

CAPE COD & THE ISLANDS REGIONAL NETWORK TO END HOMELESSNESS

DRAFT MEETING SUMMARY

DEPARTMENT/COMMITTEE: Policy Board	DATE: October 5, 2009	TIME: 8:30 AM
RECORDING: Kathie Callahan, Admin. Asst., BC Human Services	MEETING PLACE: CACCI	
	NEXT MEETING: 10/26/09	
PRESENT: Bob Murray, Sheila Lyons, Claire Goyer, Chris Austin, Connie Teixeira, Estella Fritzingler, Merrill Blum, Rick Presbrey, Alan Trebat, Donald Brown, Beth Albert, Paula Schnepf		
UNABLE TO ATTEND: Cheryl Bartlett, Elizabeth Bridgewater		

1. Approval of Minutes of Meeting of August 24th

Beth Albert motioned, seconded by Estella Fritzingler to approve minutes as written, unanimously approved.

2. Report of the Network Coordinator – Alan Trebat

9/10 Attended ICHH sponsored state-wide event – Allison Rice presented with Cape Cod & Islands Regional Network.

9/14: Attended Client Coordination Council meeting. See below for details.

9/30: Regional Network Conference call w/ ICHH. Discussed uniform assessment tool and possibly developing short form. Database is not yet available for use either by our Network or other networks. ICHH will entertain usage of shorter forms on a network by network basis.

10/15: ICHH reporting deadline – guidelines distributed and discussed. Alan will seek 2 case studies re: use of ICHH funds, how they were used and outcomes.

10/15: Online webinar – family triage – Alan to email to members.

3. Policy on Requests for Letters of Support

Bob Murray reported that the Executive Committee is recommending a generic letter of support be drafted. Project seeking funds should show that their work is in line with the work of the Regional Network. Letter would state that the project seeking funds is consistent with the mission of the Policy Board and could be signed by either Alan Trebat or Beth Albert. **Motion by Merrill Blum, seconded by Connie Teixeira** that all requests for letters of support generated for projects that are consistent with the Regional Network can be signed by coordinator and/or convening agency representative. Policy Board and/or Executive Board will be notified of all LOS requests. If request is inconsistent with Regional Network or specifically requires Policy Board endorsement, then the LOS will be brought forward for discussion at Ex Committee and/ or Policy Board. Individual members are free to write their own letters of support.

4. Consumer Representative on Policy Board

After discussion, **Estella Fritzingler motioned, seconded by Claire Goyer** that Billy Bishop be invited to be Consumer Representative on the Policy Board.

5. **HMS Data Admin Position**

Executive Committee is recommending that HAC needs to fill the position as outlined within 30 days. Beth is working on a job description and agreement with HAC for a part-time HMIS Data position. There is someone already on staff at HAC being considered.

6. **Triage Phone System**

Beth spoke with Bob Pulster. ICHH has recommended funds be spent by 10/15/10. Beth is ready to send out RFP for a 12 month position. Bob Murray noted that the Executive Committee is recommending a 12 month contract for \$80,000 to be filled within 30 days with the remaining \$40,000 to be held for the time being. **Merrill Blum motioned, seconded by Connie Teixeira** to follow the Executive Committee's recommendations.

7. **Client Coordination Council**

The first meeting of the Client Coordination Council on 9/14. He noted that there was a strong turnout of caseworkers. S/C will review information from 9/14 and develop a plan to move forward. Alan noted that caseworkers will be trained to work with clients and funds provided by the Fireman Foundation (\$5,000 award). Cape Mediation will participate in the training. Note: There is \$8000 + still remaining in the grant budget line to be used for training purposes as well. Chris Austin noted that confidentiality statements among agencies differ and this needs to be addressed regarding the use of names vs. #'s etc. It was also noted that the groups being served are not always HMIS appropriate. There also needs to be more conversation re: prevention of duplication of services. A system to gather & share information needs to be developed but the question of "can we share information?" remains.

8. **ICHH Assessment Tool**

At the present time there is a 12-page assessment tool which is not necessary in many cases. Executive Committee is recommending that a short form be developed to be used in cases with a cost of \$1,000 or less & encounters of less than three with either triggering the need for use of the full assessment tool. There are two different short forms circulating, a 2-page form being looked at by the Data committee and a 1-page form for office use. Draft of these forms should be ready to be reviewed by the Executive Committee in 2 weeks. It was noted that there are certain reporting obligations to ICHH regarding how funds are used. **Alan Trebat motioned, seconded by Beth Albert** to revisit this topic by the Executive Committee for further discussion and review.

9. **Release of Information Policy**

10. **Status of Prevention Funds**

Rick Presbry noted that the prevention funds are just about gone as of 10/1. Beth Albert noted that HAC has been reimbursed through July 31st and invoices for August & September are being reviewed for duplication and accuracy before being approved. She is in conversation with Michael Sweeney at HAC to revise these invoices. Beth noted that there is still a balance of funds, approximately \$65,000, and balance will be determined after corrected invoices are submitted by HAC.

HPRP Funding Announcement: CACCI announced they were awarded \$200,000 for a joint application with HAC and HPC for family prevention. The request had been \$1.2 million. Duffy is waiting for state contract details on the \$621,000 grant they were awarded to

be used over 3 years for prevention and rapid re-housing of individuals only. It was noted that 2 other regions received almost \$2 million in funding. Estella will seek an explanation from funder as to why CACCI's application was underfunded.

Bob Murray would like to go on record with the DHCD that the Regional Network is disappointed in the decisions re: inconsistent fund distribution amounts and the insufficient funds given to the C&I will only increase the number of families needing shelter in local hotels. Sheila Lyons will draft letter and send to the Executive Committee for review & discussion. It was recommended that the final letter will be cc'd to the Lt. Governor etc. and the Regional Network make a press statement as well once additional information is gathered on the funding decision making process.

11. Executive Committee Report

As noted in the various agenda items above. Next Executive Committee meeting is scheduled for October 19th.

12. Subcommittee Reports

None at this time.

13. Other Business

14. Next Meeting---Time & Place: The next meeting of the Policy Board is scheduled for Monday, October 26th @ 8:30 AM, Rms 11/12 @ the Barnstable Superior Courthouse.

15. Adjourn: Meeting adjourned at 9:45 AM.