

**NYC CoC Steering Committee  
Meeting Summary  
December 16, 2011**

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**Co-Chairs Attending:** Nicole Branca, Ken Robinson, Eileen Lynch

**Voting Members in Attendance: 24**

**Voting Members Absent: 3**

**Voting Coalitions:** SHNNY (Edline Jacquet, Robyn Gundy); D.V Providers (Sandra Jackson); NYC AIDS Housing (Jaron Benjamin, Kristin Goodwin); ACL-NYC (Jim Mutton, Michael Zuriff); The Coalition of Behavioral Health Agencies (Susan Buchanan); Housing Homeless Youth (Joey Lopez).

**At-Large Members:** Mary Grace Ponzio (proxy for Susana Vilardell, Department of Education); Diane Louard-Michel; Victoria Shire (Enterprise Community Partners)

**Government:** DHS (Alyson Zikmund); HPD (David Rouge); DOH-MH (Jeffrey Seward); US Dept of VA (Elizabeth Foley); NYC HRA (Joe Lennon); OMH (Sheila Simmons); OASAS (Lorraine Coleman); and OTDA (Linda Camoin)

**Consumers:** Families (Ilene Chung); HIV/AIDS (Cameron Craig); Mental Health (Irma McEachnie); Chronic Homeless (Lawrence Taylor); Domestic Violence (Siyyida James); Single Shelter (Jackie Pratt); and Substance Use (LaVerne Holley)

**Others in Attendance:** Jean-Robert Adrien, Carol Allette, Merih Anil, Belinda Bernard, Erin Blacik, Conella Brantch, Frank Clark, Dan Connor, Dennis Culver, Andrea Dogostiano, Cathy Fulwood, Reggie Gibson, Tamara Green, Sally Greenspan, Elizabeth Henderson, Deborah Johnson, Nina Kaminsky, Riva Kelton, Martha Kenton, Mike Lagan, William Lang, Maya Leszczynski, Paul Migliore, Caroline Nagy, Garen Nigon, Nicketa Nusum, Rolinda Ordonez, Stephen O'Rourke, Gerni Oster, Lauren Pareti, Julie Pena, Jeff Rabinovsky, Anthony Sabia, Carol Sainthilaire, Jared Schultz, Randy Scott, Shari Siegel, Kenya Smith, Suzanne Sperling, William Stanford, Mary Thaman, Hajaili Tunis, Aleida Valentin, Ashlee Warren, Jonathan Werlin, Jacqueline Williams, Michelle Wu, Rita Zimmer

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**Review and Approval of November Steering Committee Meeting and Annual Meeting Summary**

Riva Kelton moved to approve the November Steering Committee Meeting and Annual Meeting summaries. Laverne Holley seconded the motion. The motion passed unanimously by voice vote.

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**Announcements**

Eileen Lynch announced that the annual Hope Count will occur on 1/30. She encouraged each agency to provide 10 volunteers, and to make sure that their agency's name is included in the registration form.

Rob Robinson gave an update regarding activities on the National Day of Action on 12/6.

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**Consumer Committee Update**

Rob Robinson reported that the Consumer Committee is moving forward in its effort to conduct membership recruitment outreach. The committee reviewed an example outreach presentation and agreed to use part of the January meeting for practicing the presentation. Mr. Robinson reported that the ad-hoc Consumer

Committee bylaws committee is close to finalizing the updated bylaws language. He also offered his thanks to Ashlee Warren from DHS for assisting with facilitating the process. Mr. Robinson reiterated that Consumer voting members are required to participate in Steering Committee standing committees. The Consumer Committee developed a process for reporting on standing committee meetings at Consumer Committee meetings.

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### **New HUD Definition of Homelessness**

Lauren Pareti gave a brief presentation on the new HUD definition of homelessness and chronic homelessness, and reported that the Steering Committee is seeking clarification on some areas of the definition.

The definition of chronic homelessness has remained largely the same (disabling condition, 1 year or more of continuous homelessness OR 4 or more episodes within the past 3 years). The major changes to this definition include the following:

- An episode is defined as lasting at least 15 days.
- The new definition includes individuals who have been residing in institutional care for less than 90 days, and who met all of the criteria for chronic homelessness before institutionalization.

The HUD definition of homelessness has changed to include youth under 25 and families who qualify under several other federal statutes, which refer to youth and families who are doubled up, among other criteria. In general, the new definition includes 4 categories:

- Unsheltered individuals
- Individuals who will imminently lose their primary residence within 14 days (the Steering Committee is seeking clarification on the definition of imminent loss)
- Unaccompanied youth and families
- Individuals and families fleeing domestic violence

The question in front of the Continuum is whether to adopt a narrower homeless definition for NYC, since by expanding the definition, it will be more difficult to target literally homeless individuals and show a reduction in homeless numbers. This question will be discussed in greater detail during the Strategic Planning forum in January.

