



Southern Tier Regional Planning Consortium
Board of Directors Quarter 1 Meeting 2020
February 19, 2020 1:30-3:30PM
DoubleTree Hotel by Hilton, Grand Riverside Room
225 Water Street, Binghamton, NY 13901

Meeting Minutes

Welcome & Introductions

The co-chairs and the coordinator welcomed the group at 1:32 pm and did a round of introductions, including the gallery members.

RPC Overview

Emily provided an overview of the Regional Planning Consortiums' history, logic model, issue resolutions process, and Southern Tier past successes. *Details can be found on the meeting slides.* New board members will be attending a RPC Due Diligence webinar on 2/21/2020. Emily will forward the invite to all board members as many expressed an interest in attending as an additional review.

Administrative Items

Minutes from the fourth quarter 2019 meeting held on December 4, 2019 were reviewed. Emily noted one edit to be made to the attendance. Ruth Roberts made a motion to approve the minutes with the edit made; Marilyn Donnelly seconded. All were in favor; none opposed. Minutes were passed.

Nancy asked all board members to review the Key Partner nominations sheet sent out prior to the meeting. A motion was requested to approve all six Key Partner nominations: Jim Kennedy made a motion; Michelle Zuk seconded. All were in favor; none opposed. Key Partner slate was approved.

Ad Hoc Workgroup & Subcommittee Reports

Emily presented a new quarterly summary report format for the workgroups and subcommittees. Feedback included adding who the co-chairs are for each group. This document will assist in increasing communication, collaboration, and transparency between the board and workgroups. Updates were provided for each group.

Health Home/HARP/HCBS: Johanna George, workgroup lead, gave an update. The group met 4 times in 2019. The group looked stoppages and barriers in the HCBS workflow and addressed questions with various MCOs present. The group plans to create an active issues log to develop actionable items and host a networking event.

Children & Families Subcommittee: The group met 3 times in 2019, hosted a networking event, and provided family informational sessions. A CFTSS and HCBS provider event is in the works for this summer. In 2019, the group completed a flyer with C-SPOA contact information and care management agencies. The flyer was distributed to Primary Care locations, school districts, and other community partners. The group will look into additional community outreach for families. There will be a new LGU lead for the group, Sally Manning, C-SPOA from Tompkins County.

HHSC Care Management Supervisors Round Table: A Health Home Supervisor group was formed and became an information exchange for supervisors.

Peer Workforce Development Steering Committee: This committee was recently created in September. The group met twice in 2019. The goal of the group is to create a learning community/collaboration for peers. Catholic Charities of Broome County received a grant from Care Compass Network (CCN) to help build the Peer workforce with trainings for peers and supervisors within the CCN catchment area. Emily will forward additional information once available. Jim Kennedy asked if HIV Peer Advocates have been included in this committee. Emily noted they have not been at this point but will reach out to appropriate agencies to include going forward. Billy Gamble, State Trainer for Mental Health Empowerment Project, and Matthew Petite, Peer Liaison for Excellus, are the committee's co-chairs.

Broome County Safe Housing Taskforce Presentation

Housing has been an ongoing discussion for the board. After the fourth quarter board meeting in 2019, it has been decided that this issue does not fit into the RPC scope/logic model. With that said, Rebecca Rathmell, Broome County Safe Housing Taskforce Co-Chair, presented on the work completed by the taskforce and its recommendations made to keep board members aware of local initiatives. The taskforce's recommendations have been distributed to the group.

Work Plan Development

The group reviewed the workplan for the year and made necessary edits and suggestions. Emily will work on distributing it regularly. Frequency of distribution is an ongoing discussion but will begin with quarterly, prior to each board meeting.

The board broke out by stakeholder groups for 15 minutes to discuss the workplan and active issues. Each stakeholder group provided a brief report out:

- CBO: Issues discussed were difficulties in getting participants to see the benefits of engaging in the HH/HCBS process, staff recruitment/retention, and promoting individuals to pursue peer employment and certification.
- MCO: Agreed with current issues identified; would like inclusion on the work plan regarding the MCOs involvement. Noted that provider access for children services remains an issue and there are many benefits to partnering with a health home.
 - o "Know your MCO" Event in March- *Emily will send out invite.*
- HHSP: Would like Open Access issue reworded to relay that it is a MAS/DOH policy issue and not Open Access provider availability. Request to outline HCBS workflow barriers identified by HHH group. Consider an additional column to note what is measurable and how can we move the "needle" in addition to a current status/update column.
- PFY: Converting the Respite stipulations to include housing assistance during a 21 consecutive day stay. Peer wages do not equate to cost of living. Second hand trauma of Peer Workforce needs addressed. Centralize peer networking groups. More required in person trainings for OMH Peer Specialists.
- DCS: Standardization of support offered to Peer employees and the quality of peer supervision. Better collaboration between OMH and OASAS peers. Concerns with MAS costs. Concerns with HCBS sustainability.

Open Floor: This item was deferred due to time.

Meeting Adjournment: Ruth Roberts made a motion to adjourn. Jim Kennedy seconded. All in favor. Meeting adjourned at 3:50 pm.

2020 Meeting Schedule

Board Meeting

All meetings will be held at the DoubleTree by Hilton, Grand Riverside Room in Binghamton from 1:30 to 3:30PM.

- Wednesday, May 13th
- Wednesday, August 12th
- Wednesday, November 18th

Workgroups and Subcommittees

Health Home/HARP/HCBS Workgroup

All meetings will be held at Catholic Charities of Broome County, 232 Main Street, Binghamton from 1:30 to 3:00PM.

- Tuesday, March 10th, 2020
- Tuesday, June 9th, 2020
- Tuesday, September 8th, 2020
- Tuesday, December 8th, 2020

Children and Families Subcommittee

All meetings will be held at the Broome County Public Library, 185 Court Street, Binghamton from 1:00 to 3:00PM.

- TBD

Peer Workforce Development Steering Committee

All meetings will be held at the Mental Health Association of the Southern Tier, 47 Broad Ave, Binghamton from 9:30 to 10:30AM.

- Wednesday, March 4th, 2020
- Wednesday May 6th, 2020

SOUTHERN TIER RPC: FIRST QUARTER Board Meeting
FEBRUARY 19, 2020, 1:30-3:30 PM,
DOUBLETREE HOTEL, GRAND RIVERSIDE ROOM, BINGHAMTON, NY

	Name	Attendance	Organization	Stakeholder Group
1	Bill Perry	Absent	Lourdes Center for Mental Health	CBO
2	Carmela Pirich	Present	Addiction Center of Broome County	CBO
3	George Dermody	Absent	Children’s Home of Wyoming Conference	CBO
4	Michelle Zuk	Present	Family Resource Network, Inc.	CBO
5	Robin Cotter	Present	Catholic Charities of Chenango County	CBO
6	Susan Ruff	Absent	Southern Tier Independence Center	CBO
7	Zac Rankin	Present	Family and Children Society	CBO
8	Cara Fraser	Present	United Health Services	H&Hs
9	Emily Taggart	Excused	O’Connor Hospital	H&Hs
10	Eric Jansen	Absent	Cayuga Medical Center	H&Hs
11	Jim Kennedy	Present	The REACH Project	H&Hs
12	Johanna George	Present	Circare	H&Hs
13	Julie Smith	Present	Encompass HH, Catholic Charities of Broome Co.	H&Hs
14	Marilyn Donnelly	Present	Margaretville Hospital	H&Hs
15	Debra Maietta	Present	HealtheConnections	Key Partner
16	Shawn Yetter	Present	Tioga County DSS	Key Partner
17	Rebecca Rathmell	Present	YWCA of Binghamton	Key Partner
18	Jennifer Lea	Present	iCircle	Key Partner
19	Mary Maruscak	Excused	Rural Health Network of South Central NY	Key Partner
20	Lisa Berard	Excused	Care Compass Network	Key Partner
21	Nancy Williams	Present	Broome County	LGU
22	Ruth Roberts	Present	Chenango County	LGU
23	Cindy Heaney	Present	Delaware County	LGU
24	Lori Morgan	Present	Tioga County	LGU
25	Gerard Lippert (Interim)	Absent	Tompkins County	LGU
26	Colleen Klintworth	Excused	Excellus BlueCross BlueShield	MCO
27	Jeremy Boyce	Present	CDPHP	MCO
28	Jennifer Earl	Excused	United Healthcare	MCO
29	Claire Isaacson	Present	Molina Healthcare	MCO
30	VACANT		Fidelis	MCO
31	Matthew McDonald	Present		PYF
32	Patricia Vincent	Present		PYF
33	Karyn Kanzer	Present		PYF
34	Brandon Davis	Present		PYF
35	VACANT			PYF
36	VACANT			PYF
37	Laura Zocco	Present	Office of Mental Health	State Government
38	Justin Lynady	Excused	Office of Addiction Services and Supports	State Government
39	Noemi Simpson	Absent	Office of Children and Family Services	State Government

Southern Tier Gallery Attendees: February 19, 2020: FIRST QUARTER 2020

	NAME	ORGANIZATION
1	Heather Nower	Mental Health Association of the Southern Tier
2	Mark Perry	HealthConnections
3	Krista Pierce	HealthConnections
4	Katie Molanare	RPC, Central Region Coordinator
5	Lori Kicinski	RPC, Project Director
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		



Key Partner Nominations 2020

The below individuals have been nominated as Key Partners to the Southern Tier Regional Planning Consortium:

