

CAPE COD & THE ISLANDS REGIONAL NETWORK TO END HOMELESSNESS

MEETING SUMMARY

DEPARTMENT/COMMITTEE: Policy Board	DATE: December 15, 2009	TIME: 8:30 AM
RECORDING: Kathie Callahan, Admin. Asst., BC Human Services	MEETING PLACE: Rm 11/12 – Barnstable Superior Courthouse	
	NEXT MEETING: 1/25/10	
PRESENT: Bob Murray, Sheila Lyons, Claire Goyer, Connie Teixeira, Alan Trebat, Beth Albert, Paula Schnepf, Allison Rice, Christine Austin, Donald Brown, Estella Fritzinger, Kelley Sweeney		
UNABLE TO ATTEND: Steve Jochim, Brenda Swain		

1. **Approval of Minutes of November 23 meeting:** Claire Goyer motioned, seconded by Christine Austin to accept the minutes as written, unanimously approved.
2. **Progress on Fund Drive:** Bob Murray distributed a draft of the “Home with a Heart Campaign” letter for review. This included a list of participating agencies and 6 sponsoring entities @ \$5,000 each to cover the costs of this mailing. The D/Y Ecumenical Council will join as well and hopefully St. Vincent de Paul Society & Council of Churches. Allison Rice will speak with the Barnstable Interfaith Council regarding their participation. Alan asked that a change be made on page 1, last paragraph: change “Leadership Council to End Homelessness” to Cape & Islands Regional Network to End Homelessness. Event planned for February. Plan is for a 30,000 piece mailing as well as an additional 15,000 piece hand delivery through the Council of Churches network. Bob noted lots of media will be planned including Community Newspapers. Every dollar raised will go directly to keeping families housed. Falmouth Housing Corp will be the lead agency, but all agencies would share in the work associated with the thank you letters. Groups will share their mailing lists confidentially. Meeting, time and location TBD, to discuss distribution of funds collected – every agency participating will have access to funds raised.
3. **Report on Triage Phone System:** With no response to the initial RFP, CACCI has submitted a response to the RFP to be the lead agency. Estella reported that the system will use a 24/7 answering service (800#) and calls will be directed during normal working hours (9-5, M-F) to agencies involved. From 5-8 PM calls will be directed to CACCI shelter staff. Overnights, weekends & holidays calls will be directed to the Noah Shelter. CACCI will be responsible for data collection. Calls not associated with homelessness issues will be referred to Mass 2-1-1. A question sheet will be provided to answering service staff and they will be trained on where to direct calls and information to provide. It was noted that this is a “Pilot Program” and all results will be evaluated for future action. Alan Trebat will be working on the marketing piece for the system.

4. **Report of the Network Coordinator:** Alan Trebat reported that the short intake form approved by the Policy Board has been sent to ICHH. ICHH returned the form with additional information to be captured – now up to 4 pages. Alan will email the ICHH version to PB members for review and comments back to Alan. The final version will be forwarded to Beth Albert to add instructions. It was noted that the Cape Regional Network has their own Street Outreach short form that will be used. Data continues to be collected and it was noted that 190 families were assisted in November. Data will continue to be collected and will be useful when applying for state or other funding. ICHH will provide statewide list of Regional Networks access point information.

The advocacy trainings with the Client Coordinating Council went well with positive feedback received. Follow-up scheduled for January 23 to review training and discuss possible future trainings. Purpose of trainings is to help case managers improve efforts to empower clients with self-determination. The next meeting of the CCC Steering Committee is scheduled for January 6, 2010. The purpose of the CCC Steering Committee is to provide day to day guidance for those people in the field. Claire Goyer & Chris Austin are the Executive Board for the CCC. Paula Schnepf asked if contact information for CCC could be shared and this will be discussed at the next meeting as to who should get the contact information. A Universal release for case managers to share client info will also be discussed. There is a meeting scheduled on 12/15 @ 10:00 AM at HAC to review the uniform assessment tool for completeness.

5. **Recommended Guidelines on ICHH Family Prevention:** The County's computer system is down so Beth did not have the updated guidelines for distribution. When updates are complete Beth will email to Policy Board members. The document dealt with definitions, eligibility criteria (developed by Beth), which assessment tools are to be used, what network funds are to be used for what, 3 client access points: Upper, Mid and Lower Cape, and guidelines for agencies who utilize ICHH Family Prevention Funds agreement. Also included: recommendations for division of the \$153,289 of ICHH funds that are the result of the budget changes previously approved. Recommendation called for HPC to receive \$30,000, HAC to receive \$50,000 and CACCI to receive \$73,289 which includes \$15,000 for Martha's Vineyard and \$15,000 for Nantucket. These funds will be dispersed between over 5 month period between December and April. There will be a match required by agency requesting funds with documentation. Beth noted the importance of working guidelines for distribution of funds. The Executive Committee of the Policy Board recommended that the guidelines with the updates be endorsed. Motion by **Estella Fritzinger**, seconded by **Connie Teixeira** to approve the guidelines. Voted unanimously.
6. **Update on Part-time HMIS Position:** Allison reported that Tracy Longo has been hired to fill the position.
7. **2010 Policy Board Meeting Calendar:** Distributed.
8. **Sub-Committee Reports:**
 - **Main Street:**

- **Data Collection:**
- **Client Coordination Council:** Discussed above.
- **Grant Committee:** Alan distributed & discussed HUD Goals/Potential Workshop Topics to Strengthen Programs. He recommended that the Grant Committee be integrated into the Regional Network. He requested that the Policy Board support the goals to assist increase in #'s that need improving and also to help to prioritize the goals. He also noted that the Regional Network Housing Development Group has been dormant and needs reviving.
- **Media & Communications Committee:** Working on launch of new campaign.

9. **Other business:** None at this time.

10. **Adjourn:** The meeting was adjourned at 9:35 AM. Next meeting is scheduled for January 25, 2010, Rms 11/12 at the Barnstable Superior Courthouse.