**Albany County Coalition on Homelessness (ACCH)**

**Strategic Planning Committee Meeting**

Minutes- **4/18/2019**

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| Attendees |
| [ ]  Amy Lacey | [ ]  Joe Sluszka | [ ]  Robin Roberts |
| [ ]  Christine Rodriguez | [x]  Kathy Leyden | [x]  Wendy Wahlberg |
| [ ]  Frank Pindiak | [x]  Liz Hitt | [x]  Maggie Watson |
| [ ]  Jacqualine Lombardo | [ ]  Neenah Bland | [ ]  Ashley Tejada |
|  | [x]  Erin Reale | [x]  Kelsey Addy |

# Call to Order

2:00 PM

# Approval of Previous Minutes

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| [x]  Yes | [ ]  No  | [ ]  Yes, with revisions | [ ]  Decision postponed  |

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| Old Business |
| Review and Edit 2019 Action Items* The Committee walked through the 2018 Action Items and identified progress/recommended adjustments. Specifically:
* Operations Committee needs clarification that the goal of their working to identify data on prevention resources and uses in the community is to identify a gap/need in order to present to funders. However they need to change/edit the action items in order to move forward should be communicated to the Strategic Planning Committee.
	+ Designing and utilizing CE or other collaborative means to most efficiently utilize prevention services/financial assistance will be moved to a parking lot, as this is no longer a HUD requirement.
	+ Developing a more robust plan for outreach to community members to build awareness of prevention and homeless resources: at the next meeting Membership will discuss opportunities to engage with potential at-risk clients and share resources (i.e. HAC Van, Project HOST, Street Soldiers, people outside of the City Mission). It was also noted previously HATAS got a grant from The Community Foundation to hire homeless persons to distribute resource information.
	+ Joining and participating in the City of Albany Code Task Force needs to be adjusted, as this Task Force doesn’t include the right people to bring issues related to preventing homelessness (it mostly is a venue for landlords to bring issues to Codes). It was inquired if code enforcement issues is a significant driver of homelessness, and decided this question should be moved to Year 3.
	+ In terms of partnering with DSS, CARES hosted a Workshop Wednesday in which Michele McClave spoke on a panel about DSS’s roles and responsibilities. At the next Board meeting members will inquire about a regular training from DSS. Consumer Advisory Steering Group is also partnering with DSS on a document, “Tips for Success at Navigating DSS.” Committee would also like to establish an ongoing communication method for consistent issues heard from clients.
	+ NOFA Committee is in progress supporting the community in prioritizing HUD funding to develop PSH beds throughout the county. They have distributed a survey to providers to try to identify the most pressing needs, which will inform priorities for the Bonus Application.
	+ Engaging additional services providers to participate in HMIS: Kevin has a meeting with City Mission. This action item will move from the Operations Committee to the Board.
	+ Continuing to identify youth homelessness needs and opportunities is in progress through the Capital Region Advisory Board on Youth Homelessness.
	+ It’s not clear if the Capital Region Coalition to End Homelessness is still operating and if it will still produce the State of Homelessness report. CARES will follow-up.
	+ Governance is working to expand ACCH Membership, Board, and Committee participation. This year DePaul, Home Leasing, Community Builders, and Unity House have joined Membership.
	+ Governance is in process of evaluating committee structure (i.e. proposing Roles and Responsibilities of Committees and Committee Co-Chairs, and establishing a process for voting in Co-Chairs).
	+ In terms of ensuring client safety, it was recommended best practices be added to the Written Standards and Emergency Transfer Policy.
	+ Completed action items include:
		- Identifying and establishing linkages with existing discharge planners.
		- Regularly assess the CE system to ensure quick, appropriate, and successful placement of clients from shelter to permanent housing.
		- Building relationships with mental health, substance abuse, re-entry, and foster care agencies to better understand access to services and housing opportunities.
		- ACCH has become a UFA designated CoC.
* The Committee did not have time to discuss and edit 2019 Action Items.
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| New Business |
| Discuss/Confirm Next Steps |

* Kathy announced she will no longer be able to serve as Co-Chair.
* The Committee discussed reasons for lack of participation and how to move forward. Reasons for lack of participation may include those interested in creating the plan aren’t necessarily interested/understand their role in monitoring plan progress. It was inquired if new players could be engaged in the SPC to monitor plan progress; another idea was to role the functions of monitoring plan progress into the Board.

# Next Meeting

TBD

The meeting was adjourned at 3:45 PM.

Minutes respectfully submitted by Kelsey Addy, CARES of NY, Inc. Planning Team

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