1. **Debra Maietta, HealtheConnections:** Debra is the Director of Community and Population Health Improvement for HealtheConnections. HealtheConnections provides services in Health Information Exchange, Population Health Improvement, and Value-Based Services. Through trusted collaboration with participants, stakeholders, and partners, they develop and deliver valued services, enabling improvements in health and healthcare delivery, resulting in healthier people, better care, and cost efficiencies.
2. **Shawn Yetter, Tioga County:** Shawn serves as the Commissioner for the Department of Social Services for Tioga County. Social Services promotes self-sufficiency and protects citizens by providing financial and social services to eligible County residents through program development, application of the law and encouragement of responsibility in an empathetic, timely and customer focused manner.
3. **Rebecca Rathmell, YWCA of Binghamton:** Rebecca currently serves as the Street Outreach Coordinator & Housing Advocate for the YWCA of Binghamton/Broome County and also co-chairs Broome County's Safe Housing Task Force. Active within the local homeless services sector since 2007, Rebecca previously coordinated the Southern Tier Homeless Coalition (CoC NY-511) and has conducted performance management of contracted services for Broome County's Departments of Social Services and Mental Health. She has also held direct service, development, and program management roles within Adult Congregate Care Level 2 and Permanent Supportive Housing settings. Guided by a commitment to individual worth, Rebecca is a persistent and passionate advocate for increased access to housing for extremely low-income and vulnerable populations.
4. **Jennifer Lea, iCircle:** Jennifer is the Business Developer for iCircle and covers the Southern Tier Region along with the Central and Northern Regions. iCircle is a managed long term care agency who is committed to helping those who are chronically ill or have a disability, or those who otherwise require community-based long term care services. Jennifer has worked in the managed long term care field and also in the developmental disabilities field for over twenty years. Managed long term care is always involving and being a part of a board with a variety of agencies. Jennifer will be able to share upcoming changes, along with assisting with the gaps that we all face when it comes to long term care for the people we serve in the Southern Tier Community.
5. **Mary Maruscak, Rural Health Network:** Mary is the Director of Community Health Education for the Rural Health Network of South Central New York. The mission of the Rural Health Network is to advance the health and well-being of rural people and communities. Through the Community Health Education programming, various opportunities exist for both community members and local organizations and government. The Rural Health Network is instrumental in conducting and publishing assessments and research on emerging community needs.
6. **Lisa Berard, Care Compass Network:** Lisa is the Network Development Specialist and Regional Lead for the East RPU at Care Compass Network, the Southern Tier's Performing Provider System for DSRIP. Care Compass Network works with over 180 partner organizations throughout their 9 county region. The mission of Care Compass Network is to improve the health and wellbeing of the community members in their service area by supporting the development of enduring partnerships of clinical and community service providers and empowering those partnerships to flourish in a value-based payment environment.



Regional Planning Consortiums Regional Bylaws for Southern Tier Region

Article I: Purpose

To serve the transformation of the Medicaid behavioral health system the creation of the NYS Regional Planning Consortiums (RPC) were authorized through the Centers for Medicare and Medicaid Services (CMS) 1115 waiver. The RPC is where collaboration (regionally, inter-regionally and with our state partners), problem solving and system improvements for the integration of mental health, addiction treatment services and physical healthcare can occur in a way that is data informed, person and family centered, and cost effective. *Our goal is to improve the overall health for adults and children in our communities.*

Purpose of the RPC Boards

The function of the RPC is to collaborate, analyze and problem solve issues that arise and are representative of the RPC stakeholders. The board identifies, researches, prioritizes, and initiates the due diligence process for identified issues, determines viability and actionable steps for regional resolution as well as recommendations and ideas for state partners. Robert's Rules of Order will be utilized to guide the Southern Tier RPC Board Meetings.

Article II: Membership of the RPC Regional Boards

The Board of Directors of the Southern Tier RPC shall be comprised of members as prescribed by the NYS Regional Planning Consortium initiative and shall follow its directives regarding election of members for each stakeholder group.

The RPC Membership is comprised of seven stakeholder types, with both voting and non-voting board members:

The voting stakeholder groups are:

- **Community Based Organizations (CBO)** – comprised of representatives from the following organization types: Mental Health, Substance Use Disorder, Children's Services, Adult Behavioral Health HCBS Providers, Housing Providers, Rural Provider. A seventh (7th) seat is designated for a nondescript CBO, who meets any one or more of the above types. It is encouraged that each board works toward diverse representation reflecting the population of their region. Any organization providing Medicaid billable services and are licensed by either OMH or OASAS are eligible for election to one of these seats.
- **Hospital and Health System Providers (HHSP)** – comprised of two representatives from each organization type – Hospitals and/or Health System Providers, Federally Qualified Health Centers and Lead Health Homes (Adult and/or Children). A seventh (7th) seat is designated for a nondescript HHSP, who meets any one or more of the above types. If there is insufficient interest from an organization type the Board may choose to have an additional representation from another organization type within this stakeholder group.
- **Peer/Family/Youth Advocates (PFY)** – comprised of two peer representatives, three family advocates, and one youth advocate members. Members of this stakeholder group may work for an agency that provides behavioral health services but, in their Board member role, they are asked, when possible, to represent their personal experience as a peer or family member rather than their employer's agency perspective. If there is insufficient interest from a member type the Board may choose to have an additional representation from another member type within this stakeholder group. For the purpose of the RPC a Youth Advocate is defined as a person with lived experience between the ages of 18-25 years old.
- **Medicaid Managed Care Organizations (MCO)** – each MCO organization has a contractual obligation to appoint a staff member to represent their organization.
- **County Directors of Community Services (DCS)** – each RPC region will select up to six (6) members (some RPC regions may have less than 6 DCSs depending on the size of the region) to serve on the RPC Board.

The non-voting stakeholder groups are:

- **Key Partners** – Various members appointed by the Board due to their related subject matter expertise. For example, members who represent regional PHIP, PPS, LDSS or LHD.
- **Ex Officio** – Members eligible due to their related roles, i.e. State Partners from OMH, OASAS and OCFS as well as Behavioral Health Organizations (BHOs).

Co-Chairs

Each RPC Board will be facilitated and lead by two RPC Co-Chairs. One Co-Chair is a Director of Community Services (DCS) and selected by the regional DCSs. The other Co-Chair is selected from one of the following stakeholder groups:

- Community Based Organizations
- Managed Care Organizations
- Peer/Family/Youth Advocates
- Hospital & Health System Providers

The non-DCS Co-Chair is self-nominated or nominated by another board member and is elected by voting board members.

Co-Chair role and responsibilities:

Leadership:

- Manage and provide overall leadership to the board, identifying goals, strategy that advocates regional goals.
- Represent the region at RPC activities and meetings.
- Lead effective and efficient board meetings, promote effective relationships, open and inclusive communication in meetings and internally mediate contentious relationships.
- Create a culture that allows constructive dialogue, including challenges and varying opinions and consensus decision-making.
- Ensure the Board as a whole is engaged in the development, due diligence and determination of board decisions, recommendations and ideas.
- Serve as an ambassador of the RPC, advocating its mission to internal and external stakeholders.

Logistics:

- In person attendance at regional board meetings and state partner meetings.
- On-going collaboration with their Co-Chair counterpart and RPC Coordinator.
- Develop/organize in concert with co-chair and RPC coordinator the board's meeting agenda.
- Attend and participate in the RPC Co-Chairs calls and complete requested surveys.
- Serve as an access point for members of the community who have questions or would like to bring issues to the attention of the RPC.
- Enact and uphold the RPC and regional bylaws.

Voting Stakeholders

The RPC Boards each consist of five voting stakeholder parties, they include;

- Community Based Organizations
- Hospital & Health System Providers
- Peers/Family/Youth Advocates
- Director of Community Services
- Managed Care Organizations

Role and responsibilities:

- Attend quarterly RPC Board Meeting in person, no proxy or call in option is available,
- Review board meeting minutes, to be voted on for approval,
- Review meeting agenda and materials prior to each board meeting,
- Represent the collective views of the RPC Board and your stakeholder group in your region,
- Identify, prioritize and sort the recommendations/ideas/solutions that have been identified by the region,

- Serve as an access point for members of the community who have questions or would like to bring issues to the attention of the RPC,
- Actively participate in board meetings,
- Participate in workgroup/subcommittee levels, or encourage that a staff member from your agency participate when appropriate,
- Deliberate and vote on regional solutions and priority recommendations/ideas to be forwarded to our state partners.
- Send information and items to be placed on the meeting agenda to the RPC Coordinator no later than two (2) weeks prior to the scheduled board meeting.

Non-voting Stakeholders

The RPC Boards consist of two non-voting stakeholder parties, they include:

- Key Partners (represent various community organizations, including but not limited to PHIPs, PPSs, LDSS, Local Health Departments)
- Ex-Officio Members
 - State Agencies Representatives (From OMH, OASAS and OCFS)
 - BHOs

Role and responsibilities:

- Attend quarterly RPC Board Meetings in person, and will not send a proxy to the meeting,
- Review meeting minutes prior to board meetings,
- Review meeting agenda and materials ahead of each board meeting,
- Represent the collective views of the RPC Board and your stakeholder group in your region,
- Actively participate during the board meetings,
- Present to the board any updates from your represented agency that are relevant to scope of the RPC
- Serve as a subject matter expert on the topical areas connected to your organization,
- Participate in regional workgroups and/or subcommittee levels, or encourage that a staff member from your agency to participate, when relevant.

RPC Coordinator

The RPC Coordinator collaborates with and supports the RPC Co-Chairs, board members and regional work groups and subcommittees to develop, organize and document the action steps taken to address the recommendations/ ideas/solutions identified by the region. RPC Coordinator is not a voting member of the board and will maintain a neutral stance pertaining to the issues/concerns/recommendations and ideas identified at the board level. They will serve as an advisor to the board assisting with goals, approach, feasibility and information.

Role and responsibilities:

- Collaborate with RPC Co-Chairs and subcommittee chairs to develop meeting agendas,
- Arrange venue sites for ongoing board meetings,
- Prepare materials for board meetings,
- Update board membership list as needed and will work with CLMHD communications director to update website with this information,
- Document and review meeting minutes, send to board members for their review,
- Facilitate active participation in meetings, working to include all board members and stakeholder viewpoints,
- Create living documents identifying regional concerns, actions, recommendations, resources and ideas,
- Outreach community organizations as needed when the board/workgroups expresses an interest in learning more about resources,
- Collaborate with RPC Coordinators to align common themes, share best practices, resources intra-regionally,
- Assist board and workgroups with the due diligence process for submission of recommendations and ideas.

Article III: RPC Code of Ethics

The RPC Board is an apolitical board that represents the collective views of various stakeholders and as such will represent the collective voice of the region.

