OH-500 Cincinnati/Hamilton County Continuum of Care



**2024 Governance Meeting**

January 23, 2024

1:00PM-3:00 PM via Microsoft Teams

**Agenda**

1. Welcome and Overview
	1. Kevin Finn, President/CEO
2. 2024 Homeless Clearinghouse Membership
	1. Lora Ellis-Mazzaro, CoC Manager
	2. Review Clearinghouse Members/Seat
		1. **VOTE** on approval of new seat and seat-holders
			1. Motion: Colleen Bain
			2. Second: Juwana Glover
			3. In favor: 41
			4. Abstention: 4
			5. Opposition: 0
			6. Motion passes
3. 2024 CoC Governance Charter: Lora Ellis-Mazzaro, CoC Manager
	1. Review Revisions/Additions
		1. **VOTE** on revisions
			1. Motion: Shannon Smith
			2. Second: Alice Desmond
			3. In favor: 37
			4. Abstention: 3
			5. Opposition: 0
			6. Motion Passes
4. Continuum of Care Policies – Overview of Changes and Updates
	1. Coordinated Entry Policies - Jamie Hummer, STEH Program Department Director
		1. CE Review Panel: Changed language re: who sits on the committee, including people with lived experience, improved accessibility and clarified power/roles of this committee, changes to ensure equity.
		2. CE Access Policy: Hybrid model to include access points (Shelterhouse, Lighthouse and YWCA) in addition to CAP. Aligned practices across 4 sites to ensure screening and shelter diversion is consistent across the system.
		3. CE PSH Eligibility Requirements and Prioritization: Formalized High Risk List into policy. Added priority factor for people whose first language is not English, moving all priority factors toward Equity.
		4. CE RRH Prioritization of Referrals: ESL and improved Equity.
	2. Other CoC Policies – Lora Ellis-Mazzaro
		1. Documenting HMIS Enrollments – went into effect Jan of 2023.  This policy outlines expectations of each program type on HMIS enrollments including intakes and exits.  Also describes policy and process of completing an exit/intake in the event that the client vacates a permanent housing situation, the housing provider stops paying rental assistance and it is determined that the client continues to need housing support from the program.  In this situation, housing providers should exit client and complete an immediate enrollment same day.  When a new unit is found, a new housing move-in date would be recorded on the subsequent project record. This will ensure that HMIS will accurately reflect the housing status of the client.  If the client moves directly from one unit into another unit, with no days of homelessness in between, it is not necessary to exit and re-enter them, because their housing move-in date would still accurately reflect the day they entered permanent housing according to that enrollment record. New intake documentation such as a new Coordinated Entry match email, intake documentation and disability verification are not needed in this situation however the original intake documentation must be maintained in the files.
		2. CoC Policy Development – went into effect February of 2023.  Provides the workflow of when and how a CoC policy is developed and approved in our community.
		3. Unsheltered PIT Count Policy – went into effect October of 2023.  Provides the process on how our community conducts the Unsheltered PIT Count, including timelines and milestones as well as reporting and debriefing.
		4. HQS – edits went into effect in June of 2023.  Updated language on housing inspector required trainings to include lead based paint training and STEH facilitated HQS training.  Clarified transitional housing inspection requirements as only required prior to the initial payment and annually thereafter. However, the transitional housing provider must verify that units meet HQS when units turn over in the interim. When the transitional housing provider inspects a unit prior to identifying the household(s) that will occupy the unit, the transitional Housing provider must identify the number of children under 6 as “TBD” and complete the form as if the unit will be occupied by at least one child under the age of 6, to ensure that requirements are met regardless of the eventual occupancy.  For all CoC housing programs, we removed allowability of extension of repairs beyond 30 days of initial failed inspection as well as updated language on escrow specifying that these payments cannot be issued using CoC funds per HUD regulations which state CoC projects cannot pay any rent on client’s behalf due to failed inspection beyond 30 days.
		5. RRH Rental Determination Policy – Updated multiple times throughout 2023 but most recent update went into effect in June of 2023.  Added exception of rehousing a RRH Client to include allowing eligible move-in costs for when a household is rehoused while in the program; this is exempt from rent calculation requirements.  In this situation, rent calculations begin in the calendar month following the rehouse date.  Utilizing this exception does not affect number of waiver months used.  Added clarification on subsidized units when also enrolled in RRH:  RRH projects cannot use CoC funds to pay for any costs that are covered by another federal subsidy.  The RRH project at their discretion may pay any, all or none of the move-in costs that do not have other federal subsidies attached to them.  A passed HQS inspection is required to be documented by the RRH program prior to move-in to a subsidized unit if any RRH financial assistance is provided.  When housing a client to a subsidized unit, services must be maintained by the RRH program during the calendar month of move-in.  Aftercare supportive services of up to six months may be provided to clients once housed in subsidized units, however no rental assistance may be paid while in subsidized housing.  Clarified rent waivers may only be approved for a period of 1 month at a time and payment should be made within 30 days.
