Youth Bureau	Russell Stewart - VA

1. Welcome & Introduction

Josiah Lamp facilitated today's meeting. Attendees at both locations introduced themselves.

2. Review of Minutes

Minutes from the May 24, 2018 meeting were reviewed by all attendees. There was one correction – Jeff Rotunda is the *Program* Director and Scott Linden is the Interim Director at UCAN. A motion to approve was made by Jeff Rotunda. The motion was seconded by Stephen Craker. There was no opposition and the corrected minutes were approved.

3. Membership

Current Signed Membership Agreements	
American Red Cross	Chautauqua-Cattaraugus Library System
Chautauqua County DHHS	Chautauqua County Youth Bureau
Chautauqua Opportunities, Inc.	City of Jamestown Department of Development
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

- Outstanding Renewals
 - NYS DOCCS
 - Salvation Army
 - Veterans Administration
 - St. Susan Center

4. HMIS Data

- a. Data & Statistic Review: HMIS data from 10/1/17 through 6/30/18 was presented for review. An update of the ongoing HMIS Data Monitoring Plan showed data quality at 99%. Data timeliness continues to improve slightly.

- b. HMIS Participating Agency Data Review: HMIS data scores for each participating agency: COI, DHHS, Housing Options Made Easy, Southern Tier Environments for Living, UCAN, and YWCA of Jamestown. As of 4/30/18 all agencies are in compliance.
- c. HMIS – Discussion and Member Agency Vote on Open System: There was a discussion over switching our HMIS system from a closed to an open system. Gina Ward/STEL will need to have Quality Assurance review policy/documents, but is in favor of an open system. Jeff Rotunda/UCAN is in favor of an open system to provide for better coordination of services. Josiah Lamp/COI and Jon Anderson/DHHS are in favor of an open system to help with speed of referrals and to help prevent duplication of services. A list of HMIS participating agencies will be added as a separate sheet to the Informed Consent/Release of Information form. A motion to approve the switch to an open HMIS system was made by Josiah Lamp. The motion was seconded by Michelle Shoemaker. Member agencies in attendance at today's meeting voted in favor of an open HMIS system (COI, STEL, UCAN, YWCA, DHHS, Housing Options Made Easy). There were none opposed. The motion to approve an open HMIS system passed. Member agencies are asked to review the draft documents presented at today's meeting and provide feedback to Lori Del Nero. As we move forward, procedures for the open HMIS system will also be written (merging duplicate clients, etc.)

5. Coordinated Entry

- a. Report from Sub-Committee
 - i. Permanent Supportive Housing is our current focus for the Coordinated Entry project. Gina Ward reported that STEL has not had any openings lately, but has been entering referrals. We continue to make progress in fine tuning the referral/wait list report.

6. Other Business

- a. North County Shelter: COI is still working to identify possible sites.
- b. Announcement of CoC Application & Deadlines: Josiah Lamp announced the Notice of Funding Availability (NOFA) for HUD's competition for homeless funding. COI (HMIS & CoC Planning Grant), STEL (PSH), and Housing Options Made Easy (PSH) are currently funded. The NOFA is open for any agency to apply. The deadline to notify COI of intent to apply is July 31, 2018. The deadline to submit projects to COI is August 17, 2018. Notification of projects accepted into the ranking process will be made by the end of August 2018. All projects must be rated/ranked by September 13, 2018, and the entire application must be in by September 14, 2018. For more information, contact Judy Yonkers, Josiah Lamp, or Lori Del Nero from COI.
- c. CoC Application/Ranking Committee Process & Volunteers: Three non-funded volunteer agencies are needed for this year's Ranking Committee. UCAN (Jeff Rotunda), DHHS (Jon Anderson) and Community Helping Hands (Tami Berg) have volunteered to serve on the committee. Information, training and tools, will be sent out along with meeting requests to coordinate the ranking process.

7. Member Agency Updates

- a. Gina Ward announced that STEL is progressing well with their rehab projects. The first ESSHI units are expected to be online by the end of September.
- b. Russell Stewart announced that the VA has a mobile outreach team available to assist veterans who need help to engage or re-engage with the system. The number is 716-446-7734, 8 am – 3 pm Monday through Friday.
- c. Tami Berg is the new Director at Community Helping Hands.
- d. Jeff Rotunda announced that UCAN is in the process of completing OTDA certification to increase from 19 beds to at least 40 beds. Agencies wishing to receive their daily listing can contact Jeff.
- e. Rebekah Bongiorno announced that Evergreen Health has opened a second location at 320 Prather Avenue in Jamestown.
- f. Michelle Shoemaker announced that DHHS is working to have COI's Hannah Yoder, Homeless Outreach Specialist, in their office one day a week.

- g. Kia Briggs from the Mental Health Association is attending her first meeting today and interested to hear about the Homeless Coalition's efforts.
- h. Franklin Monjarrez introduced himself as COI's new Executive Director.
- i. Justin Axelson announced that anyone with clients displaced by fire, natural disaster, etc., can be send to the Red Cross for assistance. There is a 7 day window from the date of the event.
- j. Nicole Gustafson announced that Southern Independent Living Center has a grant for anyone who is homeless and needs a nursing home level of care.
- k. Jose Quinones-Visot announced that he also provides training in mental health and cultural competence.
- l. Kristin Zampogna announced that Housing Options Made Easy is seeing several clients who are overwhelmed by the intake questions, especially with the VI-SPDAT, and that often the assessments are not fully completed.
- m. Nanci Okerlund from YWCA of Jamestown announced that they have administered 25 assessments in 2015, 23 assessments in 2016, 66 assessments in 2017 (33 with serious addiction issues), and 39 so far in 2018 (plus 3 more this afternoon).

8. Adjourn

There being no further business, a motion was made to adjourn by Tami Berg. The motion was seconded by Kristin Zampogna. The meeting was adjourned at 10:55 a.m.

The next Homeless Coalition meeting is July 19, 2018