The members and staff of the RPC are committed to:

- being responsible, transparent and accountable for all of our actions,
- accountability and responsible stewardship of our financial and human resources,
- avoiding conflicts of interest and removing themselves from meetings or activities that jeopardize the integrity of the RPC,
- treating every individual with respect, fairness and dignity,
- being mindful of stigmatic language and references,
- advocating for access to and quality of Medicaid Managed Care Services for recipients and not for any specific organization member or non-member needs,
- maintaining a neutral political stance when acting as part of the RPC,
- ensuring vendors/key partners who present their subject matter expertise at RPC sponsored events do not use the forum for self-gain through marketing and sales. All vendors/key partners will be informed of this limitation prior to any RPC engagement.
- respecting and maintaining confidentiality regarding the organizational, personal or proprietary information shared by other RPC members in the course of RPC business.

Article IV: RPC Board Member Elections and Terms

Election Process:

- Eligible voters are members of the corresponding stakeholder group who represent an eligible agency providing services in the Southern Tier Region or meet the qualifications to be a member of the Peer, Family, Youth Advocate stakeholder group.
- A community stakeholder meeting will take place prior to the beginning of each term of service. At this meeting, eligible community stakeholder members will participate in a voter registration process to develop the voter pool for each stakeholder group. Community based organizations (licensed by OMH or OASAS and providing Medicaid reimbursable services), hospitals, Health Homes, and FQHCs providing Medicaid reimbursable services and licensed by either OMH or OASAS can nominate one individual from their organization to cast a ballot to vote within their respective stakeholder group.
- An election for each relevant stakeholder group will be held through an electronic ballot. A simple majority for each seat will determine the winner.

Length of board member term and election structure:

Co-Chairs

- Co-Chair terms are for three (3) years. Co-Chairs are eligible to serve a second term.
- DCS Co-Chairs will be selected by and from the DCS stakeholder group.
- Community Co-Chairs will be elected by the voting board members according to the NYS RPC election guidelines.
- Community Co-Chairs will submit brief biography and statement of interest to become Co-Chair. An election of all voting stakeholder groups will be held through electronic ballot. A simple majority for the position will determine the winner.
- Co-Chairs may resign at any time by submitting written or emailed notice to the fellow Co-Chair or RPC Coordinator.
- Co-Chairs missing two out of the four most recently scheduled meetings shall have been determined to be not sufficiently available to serve in the role, the office deemed vacant and filled in accordance with established procedure.

Board Members

- Board members will be elected by their voting board members according guidelines above.
- Board members terms will be three (3) years in length.

- Board members may resign at any time by submitting notice in writing to a Co-Chair.
- If a board member resigns, the seat for that stakeholder position is considered open and the organization has 30 days to fill that position with another organization member. This process does not require another vote. If the organization or Peer/Family Member/Youth Advocate is no longer interested in being represented on the board, the board will follow the regional process to fill that open seat.
- If the agency does not respond within 30 days, then requests for nominations will be solicited and an election will be held for all open seats. Eligible voters are members of the corresponding stakeholder group.

Exception: Directors of Community Services, Managed Care Organizations, Behavioral Health Organizations and State Government Representatives are not bound by elections/terms but rather assigned by their respective organizations.

- Board members missing two out of the four most recently scheduled meetings shall have been determined to be not sufficiently available to participate productively in the RPC, and the seat deemed vacant and filled in accordance with established procedure.
 - Co-Chairs have the discretion to review the individual circumstances and determine next steps regarding removal or reprieve of board members.

Article V: Meetings, Subcommittees and Work Groups

Board Meeting Quorum

- To hold a meeting a quorum of 50% plus one of current voting Board members, including at least one member of each voting Stakeholder group, must be present.
- In order to hold a vote at the board meeting, a quorum of at least 2 members of each voting Stakeholder group must be present.

Meetings

RPC Boards:

- will meet each quarter per calendar year. Additional meetings may be scheduled as needed.
- are open to Public to observe
- may conduct their meetings according to their regional needs and preferences.

Sub-committees and Work Groups

- Subcommittees and workgroups are authorized by and accountable to the RPC board
- The topics, terms, goals and objectives of the workgroups are determined by the region and workgroup leadership and members.
- Subcommittee Chairs must be a member of the RPC board.
- Workgroup leads may or may not be members of the RPC board.
- All RPCs will establish and Children and Families subcommittee to meet a minimum of 4 times per year effective Q3 2018.

Article VI: Collaborative Governance

A collaboration between committed regional stakeholders, the NYS Office of Mental Health (OMH), Department of Health (DOH) and Office of Substance Abuse Services (OASAS) in common forum to engage in consensus oriented solution seeking, problem solving and decision-making in order to leverage and build on the unique attributes, expertise and resources of each for the betterment of the NYS Medicaid Managed Care System.

Consensus Decision Making:

- is a process that allows a group of diverse and similar stakeholders to come to mutual agreement
- allows for the input and agreement of all stakeholders to arrive at a final decision that is not necessarily agreed upon but acceptable to all
- promotes growth and trust between differing stakeholders and stakeholder groups
- allows stakeholder groups to work through their differences
- values the contribution of all stakeholders

- instills a higher level of commitment to the decision-making process and increases engagement of members
- encourages members to acknowledge other points of view, think more creatively and inclusively
- is a more difficult path than majority rules, takes more patience and skillful leadership.

A group committed to consensus may utilize other forms of decision-making (majority rules voting) when appropriate and agreed upon.

Article VII: Voting Process

In the absence of a consensus, the Southern Tier RPC Board of Directors will utilize a one-person equals one-vote process. A simple majority will prevail for voting.



Broome County Safe Housing Task Force

Executive Summary

County Executive Jason Garnar launched the Safe Housing Task Force in the fall of 2018 with short- and long-term goals aimed at stable, decent, and affordable housing throughout Broome County. With co-chairs Rebecca Rathmell and Mark Schuster leading the core group selection and collaborative discussion, the Task Force recommendations to all municipalities and the County center around four strategic areas: protections, development, housing quality, and tenant and landlord supports. Broome County has already started implementing recommendations, with others requiring legislative approval, funding sources, or more program development.

- Prioritize Protections
 - [Support New York State Fair Housing Protections at the County Level](#)
 - [Expand CNY Fair Housing Coverage](#)
 - [Implement Eviction Prevention Protocol](#)
 - [Inclusionary Zoning](#)
- Strategic Development
 - [Municipal Involvement in County Tax Foreclosure Auction](#)
 - [Non-Profit Partnerships to Build Permanent Supportive Housing](#)
 - [Landlord Engagement & Responsible Referral Mechanisms](#)
- Improve Quality
 - [Preoccupancy Inspections](#)
 - [Proactive Code Enforcement](#)
 - [Promote Data Sharing & Integration](#)
 - [Administrative Violations Approach](#)
- Targeted Support
 - [Develop Landlord/Tenant Resource Pages on Broome County Website](#)
 - [Streamline/Coordinate Referral Processes](#)
 - [Increase Resources for Rehabilitation](#)
 - [Promote Responsible Landlords](#)



The Task Force believes even more innovative solutions can come from continued conversations, more diverse voices, and broader collaboration. Included in the recommendations is a Fair Housing Law which could be considered by the Broome County Legislature. This law affirms the housing human rights protected by New York State and formalizes an advisory board with a focus on continuing these important discussions.

The Safe Housing Task Force has completed its work and submits the following recommendations but emphasizes that this is just the start of a process to improve housing in our community.

Co-Chairs

Rebecca Rathmell - Southern Tier Homeless Coalition

Mark Schuster - Broome County Health Department Healthy Neighborhoods Program

Executive Committee

County Executive Jason Garnar

City of Binghamton Mayor Rich David

Village of Johnson City Mayor Greg Deemie

County Legislator Mary Kaminsky

Clerk of the Legislature Aaron Martin

Town of Union Supervisor Rick Materese

Core Group

Nancy Williams - BCDSS Commissioner

Sonja Bennett - BCDSS Deputy Commissioner Temporary Assistance Programs

Maria Roumiantseva - Legal Services Central NY

Dr. Tonia Thompson - Superintendent Binghamton City School District

Daria Golazeski - Town of Union Deputy Commissioner of Public Works for Codes & Ordinances

Dai Korba - Johnson City Planning

Tom Costello - Supervisor of Binghamton Construction, Zoning & Code Enforcement

Chris Schleider - Binghamton Construction, Zoning & Code Enforcement

Sharon Sorkin - Binghamton Corporate Council

Pam Guth - Rural Health Network of Central NY

Larry Sal - Landlord



Broome County Safe Housing Task Force – Presenting Issues

- Instances of homelessness & housing instability are up almost 40% across Broome County.ⁱ Broome County has the 2nd lowest availability rate in the State of affordable rental units for extremely low-income households.ⁱⁱ Local school districts report mobility rates among students as high as 40%. Over 80% of extremely low-income households in Broome County spend more than half of their monthly income on housing costs.ⁱⁱⁱ
- A disproportionate number of locally subsidized apartments indicate home health hazards^{iv}. Instances of children under the age of 6 with elevated blood lead levels are significantly higher in Broome County than in Upstate NY & all of NYS^v.
- Recent public policy to protect the lowest income households from illegal eviction or discrimination based on source of income will require local enforcement support. Current protocol does not effectively deter residency in poor quality apartments.

Broome County Safe Housing Task Force – Protocol & Policy Recommendations

1 PRIORITIZE PROTECTIONS

- ❖ Support New York State Fair Housing Protections at the County Level
 - Per the City of Binghamton’s [Analysis to Impediments to Fair Housing](#), prepared by CNY Fair Housing in 2015, “Residents who receive rental subsidies such as Housing Choice Vouchers and DSS rental assistance face limited options in locating a unit to rent...[and] families with children, particularly low-income families, face limited options available to rent.” CNY Fair Housing recommended adding Source of Legal Income as a class protected by local anti-discrimination laws and promoting efforts to have Source of Income added as a protected class in Broome County and New York State. With the passing of the Lawful Source of Income Non-Discrimination Act of 2019 in NYS in April, Task Force members believe local support will be crucial to ensuring the expanded protections are effectively applied on behalf of vulnerable households. Recommendation is to introduce a Local Law adopting a **Broome County Fair Housing Law** (Appendix A) to promote the availability and accessibility of housing and real property to all persons and prevent unlawful discriminatory real estate practices against the actual or perceived group identity of the same. The Fair Housing Law would also establish a Fair Housing Advisory



Board to continue Safe Housing Task Force efforts in facilitating collaborative conversations and implementing recommendations.

