**Three County Continuum of Care Quarterly Board Meeting**

**February 28th, 2024**

**Present**

* Emma C (Three County CoC)
* Shaundell D (Three County CoC)
* Michele L (Three County CoC)
* Janna T (CAPV)
* Phil R (DIAL/SELF)
* Raquel M (Community Legal Aid)
* Mike H (Soldier On)
* Lisa S (PLE)
* Colby O (Making Opportunity Count)
* Betsy S-J (A Positive Place)
* Dave C (Hilltown Community Development Corporation)
* Karen L (Great Barrington Housing Authority)
* Kathy K (Louison House)
* Justine D (City of Pittsfield)
* Stacy P
* Shalyn K (Way Finders)
* Olivia B (Mental Health Association)
* Heather R (Department of Transitional Assistance)
* Brad G (Berkshire Community Regional Housing Authority)
* Emily E (Gandara)
* Gina G (Franklin County Regional Housing Authority)

**Welcome and Introductions**

**Updates about NOFO funding**

* Received contract extensions—all current contracts end 1/31/25
  + Does not include YHDP (because still hope those projects will be funded), Field Office (Boston) in contact with SNAPS Office (DC)
* Still working diligently on funding gap, currently at $734,300; goes down to $537,300 if YHDP gets funded
  + Appreciate the effort of projects to reduce the gap—Louison House and DIAL/SELF getting funds from EOHHS and EOHLC
  + Western MA Network to End Homelessness Steering Committee gave us money that we are using for HMIS contract and required trainings
* CAPV able to cover costs for staffing and planning
* Clare and Janna met with officials from EOHLC and Governor’s office—they were very supportive and positive about being able to assist us
  + Most projects are not impacted until July 1 or later
  + Did ask: which projects serve families vs. individuals? Janna will reach out to projects for that information
* Not going to pursue an earmark in the budget—not even an option in FY25, also process was more complex than originally thought, so have pivoted to working directly with the Governor’s Office
* Did register this year—typically don’t have to, but wanted to play it safe
* Have been 2 newspaper articles published about our situation (the Montague Reporter)
* Applied for technical assistance re. CoC staffing and this year’s NOFO competition
  + Approved and met with Doug yesterday
  + Goal of project: look at currently job descriptions & positions and reassess how to best structure
  + Board members welcome to be a part of that project
    - Brad, Phil, Raquel, Betsy
  + Going to look at descriptions from other CoCs, will be provided with best practices, info on how other CoCs handle NOFO process
* Betsy: worst case scenario of no funding, what are we thinking?
  + Kathy: yes
  + Janna: Whitney from APT could be helpful in managing projects falling below the 80% threshold for moving out, how we do monitoring, etc… if there is a group of people interested in this, happy to have that conversation. Feeling hopeful about how the conversation with EOHLC went, am optimistic we will come up with the money but also agree we should plan for not .
  + Emily: good idea, I wouldn’t want to join that meeting but would want some of my staff to
* Have posted “Teri’s” position, calling it “Business Manager” vs. “Grants and Billing Compliance”
  + Really want someone who has the fiscal skills; the HUD regulations can be learned
  + Also trying to be more proactive in the information we provide subrecipients, this person will lead the process is being more proactive and less reactive
* As a CoC, want to have more clearly defined priorities
  + We say yes to a lot of things! And we don't necessarily have the ability to do them all

**2024 Calendar of Events**

* Working on creating this, so all Board meetings, etc. scheduled and sent out
* Want to become a Unified Funding Agency (UFA)
  + Plan is to apply in Jan 2025, one requirement is to hold two membership meetings (currently only hold one at the end of September before NOFO submission)
  + Our idea is to hold one in June and then the usual one in September, at least one in person (probably the June one)
  + Betsy: why is that meeting right before NOFO due?
    - Michele: often things in NOFO that require updates to Governance Charter, which must be approved by our membership
* Committee recruitment
  + Language in our Charter that all funded projects must be involved in committees, and that each committee must have Board member too
  + Brad: if not mandated by HUD, that language can be changed
* Monitoring
  + Want it to be easier for all of you and for us
  + 2023 process not that great, going to document that we did it and then going forward be better
* Subrecipient Manual
  + Almost almost done!

**Anti-retaliation Policy**

* Created for YHDP projects, but with hopes it also be adopted by non-YHDP projects
* Approved at 2023 Annual Meeting
* Put file in chat
* Please try to adopt this within your projects! Last year agreed to include in 2024 monitoring, but if no one has adopted it we will revisit it
* Betsy: what are the policies the CoC requires?
* CoC will work on being more transparent

**2024 PIT Count**

* Took place on Jan 31 but surveyed community members until Feb 7 about where they slept on the 31st
* Use HMIS data for shelter enrollments and outreach via surveys
* Able to engage volunteers with the count this year which was very exciting! Did tabling events (at Greenfield Library, breakfast at UCC in Amherst, breakfast with the Hub in Northampton, and dinner at St. James & Andrews in Greenfield)
* Article in the paper about the PIT Count, received donations from the public
* Preliminary numbers (very low)
  + 652 people in shelter (via HMIS)
    - 89 family households, 300 people total (159 being children under 18)
  + 37 people unsheltered
  + 90 people from surveys
    - Not all fitting HUD’s definition of homelessness, some couch surfing, in a motel with their own funds, etc.
  + Town & county level break downs
    - 2 unsheltered in Berk, 18 in Frank, 17 in Hamp (assume those numbers will increase once all surveys are in)
* Brad: helpful to contextualize those numbers via comparative analysis of last 5-10 years
* HUD has not set due date for PIT/Housing Inventory Chart report
* Someone made public dashboards of PIT data from 2007: <https://public.tableau.com/app/profile/mattschnars/viz/PITTrendinatorRemix/PITTendinatorRemix?fbclid=IwAR2cJ3lUWhMiCzi2Ae5I_SJsXLV_GptqXdMrfMYuptMnCvRvAoYivPo-PMA>

**Youth Count**

* Occurs every other year, organized through Homeless Youth Services of EOHHS
* Phil: was annual but now is every other year, statewide, YYA can self report online
* Stacy: general recommendation is to not have school staff directly involved (ie not administering it); okay to advertise it though

**Anything else?**

* Phil: are there minutes from previous meeting to approve?
  + Janna: yes! We will send out Nov minutes and today’s, and approve both at next meeting