**NY-603 Governance Board Meeting Minutes**

**January 20, 2023**

**Zoom**

**Recording:** [**https://youtu.be/Ca3RWOUD6U8**](https://youtu.be/Ca3RWOUD6U8)

**Attendees listed at end of document**

**CoC Monitoring Planning Discussion (slides saved in GB folder)**

* Monitoring Committee
  + Proposed monitoring committee composition: 5-6 people, CoC planning staff, people with lived experience, and representative(s) of non-CoC funded agency within CoC or from underserved community
  + There are some concerns about confidentiality because client files will be reviewed as part of monitoring.
    - In the past, review of client files and HMIS records has been done exclusively by CoC planning staff and interns who were already HMIS users. If others are involved with monitoring, review of HMIS data will have to be restricted to HMIS users.
    - DV programs are likely going to be monitored first, it may be a good idea to have someone from a non-CoC funded DV agency to provide checks on confidentiality concerns.
  + What will be the time commitment of being a member of the monitoring committee?
    - In the past, monitoring took about 2 full days per month to monitor on site for a period of at least 3 months for 2 agencies per month. We would not expect people not paid for this work specifically to make this type of time commitment.
    - The time commitment will depend on what the committee is assigned to do.
  + Monitoring committee would need to do the following:
    - Develop monitoring tools
    - Conduct group monitoring training and review
    - Developing summary forms and providing written feedback
    - One on one monitoring review for priority agencies (CoC planning staff only)
      * Desk review of files can be done remotely by providing files in advance
* Question: Is CoC monitoring in place of HUD monitoring? What are the requirements and required timeframe?
  + HUD does not give a lot of guidance on requirements.
  + The intention is not to replace HUD monitoring, but as a way to help agencies prepare for HUD monitoring. The CoC is not reporting anything to HUD. The main concern has involved housing first compliance, making sure documents reporting and fiscal aspects would pass HUD muster.
  + Allison Covino – recently HUD monitored their agency and place a lot of emphasis on documenting client eligibility, despite being required to take referrals from CE.
    - Discussion: There are ways to provide documentation from HMIS and other methods to be discussed offline.
* **Priority order for monitoring** 
  + **Proposal**: prioritize new programs and those with complaints from participants, CE and/or housing first compliance issues, or sustainability concerns
    - This would be about 8-10 programs and pro-active support for new programs through SNOFO
      * Would take us through end of this year
    - Need to monitor all programs, but some programs may need more support
      * Could use CoC monitoring training (desk-review/self-assessment) to go over HUD tools and prepare for HUD monitoring
  + VOTE: Pass
    - Yes: 10
    - No: 0
    - Abstain:0
* Nomination process for Monitoring Committee
  + Do CoC planning staff need to be voted on? – No, unless there is a concern
  + Would this be similar to the ranking committee process?
    - CoC staff is not *on* ranking committee, just does prep work
    - Monitoring committee members would have to be CoC planning staff
  + Nominations for other members
    - The GB or CoC planning staff must provide a written document that identifies the required tasks for committee members
    - Timeline
      * Initiate monitoring around June, 2 months to prepare for monitoring & finalize tools
      * Committee in place by March
      * Vote by 3rd week of the month in CoC business meeting
        + Nomination form out by the end of next week
        + Internal discussion on PLE funding – what is the rate going be? By the hour, by the unit of work? Client choice on gift cards or contract OR pay everyone by gift cards.
* Focus Areas of Monitoring
  + Finances & Administration
  + Compliance with practice standards
  + Human experiences in programs
    - Comments: Needed to give PLE more of voice. We can empower them to have access to some of clients going through program to sit down with them one on one offsite to get real information about what is going on in the program.
  + GB should review and comment on monitoring tools at minimum, vote preferred by Greta
* CE Monitoring
  + GB liked idea of having TAC monitor CES and DV CES
    - Will have to discuss if TAC can put together surveys and/or self-assessment tools, timelines, and what is possible within current contract
  + If TAC monitoring cannot happen within the next year, CE could start with self-assessments

**Request for email vote about letter of support for SSVF**

**Attendees**:

Greta Guarton, LICH

Vicki McGinn, Suburban Housing

Donna O’Hearon, Mercy Haven

Sarah Brewster, Circulo de la Hispanidad

Holly Richards Mosby, FREE

Allison Covino, Options

Val Chamberlain, FSL

Stephen Brazeau, Hope House Ministries

Deirdre Trujmpy, Mommas House

Terray Gregoretti, TSCLI

Frances Pierre, Suffolk DSS