- Though not explicitly written within the proposed Local Law, Task Force members agree that the importance and complexity of the Task Force's mission warrants a fulltime focus within County planning activities.
 - Annual salary + benefits cost estimate – \$75,000 (based on BAPA G20 comparison)
- ❖ Expand Fair Housing coverage
 - Support [CNY Fair Housing](#) in expanding outreach, enforcement, & litigation services to Broome County
 - Expansion cost estimate – Minimum of \$12,000
 - 350 on-site office hours for intake and investigative staff (Does not include attorney fees.)
 - 2 pair of Testers
- ❖ Implement Eviction Prevention protocol
 - NYS Social Services Law 143-B ([Spiegel Law](#)) authorizes local Departments of Social Services to withhold the payment of rent in any case where housing accommodations occupied by a recipient household demonstrate code violations that are dangerous, hazardous, or detrimental to life or health. Broome County Department of Social Services (BCDSS) has proactively and effectively used Spiegel Law in partnership with municipal Code offices and the Broome County Health Department to leverage compliance with local Code Ordinances and the Lead Abatement Program. Task Force members reported, however, that though Spiegel Law restricts landlords from pursuing eviction during any period which dangerous or hazardous conditions or conditions detrimental to life or health are/were outstanding, landlords are unaware of their responsibilities under Spiegel Law and often move to evict due to non-payment of rent. Similarly, recipients are unaware of their rights and responsibilities and often withhold their portion of the rent without reserve or fail to appeal eviction proceedings. Additionally, treatment of Spiegel Law cases at the civil court level were reported to be inconsistent among judges not well-versed in the perimeters of Spiegel Law. Task Force members thus recommended the revision of BCDSS' existing *Rent Suspension Notice* to reflect a Landlord section outlining protections from eviction and a Tenant section outlining



what to do if their landlord attempts to evict. (See Appendix B for revised notice.)

- Promote consistent treatment of Spiegel Law at municipal Civil Court levels
- Educate municipalities outside of the Triple Cities regarding Spiegel Law and its potential effectiveness in improving housing quality while preventing eviction
- Explore Lease Terms
- ❖ Inclusionary Zoning
 - Per the [Broome County Housing Study](#), commissioned by The Agency in 2017, “the total of on-campus housing provided by Binghamton University, combined with the existing stock of off-campus student housing, has reached a *maximum level of supply*. Any new beds added to this inventory *will exceed demand*.” Additionally, the *Study* advises that current and planned new construction and adaptive reuse housing projects *will effectively meet* the high-end luxury apartment market demand upon completion. Conversely, a 2018 National Low Income Housing Coalition tabulation of HUD *Comprehensive Housing Affordability Strategy (CHAS)* data from 2011-2015 demonstrates a deficit of 7,140 affordable and available units for extremely low-income households in Broome County.^{vi} In fact, **for every 100 extremely low-income renter households in Broome, there are only 17 affordable and available units – the 2nd lowest availability rate in the State.** For very low-income renter households, a deficit of 4,035 units of affordable and available units is demonstrated, 72 for every 100. In light of these deficits, Task Force members urge municipal leaders to prioritize the development of below market rate units for very low- and extremely low-income households at monthly rental rates ranging from \$475-710. Policy options would be either a mandatory inclusionary zoning approach (“set-asides”) – requiring developers building housing to include a percentage of units (on average 15% but variable) that are affordable at ELI or VLI levels – or a voluntary incentivized inclusionary zoning approach – e.g. reserving PILOT programs or increased density bonuses for developers willing to do the same or in exchange for capital improvement commitments from property owners willing to continue to rent at the lowest income levels.
 - Task Force members met with The Agency (formerly the Broome County Industrial Development Agency) personnel to



discuss [Uniform Tax Exemption Policies](#) re: Real Property Tax/Payments-in-lieu-of-taxes (PILOT) eligibility criteria. Per staff, approval criteria follow local law. Any adjustments would need to be made at municipal or County levels.

2 STRATEGIC DEVELOPMENT

❖ Municipal Involvement in County Tax Foreclosure Auction

- Per the [Broome County Housing Study](#), commissioned by The Agency in 2017, institutional investment is higher in Broome County than other areas of the State and the Country – 4% in 2017 compared to a national average of slightly under 2%. Task Force members perceive the County Real Property offices' current tax foreclosure and auction process as a perpetuating factor of irresponsible out-of-county investment and the subsequent decline of local housing stock. Recommendation is to offer municipalities and other interested parties the opportunity for collective discussions re: the strategic use of foreclosed properties:
 - Real Property personnel to forward the preliminary list of foreclosed properties to municipal Code and Planning staff and Broome County Land Bank Corporation leadership once finalized and at least 2 weeks prior to scheduled Real Property Auction dates, allowing all parties to review and propose recommendations re: inspections, rehab eligibility, transfers, etc.
 - List should also be forwarded to BCDSS and BC Health Department to allow for cross referencing re: properties considered to be available permanent housing and/or with open violations for lead hazards.
 - The County Executive's Office hosted a discussion on May 15, 2019 with David Hamlin, Director of Broome County's Real Property Tax Services office, to educate municipal and non-profit leaders on the County's tax foreclosure auction process, the distribution of the property list, and the potential to promote strategic partnerships regarding the acquisition and use of foreclosed properties for affordable development. The



June and August auction list was then shared and follow up negotiations were encouraged. It is the recommendation of Task Force members that such collaborative engagement continues in subsequent Auctions.

- ❖ Non-Profit Partnerships to Build Permanent Supportive Housing
 - Affordable housing development, especially when targeted to very low- and extremely low-income households, is profit prohibitive. County/municipal planning offices should partner with eligible non-profit organizations re: site control for projected Permanent Supportive Housing projects to reduce acquisition costs and to subsidize capital and operations costs via Federal, State, and local procurement streams (HHAP, FHTF, SHOP, WAP, ESSHI, etc.).
 - See <https://wbng.com/news/local-news/2018/12/12/once-home-to-blight-binghamton-properties-set-to-house-the-homeless/>
 - NYS HHAP RFP anticipated May 2019
 - NYS ESSHI RFP anticipated June 2019
- ❖ Landlord Engagement & Responsible Referral Mechanisms
 - Rental assistance is available to extremely low-income households in Broome County via HUD/NYS homelessness prevention, rapid rehousing, and permanent supportive housing programs as well as BCDSS, however no comprehensive responsible referral mechanism exists for rental assistance recipients and no available resource designates a fulltime Housing Specialist responsible for housing identification and landlord recruitment/retention on behalf of rental assistance recipients. Recommendation is to pursue funding (first via *NYS Solutions to End Homelessness Program – Spring 2019*; second via *HUD CoC Program Rapid Rehousing Expansion – Spring 2019*; third TBD) to designate a Housing Specialist responsible for the activities above.
 - Task Force members recommended revising BCDSS Landlord List to include a disclaimer clarifying that housing choice remains the decision of the recipient and that landlords listed are not endorsed by the Department. This was completed in July.
 - Pursue alternative referral mechanism



-
- Admission – cost estimate < \$10,000/annual subscription (<https://www.hominc.com/padmission/>)
 - Establish a *Relocation Assistance Program*

3 IMPROVE QUALITY

❖ Preoccupancy Inspections

- In data collected from 975 in-home safety survey visits conducted via neighborhood canvas or as a result of internal/external referrals and tenant complaints, the Broome County Healthy Neighborhoods Program’s home safety study concludes that home health hazards are “more prevalent in rental units subsidized by local funds from the Department of Social Services than in rental units subsidized by federal Section 8 funds” or rental units for which no subsidy is provided. Though it is important to note the differences between the two programs – BCDSS determines eligibility for Temporary Assistance, which is not a housing program nor is it funded to be administered as such – Task Force members believe that the primary factor impacting this differential is the Housing Choice Voucher program’s regulations ([24 CFR Part 982.401](#)) mandating that basic housing quality standards are met before assistance can be paid on behalf of recipients. Currently, Department of Social Services directives ([NYCRR Title 18 Section 352.3](#)) neither require nor fund efforts by local social services districts to determine the habitability of permanent housing for which a monthly allowance for rent is to be paid on behalf of eligible recipients and districts are prohibited from creating local eligibility requirements based on housing conditions. State directives do not, however, restrict districts from efforts to ensure unit safety prior to recipient occupancy. Task Force members recommended that BCDSS partner with municipal Code Enforcement offices to offer voluntary opportunities for habitability inspections prior to recipient occupancy. Since, BCDSS has entered the preliminary phases of a partnership with City of Binghamton Code Enforcement to develop a process for voluntary opportunities for habitability inspections and has dedicated staff to coordinate this effort.



❖ Proactive Code Enforcement

- The City of Binghamton adopted [Permanent Ordinance 13-27](#) in 2013, amending Code of Ordinances Chapter 265-6 (*Rental Registration*) in an effort to “properly administer and inspect residential rentals” within City limits to “ensure that all residential rental properties are safe, habitable, and compliant with Building Code regulations.” The ordinance pairs property owners’ completion of a Rental Registration Application for each Rental Property with health and safety/compliance inspections prior to the issuance of a Certificate of Compliance. Per Task Force members, the initial implementation saw only 50% participation from local property owners and about 50% of registered units were inspected. In addition to the challenges of capacity and logistics, i.e. limited staff and gaining access to occupied units, the compulsory inspections outlined in the ordinance were identified as a liability and barrier to implementation. Per City of Binghamton Corporation Counsel, existing case law demonstrates that ordinances requiring property owners to consent to warrantless inspections in order to rent their premises are unconstitutional. Existing New York Department of State Uniform Code regulations ([NYS 19 CRR Part 1203.3\(h\)\(2\)](#)) requiring municipalities to conduct triennial fire safety and property maintenance inspections of all multiple dwellings (3+ units) were discussed as an alternative. Task Force members identified that such inspections would be most effective if internal inspections were pursued in addition to external, and if municipal inspection reports were forwarded to County personnel for use in the completion of property owner Rental Registrations. Task Force members met with County GIS personnel who confirmed the system’s capacity to develop a Rental Registration survey via *Survey 123* for distribution with annual property tax documentation beginning as early as 2020. It was also recommended that the County offer municipalities, particularly those without full-time Code Enforcement staff, shared services support for NYS 19 CRR 1203.3 compliance.

