

HAMPDEN COUNTY CONTINUUM OF CARE

Board of Directors

Mental Health Association
995 Worthington Street, Springfield, MA 01105

January 24, 2014, 9-10:30 am

Minutes

Present: Steve Trueman (Regional Employment Board), Jerry Ray (Mental Health Association), Lauren Voyer (HAP), Alicia Zoeller (City of Holyoke), Steve Huntley (Valley Opportunity Council), Kathleen Lingenberg (City of Chicopee), Diana McClean (City of Westfield), Paul Bailey (Springfield Partners for Community Action), Jennifer Lucca (Samaritan Inn), Maria Perez (New North Citizens Council), Sylvia deHass Phillips (United Way), Dawn DiStefano (YWCA), Marianne Polmetier (River Valley Counseling Center), Kathryn Buckley-Brawner (Catholic Charities), John Roberson (Center for Human Development).

1. Welcome and Introductions

Gerry McCafferty welcomed Board members and members introduced themselves to the group.

2. City of Springfield/Collaborative Applicant Report

Gerry reported on several items from the City of Springfield.

Membership & Leadership

The Board of Directors is composed of persons who represent various constituencies and agencies, which are set forth in the CoC Governance Charter. Not all spaces are filled, and the Board is still recruiting for some slots. In addition, at the September 2013 first meeting of the Board, the Board agreed to initial leadership which would assist the Board in moving toward an elected slate of leaders. The initial leaders are Gerry McCafferty, Pamela Schwartz and Jerry Ray. The Board needs to return to both these issues and recruit new members and elect new leadership. Board members agreed that it has been difficult to focus on these issues while preparing for the 2013 CoC Competition, and that the Board will need to return to this at the next meeting.

Conflict of Interest

Gerry handed out and reviewed the Board of Directors conflict of interest policy. Board members signed and returned the Director and Officer Annual Conflict of Interest Statement.

CoC Policies for Update

As the CoC application has been prepared, all CoC policies were reviewed for compliance with CoC program requirements, and two policies were identified that were in need of updating or

improvement. The Board reviewed a revised policy on Ensuring Access to Education for Homeless Children. The group discussed some of their concerns about school enrollment—specifically, the need for records to follow children quickly and ensuring school or other caseworker access to families in motels to ensure that children are enrolled and attending school. Following the discussion, Alicia Zoeller moved to approve the policy as recommended, and Lauren Voyer seconded the motion. The Board voted unanimously in favor of the policy. Board members also reviewed a policy regarding Preventing Involuntary Family Separation. The group approved the concept of this policy, but thought the wording was unclear. Board members suggested language changes, and Steve Huntley moved that the Board adopt the revised policy; Marianne Polmetier seconded the motion, and the Board unanimously voted to approve the policy.

3. HMIS and Data Committee Report

Over the last several months, the HMIS and Data Committee and the HMIS Lead (the City of Springfield) have worked to update and improve HMIS policies and procedures. After numerous reviews and revisions, the Committee recommended to the Board of Directors approval of the following policy documents: HMIS Policies and Procedures Manual, HMIS Privacy Policy, HMIS Security Policy, and HMIS Data Quality Policy. Maria Perez spoke about the new policies, commenting both how beneficial and effective HMIS is in coordinating services for clients, and the importance of strong privacy and security policies to enable agencies to share data. Kathryn Buckley Brawner moved that the Board approve the policies as presented; Steve Huntley seconded the motion, and the Board voted in favor.

4. CoC Application Committee Report

Kathryn Buckley Brawner described the work of the CoC Application Committee to select and rank applicants in the FY13 CoC funding competition. Applicants responded to a Request for Proposals, which were scored according to objective measures and a rubrick that was included with the RFP. Following the scoring, the committee interviewed the lowest-scoring projects, in order to better understand the programs and challenges that resulted in lower scores. Based upon the scoring and interviews, the committee made selections, assigned ranks, and determined funding levels. The Committee recommended that the Board approve the rankings as presented. Ranking are located here: <http://westernmasshousingfirst.org/2014/01/hampden-county-coc-funding-decisions>.

Alicia Zoeller moved that the Board approve the selections and rankings, and Kathryn Buckley-Brawner seconded the motion. The Board voted in favor. Several Board members recused themselves from the vote due to their association with funded agencies; these members were Jerry Ray, Lauren Voyer, Jennifer Lucca, and Marianne Polmetier.

An initial draft of the full FY13 CoC application had been provided to Board members in advance of the meeting. Steve Huntley moved that the Board approve submittal of the draft plan to HUD, with edits by the City of Springfield as needed. Alicia Zoeller seconded the motion. The Board voted in favor.

5. Performance & Outcomes Report

The Performance and Outcomes Committee was unable to finalize recommendations to the Board for specific project expected outcomes for FY13 grants. The Board suggested that it authorize the Committee to set these expectations itself. Paul Bailey moved that the Board do so, and Steve Huntley seconded the motion. The Board voted in favor.

The meeting adjourned.