

**Westchester County Continuum of Care Partnership for the Homeless
Monthly Meeting Minutes**

October 23, 2019

Attendees: Annette Peters-Ruvolo (Co-Chair), Karl Bertrand (Co-Chair), Ruthanne Becker (phone), Sylvia Bolivar (phone), Cordetta Creighton, Erika D’Aquino, Helen Frankel, Tajae Gaynor, Nicole Granata (phone), Cynthia Knox (phone), Anahaita Kotval, Doreen Lockwood (phone), Danielle Gaffney, Maria McGinty, Anthony Sabia, Allison McSpedon, Yoav Spiegel, JoMarie Tarchoun, Craig Wong, Jeff Worden, Walt Ritz (phone), Michele Landry, Barbara Pose, Michael Orth, Jane Lindau, Nichole Masucci

Topic #1:	Discussion:
Announcements/Updates	<ul style="list-style-type: none"> • Annette Peters-Ruvolo, Co-Chair, started the meeting at 9:37 a.m. • Introductions were made. • Annette, Karl and Allison presented our Farewell to Jeff Worden as this is his last Board meeting with the CoC. Jeff’s last day is Friday 10/26. Refreshments and good will was shared. Jeff’s plans as well as the plans for PD&D to hire a replacement were discussed. The job description was sent to all CoC members, plus posted on Indeed, Linked in and our website. Also sent out to the MARHMIS list serve. • Craig Wong motioned to have September’s meeting minutes approved. Tajae Gaynor seconded the motion. All were in favor, zero opposed. • The CoC website has been updated to reflect the CoC name change, as well as all documents within the website <u>except</u> the CoC Guiding Principles. • Westchester County DCMH Fall Forum will take place on Wednesday, November 13th at the Westchester County Center from 9:00am to 3:00pm. Registration available at Eventbrite. • SOAR refresher training & stakeholders meeting took place in September. Annette proposed that we re-evaluate who SOAR training is offered to (ie, adding Health Home Care Managers to possible trainees) based on existing job roles/responsibilities and where SOAR most naturally fits (and may be Medicaid billable). We also reviewed current lack of documentation in SOAR database and whether that is related to an issue in the referral process, or if SOAR apps are being done, but not documented. Annette will continue to followup with Chris John, SOAR Coordinator for next steps. • Annette asked if our shelters participate in the Bombas sock donations to homeless shelters. LUW, CHOP, HOPE & Westhab all said they did. Conversation turned to the possibility if any of them have a surplus of about 40 pairs of socks, we could use them for the PIT Count. They all responded positively. • Karl Bertrand shared a report stating that DV is now the leading cause of homelessness in NYC. Eviction used to be the leading cause but eviction is now down 13% thanks to right to counsel funding.

Topic #2:	Discussion:
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Last Month's Motivational Interviewing Training/CHAT Training	<ul style="list-style-type: none"> • Lillian Drago provided a MI training on 10/3/19. The proposed training was a direct result from our Spring Symposium feedback survey. The training was well-attended and well-received, with more of this type of training requested. • The Education Committee is looking into scheduling a follow-up training that would be a continuation to this month's MI training. • Over 130 people attended CHAT trainings on 10/7 and 10/8. Feedback survey was sent out last week. Feedback was positive and respondents voiced that it would be beneficial for CHAT trainings to occur every 6 months. • In the coming months an audio/video of the CHAT training will be created and uploaded to the website. Also the need to ask Daniel for a screenshot/narrative type of document to be used a reference. • Board members were encouraged to share Spring Symposium ideas.
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Topic #3:	Discussion:
Racial Disparity Tool and Preliminary Report	<ul style="list-style-type: none"> • A follow-up analysis is being conducted by PD&D to determine if racial disparities exist between the shelter population and individuals/families who are enrolled in CoC Rapid Rehousing, Permanent Supportive Housing, and Homeless Prevention programs. Once completed this report will be shared with the CoC board and other community stakeholders. • Also, Co-Chair Karl Bertrand will look into the Community Partners Undoing Racism/ Westchester County group to see if/where our goals & activities connect. • Jane Lindau of Planning also suggested the Complete Count Committee – she agreed to send Karl some information on it.

Topic #4:	Discussion:
Guiding Principles Review	<ul style="list-style-type: none"> • Annette proposed to include a process of handling requests for CoC letters of support into the CoC Guiding Principles. • Other CoC's have a standardized form that are completed by organizations requesting a letter of support. Our CoC will create a similar form. • What questions would we like to include on Westchester's CoC form to request a letter of support?
	<ul style="list-style-type: none"> • Karl, Annette, and Yoav will review the CoC Guiding Principles. Any changes that are proposed will then be e-mailed to CoC providers to be voted on for November's CoC Board meeting.

Topic #5:	Discussion:
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Subcommittee – Consumer Advisory	<ul style="list-style-type: none">• Annette shared an update that Homeless Are People Too (HAPT) are not interested in joining the CoC as an advisory group, but possibly individual members may want to join various CoC subcommittees. Laura Case, HAPT's representative has agreed to connect Annette with HAPT's parent org, Community Voices Heard, just to introduce them to the CoC and see if future collaboration would be mutually beneficial. Laura and Annette talked about a different plan of action, one that will most likely be employed when a new Planning Associate is hired, where orientation meetings are held at each shelter and then interested individuals could join an advisory committee that meets at a public library or other community space to help inform the CoC. One or two members of that committee could report to the Board.
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Meeting was adjourned at 11:03am.

Respectfully submitted: Annette Peters-Ruvolo & Jeffrey Worden

Date: 10/23/2019

Next Meeting:

Date: Wednesday, November 20th

Time: 9:30am to 11:00am

Location: DCMH, 112 East Post Rd, Room 217