❖ Promote Data Sharing & Integration

- Per municipal Code offices, existing proactive enforcement ordinances (City of Binghamton & Village of Johnson City) are ineffective in



ensuring the accuracy and/or completeness of property and property owner information, particularly when dealing with non-compliant or irresponsible landlords. Recommendations from Task Force members are:

- Explore the compatibility of municipal Code Enforcement software with General Code/Municipality 5 *Community Officials Data Exchange (C.O.D.E.)*
 - **C.O.D.E. Annual Subscription – Town of Union: \$10,800; Village of JC: \$3,600**
 - Strengthen information sharing between municipal Code Enforcement offices, BCDSS, and BC Health Department re: the status of property owners/properties under Spiegel
 - See [Perm R16-102](#) between Broome County (Health Department) and City of Binghamton (Code Enforcement)
- ❖ Administrative Violations Approach
- Per Task Force members, current civil approaches to Code noncompliance are lengthy and ineffective. Recommendation is to consider an administrative approach, establishing a Municipal Violations Bureau to review violations and issue fines without requiring cases to be heard at court levels. Similar to Assemblyman William Magnarelli and Senator John DeFrancisco’s [sponsorship of municipal violations bureau legislation](#) on behalf of the City of Syracuse to Governor Cuomo in 2017, Task Force members recommend:
 - Municipal outreach to Assemblywoman Lupardo and Senator Akshar for support in submitting a proposal to allow the Bureau’s creation;
 - Drafting of local legislation to outline how the Bureau will operate, applicable violations, and fee schedules.
 - See:
 - City of Syracuse [Municipal Violations Bureau](#)
 - City of Rochester [Municipal Code Violations Ticketing System & Bureau](#)



4 TARGETED SUPPORT

- ❖ Develop Landlord/Tenant Resource Pages on BC website
- ❖ Streamline/coordinate referral processes
- ❖ Increase availability of/access to property rehabilitation & remediation resources for local property owners
 - Per Task Force members, property owners are often unaware of financial assistance programs available for rehab/remediation projects or are deterred by owner investment requirements that may exceed their financial capacity.
- ❖ Promote responsible landlords



APPENDIX A – BROOME COUNTY FAIR HOUSING LAW

LOCAL LAW INTRO. NO.

A LOCAL LAW amending the Laws of Broome County in relation to the adoption of the Broome County Fair Housing Law.

BE IT ENACTED by the Board of Legislators of the County of Broome:

Section 1. The Broome County Charter and Administrative Code is hereby amended to add a new Chapter 251 to read as follows:

Chapter 251

FAIR HOUSING LAW

Article I. Fair Housing Law

- Sec. 251-1 Declaration of policy.
- Sec. 251-2 Definitions.
- Sec. 251-3 Unlawful discriminatory real estate practices.
- Sec. 251-4 Unlawful discriminatory real estate practices in relation to credit.
- Sec. 251-5 Additional provisions defining discriminatory practices.
- Sec. 251-6 Creation of a Fair Housing Advisory Board.
- Sec. 251-7 Formulations of policies by the Board.
- Sec. 251-8 Powers and duties of the Board.
- Sec. 251-9 Relations with county departments and agencies.
- Sec. 251-10 Jurisdictional limitations.
- Sec. 251-11 Enforcement by private persons.
- Sec. 251-12 Separability.
- Sec. 251-13 Effect.



Sec. 251-1 Declaration of policy.

A. The general purpose of this law is to codify in local law the full scope of Article 15 Human Rights Law within New York State Executive Law to promote the availability and accessibility of housing and real property to all persons; to prohibit unlawful discriminatory real estate practices in real property transactions, whether direct or indirect, which deny those persons equal rights and opportunities in acquiring, disposing of, or occupying real property; to support enforcement mechanisms for the accomplishment of such purpose; and to create a Fair Housing Advisory Board to promulgate efforts toward this end.

B. This law shall not be construed to endorse specific beliefs, practices, or lifestyles.

C. Nothing in this law is deemed to deny any person the right to institute any action or to pursue any civil or criminal remedy for the violation of such person's civil rights.

D. Remedies under this law shall include such relief authorized by law as may be appropriate and reasonable to provide temporary or preliminary relief as well as permanent relief in order to make the aggrieved person whole and eliminate the unlawful discriminatory real estate practice.

E. Nothing contained in this law shall be construed to create or form the basis for any liability on the part of Broome County, or its officers, employees or agents, for any injury or damage resulting from or by reason of any act or omission in connection with the implementation or enforcement of this law on the part of Broome County by its officers, employees, or agents.

Sec. 251-2 Definitions.

A. *Alienage* or *citizenship status* shall mean:

1. The citizenship of any person; or
2. The immigration status of any person who is not a citizen or national of the United States.

B. *Board* shall mean the Broome County Fair Housing Advisory Board.

C. *Creditor* when used in this article, means any person or financial institution which does business in this state and which extends credit or arranges for the extension of credit by others. The term creditor includes, but is not limited to, banks and trust companies, private bankers, foreign banking corporations and national banks, savings banks, licensed lenders, savings and loan associations, credit unions, sales finance companies, insurance premium finance agencies, insurers, credit card issuers, mortgage brokers, mortgage companies, mortgage insurance corporations, wholesale and retail merchants and factors.

D. *Disability* shall mean:

1. A physical, mental, psychological, or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques; or



2. A record of such an impairment; or
 3. A condition regarded by others as such an impairment.
- E. *Discrimination* shall include, but shall not be limited to, segregation, separation, harassment, physical intimidation, acts of hate or bias and physical violence.
- F. *Familial Status* shall mean:
1. Any person who is pregnant or has a child or is in the process of securing legal custody of any individual who has not attained the age of eighteen years; or
 2. One or more individuals (who have not attained the age of eighteen years) being domiciled with:
 - a. A parent or another person having legal custody of such individual or individuals; or;
 - b. The designee of such parent or another person having legal custody of such individual or individuals.
- G. *Gender identity or expression* shall mean:
1. A person's actual or perceived gender-related identity, appearance, behavior, expression, or other gender-related characteristic regardless of the sex assigned to that person at birth, including but not limited to, the status of being transgender.
- H. *Group identity* shall mean the race, color, religion, age, national origin, alienage or citizenship status, ethnicity, familial status, creed, gender, sexual orientation, marital status or disability of a person or persons, a person's lawful source of income, or a person's status as a victim of domestic violence, sexual abuse, or stalking.
- I. *Housing accommodation* includes any building, structure, or portion thereof which is used or occupied or is intended, arranged or designed to be used or occupied, as the home, residence or sleeping place of one or more human beings.
- J. *Lawful Source of Income* shall include, but not be limited to, child support, alimony, foster care subsidies, income derived from social security, or any form of federal, state, or local public assistance or housing assistance including, but not limited to, Section 8 vouchers, or any other form of housing assistance payment or credit whether or not such income or credit is paid or attributed directly to a landlord, and any other forms of lawful income. The provisions of this subdivision shall not be construed to prohibit the use of criteria or qualifications of eligibility for the sale, rental, leasing or occupancy of publicly-assisted housing accommodations where such criteria or qualifications are required to comply with federal or state law, or are necessary to obtain the benefits of a federal or state program. A publicly assisted housing accommodation may include eligibility criteria in statements, advertisements, publications or applications and may make inquiry or request information to the extent necessary to determine eligibility.



K. *Multiple dwelling* as herein used, means a dwelling which is occupied, as a rule, for permanent residence purposes and which is either sold, rented, leased, let or hired out, to be occupied as the residence or home of three or more families living independently of each other. A "multiple dwelling" shall not be deemed to include a hospital, convent, monastery, asylum, or public institution, or a fireproof building used wholly for commercial purposes except for not more than one janitor's apartment and not more than one penthouse occupied by not more than two families. The term "family," as used herein, means either a person occupying a dwelling and maintaining a household, with not more than four boarders, roomers or lodgers, or two or more persons occupying a dwelling, living together and maintaining a common household, with not more than four boarders, roomers or lodgers. A "boarder," "roomer" or "lodger" residing with a family means a person living within the household who pays a consideration for such residence and does not occupy such space within the household as an incident of employment therein. Within the context of this definition, the terms "multiple dwelling" and "multi-family dwelling" are interchangeable.

L. *National origin* shall include ancestry.

M. *Necessary party* shall mean any person who has such an interest in the subject matter of a proceeding under this article, or whose rights are so involved, that no complete and effective disposition can be made without his or her participation in the proceeding.

N. *Owner occupied* shall mean physical possession, in part or in full, by the owner.

O. *Parties to the proceeding* shall mean the complainant, respondent, necessary parties and persons permitted to intervene as parties in a proceeding with respect to a complaint filed under this article.

P. *Person* shall mean one or more individuals, partnerships, associations, corporations, legal representatives, trustees, trustees in bankruptcy, or receivers.

