

## Centralized Assessment Committee

### & HMIS Committee Meeting

10/17/2013

#### Centralized Assessment

##### In Attendance

Shirene Starn-Tapyrik  
Natalie McCleskey  
Jennifer Keaton  
Margaret Egbert  
Carla Wright  
Renee Biggums  
Shellie Thomas  
Amy Dornack  
Denise Hollenbach

##### Excused

Jeff Allen  
Sherri McKinney-Frantz  
Christy Shonk

##### Absent

John Aller

#### HMIS

##### In Attendance

Shirene Starn-Tapyrik  
Natalie McCleskey  
Amanda Fletcher  
Jennifer Keaton  
Paul Hess  
Margaret Egbert

##### Excused

Rebecca Mathess

##### Absent

Denise Martin

##### Guests

Jean Van Ness

#### Approval of Minutes

- Jennifer Keaton motioned and Jean Van Ness seconded that the minutes from the September 19th meeting be approved as circulated. Motion passed by unanimous vote.

#### Policies & Procedures

Serving victims of domestic violence by non-victim service providers:

- The Committee began discussion on the policy pertaining to victims of domestic violence who are seeking assistance with non-victim service providers.
- Denise Hollenbach, of Domestic Violence Project Inc. shared about their experiences and policies.
- Having a lethality assessment was discussed but no consensus was reached.
- All present agreed on the following:
  - Clients must have the right to choose but policies should reflect an effort to ensure the safety of both the client and the staff.
  - There should be more education and information provided to victims of domestic violence at any agency they receive services from.
  - The CoC should offer periodic training to providers concerning giving assistance to this sub-population.
  - Each agency should have policies in place that align with the VAWA policies. It was recommended that we use ICAN and SMHA's VAWA policies to draft a continuum wide policy that will be easy for agencies to adopt should they not have a suitable one already in place.

#### **Determining eligibility for services**

- The committee discussed the policy and procedure relating to determining eligibility for services.
- The committee agreed that this must include the following:
  - A preliminary statement regarding the requirement to follow HUD's mandate for clients to be assessed through a centralized or coordinated process.
  - Clients must go through the central assessment progressive assessment process (initial SPDAT pre-screen assessment and central HMIS intake).
  - Appropriate referrals to all eligible programs will be given to clients by the Homeless Hotline.

#### **Determining eligibility and prioritization for various housing types**

- The committee agreed that Shirene should seek advice from Bill Willis (a legal representative who works with landlords) and fair housing experts

regarding what is and is not a violation when considering prioritizing and placing people on waitlists where they can lose their position.

- The outcome of advice from the above will help determine the policies for transitional housing, rapid re-housing and permanent supportive housing.

#### **Determining portion of rent for rapid re-housing**

- The Committee discussed this policy and agreed on the following:
  - Agencies must be compliant with grant agreements, fair housing, federal, state and local regulations about rent calculations.
  - Goal should be not to have rent burden but housing a person is the most important thing and agencies should be willing to change requirements based upon the clients choice.
  - We should not give a set amount in the policy but rather points that must be considered when determining the amount.

#### **Eligibility Questionnaires**

- Shirene informed the group that a student is working on re-creating the chart that was developed by Meghan at 2-1-1 with the new information from the questionnaires. This should be complete prior to our next meeting.

#### **Next meeting**

- The next meeting has been scheduled for Monday, 28th October at 8:30am.

Respectfully submitted,

Natalie McCleskey

