

**Minutes of the
Homeless Continuum of Care of Stark County's
March 22, 2017 Central Intake and Assessment Committee Meeting**

Attendance. The following members of the Central Intake and Assessment Committee attended the meeting: Renee Biggums; Amy Dornack; Margaret Egbert; Amanda Fletcher; Jack French; Teresa Ponchak; Shirene Starn Tapyrik; Lisa Waikem; and Jean Van Ness. In addition, with the prior approval of Committee chairperson Jean Van Ness, the following people attended the meeting but did not exercise a vote: Stark Housing Network Executive Director Kurt Williams and YWCA staff member Lisa Snyder.

Approval of Minutes. Jean opened the meeting shortly after 10 a.m. and requested a motion to approve the minutes of the Committee's February 22, 2016, meeting. Teresa made the motion, Shirene seconded it, and the motion passed by a unanimous vote of those present.

Final Approval of Changes to Policies Governing Eligibility and Prioritization. Before the meeting, Jean distributed the attached draft reflecting proposed amendment to the HCCSC's *Policies Governing Eligibility and Prioritization to Receive CoC Assistance and Standards for Administering Assistance* (Attachment 1). This draft included changes already reviewed by the Committee at its February meeting as well as new changes that reflected additional suggestions made at that meeting. Jean invited further comment on the new and old changes included in the draft. During the ensuing discussion, the following topics were addressed:

- In discussing a new proposed section (VI. D) about re-scoring clients who seem unlikely to succeed in RRH, Teresa Ponchak noted that the Committee had previously made the decision not to allow direct transfers from RRH to PSH. She wondered if that decision could be reconsidered. It was agreed, however, that, before the decision was reconsidered, the Committee should refresh its recollection of HUD's rules relating to when transfers from RRH to PSH are allowed.
- Jack French raised for the second time the issue of whether the HCCSC could require a client to have a payee as a condition of being served in RRH under circumstances where the client has a history of mismanaging income that could be used to pay housing expenses.
- Jean noted that she had followed closely the language of HUD's Notice CPD-16-11 in amending Section VIII.B. governing the order in which clients would be prioritized for PSH units. However, she expressed concern about whether HCCSC's practice of prioritizing clients for PSH based on which client has the highest SPDAT score satisfies HUD's apparent instructions to (1) separate PSH-eligible clients into two categories, namely, those with "severe service needs" and those without such needs and (2) in the case of clients without "severe service needs," prioritize them for PSH based on the length of time they have been homeless. After some discussion, there was consensus (1) that the HCCSC should not change its current PSH prioritization practices unless it is clear that what we are doing contravenes HUD guidance and (2) we should recommend to the Board approval of the changes to Section VIII.B as drafted but continue to consider how to refine this section to show how we are interpreting and operationalizing HUD guidance.
- Jean noted that, according to Notice CPD-16-11, first priority should be given, not to those with "the most severe service needs" but with "severe service needs" and that VIII.B.1.a should be changed accordingly.

Motion. Teresa Ponchak made a motion and Amanda Fletcher seconded the motion to recommend to the Board approval of the changes to the *HCCSC's Policies Governing Eligibility and Prioritization to Receive CoC Assistance and Standards for Administering Assistance* reflected in the attached draft. The motion was approved by a unanimous vote of those present with the exception of Margaret Egbert.

Review of Proposed Changes to Central Intake and Assessment Guide and Eligibility and Prioritization Policies to Include Rules for the New Shelter Diversion Pilot Program. Before the meeting, Jean distributed to the Committee two documents (Attachments 2 and 3) that Shannon McMahon Williams had drafted to define eligibility and operating policies for a new shelter diversion pilot project funded by the Sisters of Charity Foundation of Canton and run by CommQuest. Jean invited Shannon to the Committee to review these policies with Committee members and then invited discussion and questions. During the discussion, the following comments were made:

- Shannon noted that the target population for this new program consisted of people at imminent risk of homelessness who have higher SPDAT scores than those currently served by CommQuest's homelessness prevention project. In fact, persons served by this new project must have SPDAT scores that fall within the range that would make them eligible for RRH if they were literally homeless.
- Teresa added that the ideal clients for this program would be those who are using their own resources to live in motels but are on the verge of exhausting those resources.
- In response to a question about proposed Guide Section III.C., which indicated that clients for the pilot project would be drawn from the Hotline's emergency shelter list, Teresa noted that the Hotline maintains a list of people who are "precariously housed" and that this list, not the emergency shelter prioritization list, would be the source of referrals to the pilot project.

Motion. Teresa Ponchak made a motion and Amanda Fletcher seconded the motion to recommend to the HCCSC Board for its approval the proposed additions to the *Central Intake and Assessment Guide* and the *Eligibility and Prioritization Policies* with the following additional change: In proposed Guide Section III. C., the phrase "the precariously housed prioritization list" will be substituted for "the emergency shelter prioritization list." The motion passed by a unanimous vote of the Committee members present with the exception of Margaret Egbert, who expressed her agreement with everything except the language pertaining to use of the SPDAT.

Jean indicated that she would insert these new provisions in the *Central Intake and Assessment Guide* and the *Eligibility and Prioritization Policies* and submit them to the HCCSC Board for approval at its next meeting along with the other changes the Committee had approved since the beginning of the year.

New Business. None

Adjournment. There being no further business, the meeting was adjourned around noon.