		6. Emergency Transfer Plan – edits went into effect in September of 2023.  On March 15, 2022, President Biden signed into law the Consolidated Appropriations Act of 2022, which included the Violence Against Women Reauthorization Act of 2022 (“VAWA 2022”). VAWA 2022 reauthorized, amended, and strengthened VAWA.  We updated policy with new VAWA 2022 language which now includes economic and technological abuse.  Added prohibition of retaliation language. Added language around client’s right to report crime and emergencies without penalty by Housing provider.  Added language to transfer and timing section to include that the Housing provider and/or Coordinated Entry staff will confirm receipt of a tenant’s transfer request within 1 business day in the same format as the request was made unless the tenant believes that method of communication to be a risk to their safety. In such cases, the response will be provided as preferred by the tenant.
		7. PSH Transfer Policy – edits went into effect in October of 2023.  removed reference to ESG and clarified documentation requirements.  Added that the Review Panel must approve all program participant transfers between service providers (previously was STEH). Transfers between projects in the same agency may be approved on a case-by-case basis by STEH Coordinated Entry.
		8. Expenditure Threshold Policy – edits went into effect in December of 2023.  Changed invoice due date to 11:59PM on the 15th of the month following the end of the quarter or the prior business day if the 15th falls on a weekend/holiday in order to be considered timely for quarterly calculations.  Updated 1st quarter recapture amount to 18% therefore required meeting threshold to 18-20%. Quarter 4 spending projections will equal the difference between the expenditures measured at Quarter 2 and Quarter 3. If the projection for the current year is less than the current subaward, the project will be able to enter into a subaward in the next contracting period for up to 110% of this projected amount, not to exceed the current contracted subaward amount.
		9. Mandated Reporter – edits went into effect in December of 2023.  Removed ESG language. Updated definition of child abuse, child neglect, and child dependency to align with JFS definitions.  Training requirements were updated:  required new hire training changed from occurring within 6 months to within 12 months of hire.  Due to loss of funding, the CoC no longer requires Keeping Children Safe training however continues to require same components of this training in the required Mandated Reporter training provided by agencies.  No longer requiring recertification/annual training but still encouraged for agencies to complete.   Agencies are required to ensure staff take training within timeframe for monitoring; can no longer rely on community wide training funded by FHP.
	3. **VOTE** on all CoC Policies
		1. Motion: Peg Dierkers
		2. Second: Jessica Mount
		3. In Favor: 40
		4. Opposed: 0
		5. Abstained: 8
		6. Motion Passes
5. HMIS Updates: Kim Manning, HMIS Director
	1. HMIS Privacy Notice and Client Consent
		1. Additional information on how data would be used, specifically how data is used to facilitate placement; for research to end homelessness.
	2. HMIS Policy Enforcement, User Agreement, Pricacy Notice
	3. Updated to include changes to HMIS Privacy Notice and Client Consent
	4. HMIS Policy and Procedures
		1. Completely updated to be accurate to how HMIS is working in our CoC; updated language, New data quality benchmarks, see STEH website.
6. Strategic Plan: Lora Ellis-Mazzaro, CoC Manager
	1. Workgroups and subcommittees carry out the work of the strategic plan.
	2. Key achievements
		1. Sharing and implementing best practices
		2. Property owner engagement work
	3. Other key tasks underway, ie replacing VISPDAT
	4. Challenges
		1. Aftercare
		2. Affordable Housing Trust Fund
	5. 2024-2025 Strategic Plan
7. Racial Equity – CoC System Update: Jamie Hummer, Program Director
	1. Worked w/ Racial Equity Partners for full system analysis; created 5 Key Strategies
		1. Cross-Sector Collaboration
		2. Eviction/Homelessness Prevention/Landlord Engagement
		3. Focus on Latino Homelessness
		4. CoC Operations
		5. Training
	2. Drafted new prioritization tool in collaboration with CE group. Pilot starting soon.
	3. Added RE considerations to Review Panel Process.
	4. Changes to scoring to ensure equity focus
	5. Developed 21 Action Steps Document.
	6. New Book Club (in person discussions)
8. People with Lived Expertise Workgroup: Lora Ellis-Mazzaro, CoC Manager and Liaison
	1. Established June 2023
	2. 10 active members; elected Chair and Co-Chair
	3. Monthly closed meeting to give feedback on system performance and initiatives.
	4. Currently developing own strategic plan
9. Property Owner Engagement – RentConnect: Jamie Hummer, Program Director
	1. Almost all CoC housing programs are up and running in Padmission software
	2. Held Aug. Recruitment event; will host another in spring to focus on POs outside of Hamilton County and owners of larger properties.
	3. Padmission Specialist hired; hiring now for Property Owner Engagement Manager.
	4. Re-launched RentConnect.org
10. Exciting Initiatives in 2024: Jennifer McEvilley and Kevin Finn
	1. BFZ (Built For Zero) Large City Last Mile
		1. Use data to pilot new projects to eliminate homelessness
		2. Access to flexible funds to fill identified gaps
	2. Housing Stability Learning Cohort – Targeted Prevention
	3. Impact Award
	4. Innovative Homelessness Prevention
		1. County-funded pilot to rebuild communities post-COVID crisis.
		2. Talbert House, Found House, St Vincent de Paul, Freestore Foodbank
	5. Day 1 Family Fund
		1. $5mil from Bezos Foundation for family homelessness
		2. Lighthouse, Bethany House, Found House, YWCA
	6. Get involved in a workgroup! Reach out to Lora for more info.
11. Announcements

Please take note that many meeting and training dates can be found at the Registration button on the website of Strategies to End Homelessness here: <https://www.strategiestoendhomelessness.org/register/>