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### **Strategic Planning Forum**

Nicole Branca reiterated previous descriptions of the Strategic Planning process. NYC has been chosen by HUD to go through a special evaluation process, giving special assistance to the communities with the most need nationwide. In January, the CCoC will hold a Strategic Planning “charrette,” which is a process that involves having targeted conversations repeatedly with different stakeholders, in order to gain a wide range of opinions. The first 2 days will be open to all, and the final day will be open to voting members only. Steering Committee members are encouraged to attend or send a proxy on all three days. The forum will be held at the CUCS offices.

There was some discussion regarding the availability of food during the forum, especially for consumer attendees. Various individuals agreed to research food donations. There was also discussion regarding consumer presence at the forum. The decision was made to expand the consumer invite list to the full consumer contact list, as opposed to just voting members. The Consumer Committee will also sign up interested parties at the January Consumer Committee meeting.

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### **Update on NYC CCoC Letters of Support**

There was discussion at the previous Steering Committee meeting of creating a process for agencies to obtain letters of support for new projects from the CCoC. Nicole Branca suggested that as long as clear criteria exist, DHS and the co-chairs can accept requests and approve them as they are submitted. It was also suggested that the Strategic Planning process will be useful in terms of defining criteria for these submissions.

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### **Co-Chair Report on Meeting with Vincent Hom**

The co-chairs met with Vincent Hom from the HUD regional office, to gain clarity on various issues that have arisen. HUD will be holding another financial training so that providers can gain technical assistance, especially concerning documenting staff time. There is no date yet for a rescheduled all grantee meeting, but they hope that it will be before the end of January. Mr. Hom is also interested in coming to CCoC meetings periodically to give updates and answer questions.

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### **Evaluation Committee Update**

The evaluation committee reported that only 68% of providers answered the length of stay item last year. They recommended that the length of stay item be mandatory in order to receive points in the Housing Performance section of next year's evaluation.

The evaluation committee also recommended that low-performing providers be required to attend a training on continuous quality improvement. Michael Zuriff moved the following:

**MOTION:** to require all transitional housing providers who fell below the HUD PH placement performance target in 2010 or 2011 to attend a half day continuous quality improvement training hosted by CUCS. Programs required to participate will have a senior staff person attend the training (i.e., program director, assistant program director, agency administrator or comparable staff). The CCoC will officially notify all providers required to attend this training.

Lauren Pareti provided the general parameters for the training. 50 seats will be reserved for low-performing providers, with 30 seats available for general participants. There will then be an application process for 2 programs to receive intensive technical assistance.

The motion passed by voice vote, with one abstention.

The committee co-chairs also recommended that for programs receiving site-visits, corrective action plans should be in written form only and subject to a 6 month and 12 month review by the CoC to follow-up on progress. There was some suggestion that harsher penalties be assessed by the Continuum, but it was generally agreed that the goal is to help providers improve performance, not to impose sanctions.

The committee co-chairs also recommended that the 2012 evaluation instrument training be mandatory for all programs seeking renewal funding. There was some discussion that this might be an unreasonable requirement for some providers.

The next Evaluation Committee Meeting will be Friday, January 13.

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### **Policy & Advocacy Committee Update**

Riva Kelton offered the following recommendations.

- Reach out to DHS and OMH to learn how they will be impacted by the new HUD homeless definitions.

- Reach out to city and state executive branches to advocate for a change in the HUD homeless definition eligibility of recently institutionalized individuals.
- Adopt the HUD definition of Chronic Homelessness, as it may impact the threshold requirement positively for providers.
- Continue to monitor federal, state, and city budgets for possible cuts

Cameron Craig moved the following:

**MOTION:** That the NYC CCoC adopt the HUD definition of Chronic Homelessness.

Lawrence Taylor seconded the motion. The motion passed unanimously by voice vote.

The next Policy and Advocacy Committee meeting will be Thursday, January 12.

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### **Gaps and Needs Committee Update**

Laverne Holley reported that the Gaps and Needs Committee had worked on fine tuning its upcoming survey.

Gaps and Needs Committee meetings are held on the 2<sup>nd</sup> Tuesday of every other month.

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### **Nominating Committee Update**

No report was given from the Nominating Committee.

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### **Data Management Committee Update**

**MOTION:** Robyn Gundy moved to have Alyson Zikmund be the new co-chair of the Data Management Committee.

Lawrence Taylor seconded the motion. The motion passed unanimously by voice vote.

Robyn Gundy also announced that December 31 is the deadline to submit HMIS reimbursement requests. Those with questions should contact Nicketa Nusum. Joey Lopez requested that Foothold come to a Steering Committee meeting to present and answer questions about technical problems. The co-chairs requested that the Data Management Committee discuss possible questions and discussion topics for Foothold at their next meeting.

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### **Grievance Committee Update**

No report was given from the Grievance Committee.

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### **Next Steering Committee Meeting**

The following Steering Committee meeting will likely be January 27<sup>th</sup>. The co-chairs will send an announcement once the location has been confirmed.