Q. *Person in the business of selling or renting housing accommodations* shall include anyone who:

1. Within the preceding twelve months, has participated as principal in three or more transactions involving the sale or rental of any housing accommodation or any interest therein;

2. Within the preceding twelve months, has participated as agent, other than in the sale of his own personal residence, in providing sales or rental facilities or sales or rental services in two or more transactions involving the sale or rental of any dwelling or any interest therein; or

3. Is the owner of any dwelling designed or intended for occupancy by, or occupied by, five or more families.

R. *Publicly-assisted housing accommodations* shall include all housing accommodations within Broome County in:

1. public housing;

2. housing constructed after July first, nineteen hundred fifty, within Broome County which is:



- a. exempt in whole or in part from taxes levied by the State or County or any of its political subdivisions, or;
 - b. constructed on land sold below cost by the State or County or any of its political subdivisions or any agency thereof, pursuant to the federal housing act of nineteen hundred forty-nine, or;
 - c. constructed in whole or in part on property acquired or assembled by the State or County or any of its political subdivisions or any agency thereof through the power of condemnation or otherwise for the purpose of such construction or for the acquisition, construction, repair or maintenance of which the State or County or any of its political subdivisions or any agency thereof supplies funds or other financial assistance;
3. housing which is located in a multiple dwelling, the acquisition, construction, rehabilitation, repair or maintenance of which is, after July first, nineteen hundred fifty-five, financed in whole or in part by a loan, whether or not secured by a mortgage, the repayment of which is guaranteed or insured by the federal government or any agency thereof, or the State or County or any of its political subdivisions or any agency thereof, provided that such a housing accommodation shall be deemed to be publicly assisted only during the life of such loan and such guaranty or insurance; and
4. housing which is offered for sale by a person who owns or otherwise controls the sale of ten or more housing accommodations located on land that is contiguous (exclusive of public streets), if (a) the acquisition, construction, rehabilitation, repair or maintenance of such housing accommodations is, after July first, nineteen hundred fifty-five, financed in whole or in part by a loan, whether or not secured by a mortgage, the repayment of which is guaranteed or insured by the federal government or any agency thereof, or the State or County or any of its political subdivisions or any agency thereof, provided that such a housing accommodation shall be deemed to be publicly assisted only during the life of such loan and guaranty or insurance, or (b) a commitment, issued by a government agency after July first, nineteen hundred fifty-five, is outstanding that acquisition of such housing accommodations may be financed in whole or in part by a loan, whether or not secured by a mortgage, the repayment of which is guaranteed or insured by the federal government or any agency thereof, or the State or County or any of its political subdivisions or any agency thereof.
- S. *Real estate broker* shall mean any person, firm or corporation who, for another and for a fee, commission, or other valuable consideration, lists for sale, sells, at auction or otherwise, exchanges, buys or rents, or offers or attempts to negotiate a sale, at auction or otherwise,



exchange, purchase or rental of an estate or interest in real estate, or collects or offers or attempts to collect rent for the use of real estate, or negotiates or offers or attempts to negotiate, a loan secured or to be secured by a mortgage or other incumbrance upon or transfer of real estate. In the sale of lots pursuant to the provisions of article nine-a of the real property law, the term "real estate broker" shall also include any person, partnership, association or corporation employed by or on behalf of the owner or owners of lots or other parcels of real estate, at a stated salary, or upon a commission, or upon a salary and commission, or otherwise, to sell such real estate, or any parts thereof, in lots or other parcels, and who shall sell or exchange, or offer or attempt or agree to negotiate the sale or exchange, of any such lot or parcel of real estate.

T. *Real estate sales person* shall mean a person employed by a licensed real estate broker to list for sale, sell or offer for sale, at auction or otherwise, to buy or offer to buy or to negotiate the purchase or sale or exchange of real estate, or to negotiate a loan on real estate, or to lease or rent or offer to lease, rent or place for rent any real estate, or who collects or offers to or attempts to collect rent for the use of real estate for or on behalf of such real estate broker.

U. *Reasonable accommodation* shall mean such accommodation in rules, policies, practices, or services, when such accommodation may be necessary to afford equal opportunity to use and enjoy a housing accommodation that can be made and shall not cause undue hardship to the owner or owner's business. The owner or covered business shall have the burden of proving undue hardship. In making a determination of undue hardship, the factors that may be considered include but shall not be limited to:

1. The nature and cost of the accommodation;
2. The overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation; the effect on expenses and resources, or the impact otherwise of such accommodation upon the operation of the facility; and
3. The architectural feasibility of providing such accommodation.

V. *Sexual orientation* shall mean heterosexuality, homosexuality, bisexuality or asexuality, whether actual or perceived. However, nothing contained herein shall be construed to protect conduct otherwise proscribed by law.

W. *Transaction* shall mean, for purposes of this [chapter] article, the sale, rental, lease, sublease, assignment, transfer, finance, refinance, loan, or appraisal and any and all other terms and conditions of any housing accommodation.

X. *Unlawful discriminatory real estate practice* includes only those practices specified in section [redacted] through section [redacted] of this article which occurred in Broome County.

Y. *Victim of domestic violence, sexual abuse or stalking:*

1. A victim of domestic violence shall mean:
 - (a) Any person who has been subjected to an act or series of acts that:



-
- (i) Would constitute a misdemeanor, felony or other violation of law against the person as defined in state or federal law; or
 - (ii) Would constitute a misdemeanor, felony or other violation of law against property as defined in state or federal law.
 - (b) Such act or series of acts as defined in subdivision (a) must have been committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim, by a person who is or who has been in a continuing social relationship of a romantic or intimate nature with the victim, or a person who is or has continually or at regular intervals lived in the same household as the victim.
 - (c) Such act or series of acts as defined in subdivision (a) and (b) must also;
 - (i) Result in the actual physical or emotional injury of the person whether or not such conduct has actually resulted in criminal charges, prosecution or conviction; or
 - (ii) Create a substantial risk of physical or emotional harm to such person whether or not such conduct has actually resulted in criminal charges, prosecution or conviction.
 2. A victim of sexual abuse or stalking shall mean any person who has been:
 - (a) A victim of an act or series of acts which would constitute a violation of Article 130 of the Penal Law;
 - (b) A victim of an act or series of acts which would constitute a violation of section 120.45, 120.50, 120.55, or 120.60 of the Penal Law.

A victim of domestic violence, sexual abuse or stalking shall also include any individual who is perceived to be a person who has been, or is currently being, subjected to acts or series of acts as set forth in subdivisions (1) and (2) above.

Sec. 251-3 Unlawful discriminatory real estate practices

A. It shall be an unlawful discriminatory real estate practice for the owner, lessee, sub-lessee, assignee, or managing agent of, or other person having the right to sell, rent, or lease a housing accommodation, including publicly assisted housing accommodations, constructed or to be constructed, or any agent or employee thereof:

1. To refuse to sell, rent, lease, or otherwise to deny to or withhold from any person or group of persons such a housing accommodation because of the race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, age, disability, marital status, lawful source of income, or familial status of such person or persons, or to represent that any housing accommodation or land is not available for inspection, sale, rental or lease when in fact it is so available.
2. To discriminate against any person because of race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, age, disability, marital status, lawful source of income, or familial status in the terms, conditions or privileges of



the sale, rental or lease of any such housing accommodation or in the furnishing of facilities or services in connection therewith.

3. To print or circulate or cause to be printed or circulated any statement, advertisement or publication, or to use any form of application for the purchase, rental or lease of such housing accommodation or to make any record or inquiry in connection with the prospective purchase, rental or lease of such a housing accommodation which expresses, directly or indirectly, any limitation, specification or discrimination as to race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, age, disability, marital status, lawful source of income, or familial status, or any intent to make any such limitation, specification or discrimination.

The provisions of this paragraph (a) shall not apply (1) to the rental of a housing accommodation in a building which contains housing accommodations for not more than two families living independently of each other, if the owner resides in one of such housing accommodations, (2) to the restriction of the rental of all rooms in a housing accommodation to individuals of the same sex or (3) to the rental of a room or rooms in a housing accommodation, if such rental is by the occupant of the housing accommodation or by the owner of the housing accommodation and the owner resides in such housing accommodation or (4) solely with respect to age and familial status to the restriction of the sale, rental or lease of housing accommodations exclusively to persons sixty-two years of age or older and the spouse of any such person, or for housing intended and operated for occupancy by at least one person fifty-five years of age or older per unit. In determining whether housing is intended and operated for occupancy by persons fifty-five years of age or older, Sec. 807(b) (2) (c) (42 U.S.C. 3607 (b) (2) (c)) of the federal Fair Housing Act of 1988, as amended, shall apply.

B. It shall be an unlawful discriminatory practice for the owner, lessee, sub-lessee, assignee, or managing agent of, or other person having the right of ownership of or possession of or the right to rent or lease housing accommodations, including publicly assisted housing accommodations, constructed or to be constructed, or any agent or employee thereof:

1. To refuse to permit, at the expense of a person with a disability, reasonable modifications of existing premises occupied or to be occupied by the said person, if the modifications may be necessary to afford the said person full enjoyment of the premises, in conformity with the provisions of the New York state uniform fire prevention and building code except that, in the case of a rental, the landlord may, where it is reasonable to do so, condition permission for a modification on the renter's agreeing to restore the interior of the premises to the condition that existed before the modification, reasonable wear and tear excepted.

2. To refuse to make reasonable accommodations in rules, policies, practices, or services, when such accommodations may be necessary to afford said person with a



disability equal opportunity to use and enjoy a dwelling, including reasonable modification to common use portions of the dwelling, or

3. In connection with the design and construction of covered multi-family dwellings for first occupancy after March thirteenth, nineteen hundred ninety-one, a failure to design and construct dwellings in accordance with the accessibility requirements for multi-family dwellings found in the New York state uniform fire prevention and building code to provide that:

- a. The public use and common use portions of the dwellings are readily accessible to and usable by persons with disabilities;
- b. All the doors are designed in accordance with the New York state uniform fire prevention and building code to allow passage into and within all premises and are sufficiently wide to allow passage by persons in wheelchairs; and
- c. All premises within covered multi-family dwelling units contain an accessible route into and through the dwelling; light switches, electrical outlets, thermostats, and other environmental controls are in accessible locations; there are reinforcements in the bathroom walls to allow later installation of grab bars; and there are usable kitchens and bathrooms such that an individual in a wheelchair can maneuver about the space, in conformity with the New York state uniform fire prevention and building code.

