

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

March 18, 2020

Attendees via Conference Call : Annette Peters-Ruvolo (Co-Chair), Karl Bertrand (Co-Chair), Ruthanne Becker, Sylvia Bolivar, Nadine Burns-Lyons, Daniel Gore, Alba Guevara, Helen Frankel, Tajae Gaynor, Nicole Granata , Cynthia Knox , Anahaita Kotval, Maria McGinty, Allison McSpedon, Yoav Spiegel, JoMarie Tarchoun, Craig Wong, Tiece Thomas, Kathy Pandekakes, Brittany Hodgins, Elissa Ramos, Erica Skolnick, Chris Rivera, Judy Mezey, Larry Mosley

Topic #1:	Discussion:
Announcements/Updates	<ul style="list-style-type: none"> ● Annette Peters-Ruvolo, Co-Chair, started the meeting at 9: 45a.m via Webinar. ● Introductions were made. ● Kathy Pandekakes of HDSW motioned for approval of February’s meeting minutes. Seconded by Nicole Granata, HDSW. Meeting minutes for February approved by all, zero opposed. ● HUD announced Tier 2 awards. The CoC was awarded the top two Tier 2 projects, Turning Point and Stepping Stones. The CoC was not awarded the expansion projects for First Steps or the DCMH RAP, which would have allowed us to expand our capacity to serve families. Yoav, Annette and Karl will take all opportunities offered to evaluate where we lost points on our application in order to improve this year’s score.

Topic #2:	Discussion:
COVID-19 response – HUD, County, Providers, CoC – supports/resources	<ul style="list-style-type: none"> ● Annette asked that we begin by asking each provider present to report on current status of services/programming: ● Elissa Ramos from Westhab informed the Board of extra measures being taken during the COVID-19 outbreak to ensure the safety of the staff and residents in their PSH programs. The case managers are conducting phone screenings prior to home visits. Staff considered to be at high risk are not conducting home visits at all until further notice. ● Kathy Pandekakes informed the board HDSW is making sure their PSH residents have disinfecting supplies for their households. Case managers are starting phone visits to replace face-to-face visits until further notice. ● Cynthia Knox informed the Board CHHOP’s shelter services are continuing the sanitizing procedures already in place, clients are not gathering in common areas and there are no congregate meals. Staff that can are working remotely, however the shortage of staff causes problems for the in-office staff with symptomatic residents. ● Anahaita Kotval of LUW reported that she reached out to DSS for assistance getting masks, gloves and thermometers but is having difficulty receiving adequate responses. ● Other shelter providers voiced similar concerns related to supplies. Annette agreed to send an email after this meeting to provide them with EOC website information to request PPE and other supplies. ● Shelter providers on the call (LUW, CHHOP, Westhab) voiced concerns regarding memo sent on 3/17 from DSS outlining policy and procedures related to the COVID19 outbreak and management. They report that what has been asked of them is not logistically possible given space issues and 3

	<p>providers (LUW, CHHOP & VOA) jointly sent an email to DSS and the County Executive’s office requesting assistance.</p> <ul style="list-style-type: none"> • Board members requested that the CoC also draft some type of expressing CoC Board’s concerns and suggestions on how the homeless system of care can be prepared during the growing Coronavirus pandemic. • Tajae Gaynor from CLUSTER informed all that DSS is still allowing people to come into the offices to fill out paperwork while practicing social distancing. CLUSTER is having emergency only face to face meetings.
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Topic #3:	Discussion:
HUD Guidance re HQS	<ul style="list-style-type: none"> • PSH providers discussed the need for guidance around HQS inspections as this is the only requirement that providers cannot conduct remotely. Annette and Yoav will work on an AAQ to HUD regarding this and report out as soon as a response is given.

Topic #4:	Discussion:
HUD TA – Communities of Practice (CoP) updates	<ul style="list-style-type: none"> • The Leadership committee efforts on forming consumer advisory committees are being suspended until further notice due to COVID19 pandemic. • Housing Focused Practices Committee has also suspended their involvement in Communities of Practice due to COVID19.

Topic #5:	Discussion:
HMIS Security	<ul style="list-style-type: none"> • IMPORTANT! – it has come to our attention that providers have not been alerting Daniel when someone leaves their employ, and in at least one case, shared a former employee’s log-in with a new employee instead of having the new employee registered and trained on HMIS. As we have so many users and each agency is responsible to adhere to the Agency Agreement they signed, it is imperative, given the sensitive nature of the information our HMIS holds, that we follow our security policies. Agencies that don’t may have their access revoked, which, in some cases, may be a violation of their contracts with their grantees. Any questions? Please contact Daniel or Craig.

Topic #6:	Discussion:
Miscellaneous agenda items	<ul style="list-style-type: none"> • In the interest of time, and knowing the urgency of providers to get back to their programs, Annette reviewed very briefly other agenda items: <ul style="list-style-type: none"> • Census – spread the word for folks to be on the lookout for the census; they should be receiving something from the Census Bureau soon. It is important that all Westchester residents complete it. Also beware of scams – the Census does not ask for detailed financial info and does not call/email people. • CoC website is being updated regularly now – if you have a chance to review, please send feedback to Tiece.

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| | <ul style="list-style-type: none">• Symposium update – the Education Committee has reviewed the survey results and is looking into possible webinar options for an abbreviated symposium or postponement until the Fall. Any feedback should be directed to Craig Wong. |
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Meeting was adjourned at 11:30am.

Respectfully submitted: Annette Peters-Ruvolo & Tiece Thomas

Date: 4/9/20

Date: Wednesday, March 18, 2020

Time: 9:30am to 11:00am

Location: Webinar via Join.Me

Next Meeting: 4/15/20

Time: 9:30am to 11:00am

Location: Webinar via Join.Me