

The Chautauqua County Homeless Coalition



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

Meeting Minutes

September 27, 2018 – Called to order at 10:07 a.m.

In Attendance:

Josh Miller – COI	Josiah Lamp – COI
Hannah Yoder – COI	Lori Del Nero – COI
Jeff Rotunda - UCAN	Calvin Milliner – UCAN City Mission
Krista Camarata – United Way Southern CC	Jacqueline Phelps - YWCA
Michelle Shoemaker – DHHS	Kizzy Tell – Evergreen Health Services
Tami Berg – Community Helping Hands	Rebekah Bongiorno – Evergreen Health Services
Jon Anderson – DHHS	Patti Yokom – Youth Bureau
Scott Edwards - STEL	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 July 19, 2018 meeting were reviewed by all attendees. A motion to approve was made by Tami Berg. The motion was seconded by Jacqueline Phelps. There was no opposition and the 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 8/31/18 was presented for review. An update of the ongoing HMIS Data Monitoring Plan showed data quality at 99%. Data timeliness continues to improve slightly. Also added to the presentation for ongoing review is a review of income growth and first time vs. return to homelessness.
- 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 8/31/18 all agencies are in compliance.

- c. HMIS –Open System – Review of Documents: The following documents were reviewed. After discussion, the noted changes will be incorporated. A motion to approve the documents with the noted changes was made by Calvin Milliner. The motion was seconded by Jeff Rotunda. There were none opposed. The motion to approve the HMIS open system documents passed. Final versions will be sent via email by Lori Del Nero.
 - i. HMIS Data Privacy & Sharing Policy: approved as presented.
 - ii. Inter-Agency HMIS Data Sharing Agreement: approved as presented.
 - iii. HMIS Data Privacy Notice: approved as presented.
 - iv. HMIS Informed Consent & Release of Information: wording to be corrected to indicate that consent is in effect for a one year time period, with the start date being the date the form is signed, and the end date being one year after the form is signed.

5. Coordinated Entry

- a. Report from Sub-Committee – No update for today’s meeting.

6. Other Business

- a. CoC Application/Ranking Committee Process & Volunteers: Thank you to this year’s Ranking Committee, Jeff Rotunda, Jon Anderson, and Tami Berg. The CoC application was submitted on time. Some improvements from last year were included and we learned ways to strengthen the application next year. A report on racial disparity was submitted with this year’s application, and was presented for review at today’s meeting. We will be reviewing this data on an annual basis and will also be working towards strategies to address the racial disparities identified.
- b. Code Blue: Josiah Lamp will reach out to the library system to confirm their participation as a warming center again this year. Jeff Rotunda and Tami Berg will follow up on possible participation by UCAN and Community Helping Hands this year. We would like to have the list finalized as soon as possible, and prior to our next meeting.
- c. Media Relations: There has been increased attention to homelessness in the area recently by media outlets. Members are in agreement that this is a good opportunity to raise awareness of the homelessness issues we are encountering. The Executive Committee is authorized to speak on behalf of the Homeless Coalition, and Josiah Lamp is working to present information to the media.
- d. Gateway Lofts Project: Tami Berg and Jacqueline Phelps requested support at the upcoming Jamestown City Council Public Hearing to discuss the project. The hearing will be held Tuesday, October 9th at 6 pm at Jamestown City Hall.
- e. Josiah Lamp announced that the Supportive Services for Veteran Families (SSVF) funding was not renewed this year. This grant allowed COI to serve veteran families who are either literally homeless or at risk of homelessness. Soldier On will be taking over the areas COI was covering, but are not receiving any additional funding to do so. Unfortunately this may lead to a reduction in resources and services for veterans in the area. Josiah also announced that COI was awarded funding for Street Outreach for youth services, which will help to provide links to services for at-risk youth in schools and other social gathering areas.
- f. Patti Yokom announced the upcoming Annual Youth Conference October 24-25 in Tarrytown. There will be a variety of topics and trainings available. Patti also announced that the Youth Bureau, along with other agencies, is hosting a youth event in Dunkirk November 17th from 9 am until 2:30 pm.

7. Adjourn

There being no further business, the meeting was adjourned at 11:10 a.m.

The next Homeless Coalition meeting is November 14, 2018