C. It shall be an unlawful discriminatory practice for any real estate broker, real estate salesperson or employee or agent thereof or any other individual, corporation, partnership or organization for the purpose of inducing a real estate transaction from which any such person or any of its stockholders or members may benefit financially, to represent that a change has occurred or will or may occur in the composition with respect to the lawful sources of income for residents, race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, disability, marital status, or familial status of the owners or occupants in the block, neighborhood or area in which the real property is located, and to represent, directly or indirectly, that this change will or may result in undesirable consequences in the block, neighborhood or area in which the real property is located, including but not limited to the lowering of property values, an increase in criminal or anti-social behavior, or a decline in the quality of schools or other facilities.

D. It shall be an unlawful discriminatory real estate practice for any real estate board, or any board of directors of any condominium corporation or cooperative apartment corporation, because of the actual or perceived group identity of any individual who is otherwise qualified for membership, to exclude or expel such individual from ownership of any unit or apartment or from membership on any such board, or to discriminate against such individual in the terms, conditions, and privileges of ownership of any unit or apartment or of membership on any such board.

E. It shall be an unlawful discriminatory practice for any real estate broker, real estate



salesperson or employee or agent thereof:

1. To refuse to sell, rent or lease any housing accommodation, land or commercial space to any person or group of persons or to refuse to negotiate for the sale, rental or lease, of any housing accommodation, land or commercial space to any person or group of persons because of the race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, age, disability, marital status, lawful source of income, or familial status of such person or persons, or to represent that any housing accommodation, land or commercial space is not available for inspection, sale, rental or lease when in fact it is so available, or otherwise to deny or withhold any housing accommodation, land or commercial space or any facilities of any housing accommodation, land or commercial space from any person or group of persons because of the race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, age, disability, marital status, lawful source of income, or familial status of such person or persons.

2. To print or circulate or cause to be printed or circulated any statement, advertisement or publication, or to use any form of application for the purchase, rental or lease of any housing accommodation, land or commercial space or to make any record or inquiry in connection with the prospective purchase, rental or lease of any housing accommodation, land or commercial space which expresses, directly or indirectly, any limitation, specification, or discrimination as to race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, age, disability, marital status, lawful source of income, or familial status; or any intent to make any such limitation, specification or discrimination.

F. With respect to age and familial status, the provisions of this paragraph shall not apply to the restriction of the sale, rental or lease of any housing accommodation, land or commercial space exclusively to persons fifty-five years of age or older and the spouse of any such person, or to the restriction of the sale, rental or lease of any housing accommodation or land to be used for the construction or location of housing accommodations for persons sixty-two years of age or older, or intended and operated for occupancy by at least one person fifty-five years of age or older per unit. In determining whether housing is intended and operated for occupancy by persons fifty-five years of age or older, Sec. 807 (b)(2)(c) (42 U.S.C. 3607(b)(2)(c)) of the federal Fair Housing Act of 1988, as amended, shall apply.

G. It shall be an unlawful discriminatory practice for any real estate board, because of the race, creed, color, national origin, sexual orientation, gender identity or expression, military status, age, sex, disability, marital status, lawful source of income, or familial status of any individual who is otherwise qualified for membership, to exclude or expel such individual from membership, or to discriminate against such individual in the terms, conditions and privileges of membership in such board.

H. The provisions of this section, as they relate to age, shall not apply to persons under the age of 18 years.



Sec. 251-4 Unlawful discriminatory real estate practices in relation to credit.

A. It shall be an unlawful discriminatory practice for any creditor or any officer, agent or employee thereof:

1. In the case of applications for credit with respect to the purchase, acquisition, construction, rehabilitation, repair or maintenance of any housing accommodation, land or commercial space to discriminate against any such applicant because of the race, creed, color, national origin, sexual orientation, gender identity or expression, military status, age, sex, marital status, disability, or familial status of such applicant or applicants or any member, stockholder, director, officer or employee of such applicant or applicants, or of the prospective occupants or tenants of such housing accommodation, land or commercial space, in the granting, withholding, extending or renewing, or in the fixing of the rates, terms or conditions of, any such credit;

2. To discriminate in the granting, withholding, extending or renewing, or in the fixing of the rates, terms or conditions of, any form of credit, on the basis of race, creed, color, national origin, sexual orientation, gender identity or expression, military status, age, sex, marital status, disability, or familial status;

3. To use any form of application for credit or use or make any record or inquiry which expresses, directly or indirectly, any limitation, specification, or discrimination as to race, creed, color, national origin, sexual orientation, gender identity or expression, military status, age, sex, marital status, disability, or familial status;

4. To make any inquiry of an applicant concerning his or her capacity to reproduce, or his or her use or advocacy of any form of birth control or family planning;

5. To refuse to consider sources of an applicant's income or to subject an applicant's income to discounting, in whole or in part, because of an applicant's race, creed, color, national origin, sexual orientation, gender identity or expression, military status, age, sex, marital status, childbearing potential, disability, or familial status;

6. To discriminate against a married person because such person neither uses nor is known by the surname of his or her spouse. This paragraph shall not apply to any situation where the use of a surname would constitute or result in a criminal act.

B. Without limiting the generality of subdivision A of this section, it shall be considered discriminatory if, because of an applicant's or class of applicants' race, creed, color, national origin, sexual orientation, gender identity or expression, military status, age, sex, marital status or disability, or familial status:

1. An applicant or class of applicants is denied credit in circumstances where other applicants of like overall credit worthiness are granted credit, or

2. Special requirements or conditions, such as requiring co-obligors or reapplication upon marriage, are imposed upon an applicant or class of applicants in circumstances where similar



requirements or conditions are not imposed upon other applicants of like overall credit worthiness.

C. It shall not be considered discriminatory if credit differentiations or decisions are based upon factually supportable, objective differences in applicants' overall credit worthiness, which may include reference to such factors as current income, assets and prior credit history of such applicants, as well as reference to any other relevant factually supportable data; provided, however, that no creditor shall consider, in evaluating the credit worthiness of an applicant, aggregate statistics or assumptions relating to race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, marital status or disability, or to the likelihood of any group of persons bearing or rearing children, or for that reason receiving diminished or interrupted income in the future.

D. It shall not be an unlawful discriminatory practice to consider age in determining credit worthiness when age has a demonstrable and statistically sound relationship to a determination of credit worthiness.

E. The provisions of this section, as they relate to age, shall not apply to persons under the age of eighteen years.

Sec. 251-5 Additional provisions defining discriminatory practices.

A. It shall be an unlawful discriminatory practice for any person to aid, abet, incite, compel or coerce the doing of any of the acts forbidden under this article, or to attempt to do so.

B. It shall be an unlawful discriminatory practice for any person engaged in any activity to which this section applies to retaliate or discriminate against any person because he or she has opposed any practices forbidden under this article or because he or she has filed a complaint, testified or assisted in any proceeding under this article.

C. Nothing contained in this section shall be construed to bar any religious or denominational institution or organization, or any organization operated for charitable or educational purposes, which is operated, supervised or controlled by or in connection with a religious organization, from limiting employment or sales or rental of housing accommodations or admission to or giving preference to persons of the same religion or denomination or from taking such action as is calculated by such organization to promote the religious principles for which it is established or maintained.

Sec. 251-6 Creation of a Fair Housing Advisory Board.

A. There is hereby created in the Broome County Planning Department a Fair Housing Advisory Board (hereinafter referred to as "Board"). Such Board shall consist of fifteen (15) members who shall be appointed by the County Executive, subject to confirmation by the County Legislature as set forth in the Laws of Broome County **Section _____**, one of whom shall be designated as Chairperson by the County Executive. The members and Chairperson



shall serve at the pleasure of the County Executive. Each Board member shall serve a term which parallels his or her renewable three (3) year term as a member of the Board.

B. A majority of members of the Board shall constitute a quorum for the purpose of conducting the business thereof. A vacancy on the Board shall not impair the right of the remaining members to exercise all the powers of the Board.

Sec. 251-7 Formulations of policies by the Board.

A. The Board shall formulate any and all policies necessary to effectuate the purposes of this article and may make recommendations to agencies and officers of the county in aid of such policies and purposes.

Sec. 251-8 Powers and duties of the Board.

The Board shall have the following functions, powers and duties:

A. To establish and maintain its principal headquarters at the office of the Broome County Planning Department.

B. To adopt, promulgate, amend and rescind suitable rules and regulations to carry out the provisions of this article and the policies and practices of the Board.

C. To facilitate collaboration in the adoption or adjustment of public policy and administrative protocol that promotes equitable access to safe, decent, affordable housing in Broome County

D. To engage in outreach with other communities successfully addressing comparable housing issues

E. To convene quarterly public forums for the purpose of soliciting community feedback

F. To support expansions of New York State Human Rights Law, as revised effective April twelfth two thousand and nineteen, by:

1. Developing referral protocol for assistance in initiating a discrimination assessment or complaint and the enforcement of private rights

2. Educating the public regarding the prohibitions against unlawful discriminatory real estate practices, as set forth in this article

3. Identifying unlawful discriminatory real estate practices as defined by this article and Executive Law

Sec. 251-9 Relations with county departments and agencies.

So far as practicable, and subject to the approval of the County Executive, the services of all county departments and agencies shall be made available by their respective heads to assist the Board with respect to matters within its jurisdiction. Upon reasonable request of the Board, the head of any department or agency shall, in so far as practicable,



provide the Board with public records in the possession of such department or agency to the Board, except that nothing herein shall compel the disclosure of public records which are exempt from disclosure pursuant to the provisions of the Public Officers Law.

Sec. 251-10 Jurisdiction

- A. The Board shall have jurisdiction in the County of Broome;
- B. The Board shall have the power to coordinate and collaborate with counties, municipalities, organizations and partnerships throughout the State of New York on issues of fair housing.

Sec. 251-11 Enforcement by private persons.

