

# Recipient Approval & Evaluation Committee

## Minutes

October 31<sup>st</sup>, 2016

**\*\*Meeting took place from 9am – 11am on Monday, October 31, 2016\*\***

### **In attendance:**

Natalie McCleskey, Beth Pearson, Renee Biggums, Bob Fay, Stephanie Ascani

### **Emergency Solutions Grant Program (City of Canton) Update:**

2016 ESG - funding agreements are ready for signing and will be effective 1 year from date of signing of contracts.

2017 ESG – will need to receive funding priority recommendations from System Performance which will need to be approved by the Board at the Dec board meeting. Application workshop targeted for December 16<sup>th</sup> and due mid-January.

### **Continuum of Care Program Update:**

Natalie prepared, distributed and explained a monitoring summary spreadsheet detailing any concerns based on monitoring. Natalie explained that we are still in the middle of the monitoring process with agencies having 30 days from the time they receive their post-monitoring letter to respond. SMHA is the only agency not reflected on the spreadsheet as they will be monitored in November.

- ❖ Some of the agency concerns noted on the spreadsheet included the following:

**ICAN** – a few files that needed more documentation of homelessness verifications, environmental reviews and printed and complete copies of HMIS Intake forms to ensure HMIS data is being entered correctly. An Education Coordinator is being identified for their projects which serve some families with children.

**Alliance for Children and Families** – some concerns regarding missing HMIS data raised by both the agency and the HMIS Lead over recent months.

**YWCA** – many files missing sufficient documentation of homelessness verifications. For New Beginnings Housing their CoC application indicated that they provided transportation (which, along with 4 other criterion, identified them as a Housing First project), however, during the monitoring it was shared there that is no transportation assistance provided.

- ❖ Some general comments/notes for all projects include the following:

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- Policies have not yet been fully reviewed which has been a timing issue and will be completed. Some agencies have yet to submit final updated policies and procedures.
- There is a training tomorrow on the Central Intake & Assessment Policies including low barriers and Housing First which should help inform slower moving agencies with their policy updates and knowing where they may need to make changes.
- Stephanie shared about an Adult Disability Report which can be completed on-line and which makes the Social Security Administration process faster. She also recommend that we follow up with agencies around their Medicaid/Medicare enrollment to try and identify what they are finding is the biggest barrier for their clients.
- Discussion took place regarding the challenges with comparing different project types and projects that serve different clientele particularly in their outcomes around SNAP (food assistance) and other benefits. Various factors will affect these numbers and this is why the committee agreed that perhaps it will not be a good practice to compare the various projects on these outcomes. Some of the factors considered were as follows:
  - Income varies among project type and population being served
  - Employment and even non-employment income can adversely affect receipt of other mainstream benefits
  - For singles, if they receive utility assistance, their food allowance is only about \$10 - \$15 so many feel not worth all the extra paperwork requirements in order to gain that small amount of benefits.
- Natalie developed and shared a chart which outlined the practices of agencies related to increasing employment, non-employment and mainstream benefits which were identified during the on-sight monitoring visits.

### Action Points:

1. Stephanie offered to prepare some information regarding the processes she uses when helping clients and helpful resources and practices she utilizes to help enroll clients in mainstream benefits and social security benefits.

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2. Following receipt of all post-monitoring responses from agencies Natalie will prepare a summary of the final results/outcomes of the monitoring visits.
3. Based on the chart Natalie shared concerning agency practices related to increasing employment, non-employment and mainstream benefits, Natalie will consolidate the information to develop recommendations for best practices in these areas which will be sent to all providers and which will indicate what high performing projects should have incorporated into their policies and practices.