- A. Any person who claims to have been injured by an unlawful discriminatory real estate practice or who believes that he or she will be injured by an unlawful discriminatory real estate practice that is about to occur, may commence a civil action in the appropriate court of jurisdiction not later than three-years after the occurrence or the termination of an alleged unlawful discriminatory real estate practice, whichever occurs last, to obtain appropriate relief with respect to such unlawful discriminatory real estate practice.
- B. The computation of such three-year period shall not include any time during which an administrative proceeding under State or Federal law was pending with respect to a complaint or charge alleging an unlawful discriminatory real estate practice based on the same facts or occurrences.
- C. A complaint may be filed under this section without regard to the status of the charge, but if the U.S. Department of Housing and Urban Development has obtained a pre- finding or post-finding settlement or conciliation agreement with the consent of the charging party, no action may be filed under this section with respect to the alleged unlawful discriminatory real estate practice which forms the basis for such complaint except for the purpose of enforcing the terms of such agreement.
- D. In a civil action under this section, if the court finds that an unlawful discriminatory real estate practice has occurred or is about to occur, the court may grant as relief, as it deems appropriate, any permanent or temporary injunction, temporary restraining order, or other order, including an order enjoining the defendant from engaging in such practice or ordering such affirmative action as may be appropriate. The court may also award actual damages, including damages for humiliation and mental suffering, including but not limited to compensatory punitive and treble damages, and any other appropriate remedy set forth in the Federal Fair Housing Amendments Act (P.L. 100-430). The court may also allow reasonable attorney's fees and costs to the prevailing party.
- E. Relief granted under this section shall not affect any contract, sale, encumbrance, or lease consummated before the granting of such relief and involving a knowable bona fide purchaser, encumbrancer, or tenant, without actual notice of the filing of a charge or civil



action under this law.

Sec. 251-12 Separability.

If any clause, sentence, paragraph or part of this article or the application thereof to any person or circumstance shall, for any reason, be adjudged by a court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder of this article.

Sec. 251-13 Effect

This Local Law shall take effect upon filing with the Secretary of State and on MM/DD/2019.



APPENDIX B – REVISED RENT SUSPENSION NOTICE

**DSS RENT WITHOLDING NOTICE TO
LANDLORD & TENANT**

DATE: Click or tap to enter a date.

CASE #: Click or tap here to enter text.

Landlord: Click or tap here to enter text.

RE: Property Located At:

Click or tap here to enter text.

Tenant:

Click or tap here to enter text.

NOTICE TO LANDLORD

Dear Sir or Madam:

Effective Click or tap to enter a date. **this Agency will suspend rent payments directly to you, as Landlord, for the above recipient as the** Click or tap here to enter text. **Code Enforcement office has determined under Social Services Law § 143-b (*Spiegel Act*), there are code violations “dangerous, hazardous or detrimental to life or health” in the above-named unit or building. Payments may be resumed retroactively if you establish *Spiegel Act* compliance with Code.**



Social Services § 143-b (5) Protection from Eviction:

It shall be a valid defense in any action or summary proceeding against a welfare recipient for non-payment of rent to show existing violations in the building such welfare recipient resides which relate to conditions which are dangerous, hazardous or detrimental to life or health as the basis for non-payment.

A landlord shall not be entitled to an order or judgment awarding possession of the premises or providing for tenant removal, for non-payment of rent for any period during which there was outstanding any violation of law relating to dangerous or hazardous conditions or conditions detrimental to life or health.

NOTICE TO TENANT

This action by DSS to stop rent payments due to code violations in your apartment is considered a “Spiegel Law defense.” If your landlord attempts to take you to court or serves you with an eviction notice, you can contact Legal Services of Central New York (607-231-5988) or the Legal Aid Society of Mid-New York (607-231-5900) to seek help from an attorney. Bring this Notice with you when you speak to an attorney, or show it to the Judge when you go to court.

If you pay any portion of your rent directly to your landlord, speak to an attorney about whether you should continue to pay it or withhold it. If you do choose to withhold rent, you must save the money and be prepared to pay your landlord upon confirmation repairs have been completed.

WARNING

The above *Spiegel Act Notification* supersedes any previous arrangements which may exist with this Agency, and neither creates nor implies any contractual relationship with the Broome County Department of Social Services or any legal obligation of any kind on its behalf to you. In the event the above plan is terminated or altered, you will receive written notice. This *Spiegel Act Notification* does not create any Landlord Tenant relationship with Broome County Department of Social Services.

Sincerely,

Nancy J. Williams, LCSW-R

COMMISSIONER

R. Meattay

Head Social Welfare Examiner



ⁱ Students Identified as Homeless in academic years 2016-2017 & 2017-2018. *NYS Student Information Repository System*. Retrieved from <https://nysteachs.org/resources/data-on-student-homelessness-nys/>

ⁱⁱ National Low Income Housing Coalition. (2018). Tabulation of HUD's Comprehensive Housing Affordability Strategy data 2011-2015.

ⁱⁱⁱ National Low Income Housing Coalition. (2018). Tabulation of HUD's Comprehensive Housing Affordability Strategy data 2011-2015.

^{iv} Broome County Healthy Neighborhoods Program. (2018). Home Safety Survey Report

^v Broome County Health Department. (2017). Community Health Assessment 2013-2017. p4 Retrieved from <http://www.gobroomecounty.com/files/hd/cha/Broome%20County%20Community%20Health%20Assessment%202013-2017.pdf>

^{vi} National Low Income Housing Coalition. (2018). Tabulation of HUD's Comprehensive Housing Affordability Strategy data 2011-2015.

Southern Tier Regional Planning Consortium Work Plan 2/19/2020

Purpose: To track progress made in the due diligence process towards identified regional issues

Active Issue	Action Steps	Referred	Responsibilities	Timeline	Resources	Potential Barriers	Communications Plan
<i>Issue Identified by Board</i>	<i>What Will Be Done?</i>	<i>Has this Issue Been Referred to Another Group?</i>	<i>Who Will Do It?</i>	<i>By When? (Day/Month)</i>	A. Resources Available B. Resources Needed	<i>Current policies/legislation, organizational resistance, etc.</i>	A. Who is involved? B. What methods? C. How often?
1. Open Access hours have been established in many Mental Health & SUD Clinics to allow same day appointments, address crises, and reduce wait times. Medicaid recipients who rely on Medicaid Non-Emer. Medical Transportation struggle to access these clinics and appts on the same day.	<p>History: Data was collected throughout 2018; Issue was presented at State Co-Chairs Meeting, November 2018; Transportation Taskforce created with RPC, OMH, OASAS representation</p> <p>Next Step: Ongoing Transportation Taskforce meetings led by Emily Childress; Updates provided to board following each meeting</p>	STATE PRIORITY	Emily will organize meetings of the Transportation Taskforce along with RPC leadership	Ongoing	A. Open Access data; provider feedback; client feedback; state data B. MAS data; OMH/OASAS "urgent" definition; MAS/DOH policy; MAS/DOH contractual agreement;	lack of "urgent" definition in policy	A. State agencies, RPC leadership, and regional coordinator B. Report out at quarterly board meetings; documents distributed to group via e-mail and posted to regional website C. Quarterly at minimum and following each taskforce meeting
2. HCBS Workflow is burdensome and difficult to navigate for all parties involved.	<p>History: ST HHH Workgroup has identified where difficulties arise in the workflow; Two Workgroup members participate in RPC statewide group</p> <p>Next Step:</p>	HHH Workgroup/State level			A. B.		A. B. C.
3. Educational qualifications to conduct HARP Brief Assessment are difficult to meet with available staff and workforce.	<p>History:</p> <p>Next Step:</p>	HHH Workgroup/State level			A. B.		A. B. C.

4. Educational Qualifications and Work Experience to provide Adult BH HCBS – Education Support Services (ESS) are difficult to meet with available staff.

HHH
Workgroup/State level

A.

A.

B.

B.

C.

5. Many agencies seem to have a shortage of peer employees. There is confusion around Peer credentialing both for OMH Certified Peer Specialists and OASAS Certified Recovery Peer Advocates. Education around Peer standardizing language is still a necessity.

History: Steering Committee created in September 2019; base analysis survey conducted October 2019

Step 1: Survey organizations to determine readiness to host and/or participate in training and support meetings

Step 2: Analyze survey results

Step 3: Development of Peer Workforce Meeting schedule and content

Peer Workforce Development Steering Committee/State level

Steering Committee

March 2020

Coordinator/Committee Co-Chairs

March and April 2020

Steering Committee

April 2020

A. OMH, OASAS, Youth Power, APS, MHEP, other local agencies

Organization participation - ability to send staff, capacity, etc.

B.

A. Steering Committee, Coordinator

B. Report out at quarterly board meetings; documents distributed to group via e-mail and posted to regional website

C. Quarterly at minimum and following each committee meeting

6. As DSRIP incentive grants end, sustainable funding could be difficult to find. Value Based Payments rate settings need to be high enough to sustain programs.

A.

A.

B.

B.

C.



2019 Workgroup and Subcommittee Summary

HARP/HEALTH HOME/HCBS Workgroup

- Met 4 times; 22 average attendees
- Hosted: MAS Q&A Session, CHAMP Presentation
- Work Completed:
 - Analysis of HCBS workflow process identifying points where staff often experience hurdles or barriers, information referred to statewide RPC group
 - Collection of MAS/transportation data, information delivered at State Co-Chairs meeting and inspired MAS Q&A Session
 - Compilation of updated designation sheets with appropriate contact for CMAs and HCBS providers
- 2020 Goals:
 - Create Active Issues log to increase communication and connectedness to board while supporting solution-based and action focused meetings
 - Host Adult Services networking event

Children and Families Subcommittee

- Met 3 times; average 28 attendees
- Hosted: Health Home Serving Children Training and Networking Event
- Work Completed:
 - Creation of Children's Service Access Flyer with accompanying letter to Community Partners
 - Creation of Health Home Serving Children Supervisor Round Table
 - Compilation of updated designation sheets with appropriate contact for CMAs, CFTSS & HCBS providers
- 2020 Goals:
 - Update Active Issues log (many issues were identified prior to transition)
 - Host Children Services networking event
 - Community outreach events for families

Peer Workforce Development Steering Committee

- Met 2 times; average 11 attendees
- Work Completed:
 - Creation of committee goals and vision for Peer Workforce Development
 - Survey to gauge training needs of local organizations and capacity to host/participate in Peer Workforce trainings and support meetings
- 2020 Goals:
 - Complete analysis of regional needs
 - Develop format, schedule, and content of Peer Workforce Learning Collaborative meetings

All workgroup and subcommittee agendas, notes, and documents will be posted to the Southern Tier RPC webpage in 2020.