

Coordinated Entry System Committee

Meeting Minutes

April 24th 2018

8:30am - 10:30am

Members Present

Janice Warner
Jennifer Keaton
Shirene Starn-Tapryik
Scott Schnyders
Lisa Waikem
Tracey Lane
Marcie Bragg
Melissa Terrell
Natalie McCleskey
Kim Stanley
Sylvia Thomas
Teresa Ponchak
Amy Dornack
Lisa Snyder
Amanda Fletcher
Jack Cameron

Members Not Present

Renee Biggums
Jackie McDougle

I. Welcome

At 8:34 a.m., Scott Schnyders, committee co-chair, called the meeting to order and welcomed everyone. This was followed by a brief introduction of all members.

II. Approval of Minutes from March Meeting

Scott confirmed that everyone had received the minutes and asked for any questions, comments or changes to the minutes.

Motion: Jennifer Keaton moved and Marcie Bragg seconded the motion to approve the March minutes. All were in favor of the minutes as amended. Shirene Starn-Tapryik, Lisa Snyder, Amy Dornack and Teresa Ponchak abstained. Motion carried.

Scott then confirmed with the group that they had also received the January 2018 meeting minutes that had been delayed in being approved over confusion about who was supposed to take them. Jean VanNess was able to compile minutes from her notes to the meeting.

Motion: Natalie McCleskey moved and Teresa seconded the motion to approve the January minutes. All were in favor. Lisa Snyder abstained. Motion carried.

III. CoC Board Updates

Marcie shared that the updated Transfer Form was approved by the Board. The form can be found on the website under the helpful forms tab.

Marcie then shared that as people have been turning in their project profiles they have noticed some discrepancies and decreases in the number of chronically homeless beds available. She asked that all agencies see Jennifer after the meeting to get the data that they currently have compiled and set up a time to meet with Jennifer, Marcie, and Melissa in person to discuss and clarify any issues in person. The goal is make sure what is submitted is accurate.

Marcie gave an update on the RRH to PSH policy change. Natalie provided a hand out that highlighted the changes that would be made in the policies. (See Attachment #1) Teresa suggested that we reference back to the policy that outlines how many times that clients need to be attempted to be contacted. (minimum of two attempts)

Motion: Jennifer moved to approve the policy changes as discussed, Shirene seconded the motion. All were in favor. Motion carried.

Marcie then asked what if any, other issues/problems the by-name list committee was encountering. There was a robust discussion about how to handle verifying the family unit size for individuals who present in shelter as individuals but want to be housed as families. The point was made that we should serve individuals as they present. A counter point was also made that this can be complicated by funding source requirements. Scott and Natalie presented the feedback from HUD AAQ that was submitted regarding this issue but it was agreed that it didn't provide much clarity for the issues projects were facing in regard to this matter. There was further discussion about how Jobs and Family Services (JFS) and Social Security determine who receives the benefits and how do they verify this? Marcie agreed to contact Danelle Lightner, CoC board member from JFS to see if she would answer some of these questions at the May Coordinated Entry System Committee meeting. Shirene believes a housing promotion committee meeting would be helpful in determining familial status for those requesting a change.

Motion: The motion would require a housing promotion meeting for those seeking familial status change involving children not residing in shelter. This process will be temporary until we can gather additional information and can implement a permanent change to the policies. Teresa moved and Shirene seconded the motion. All were in favor of the motion. Motion carried. It was clarified that this would be the policy moving forward, that we would not go back to deal with previous cases.

IV. QA Updates

Jennifer and Melissa gave the QA update and talked about how the Rapid Re-Housing by names list.. They indicated they have seen great participation from providers and that things are going smoothly.

Marcie initiated a discussion in relation to rescoring SPDAT's. Tracey reported that the YWCA has seen a variety of outcomes in rescoring SPDAT's. Teresa verified that the score changes vary from person to person and some scores move people from RRH to PSH or from the PSH to RRH. Teresa agreed that Coordinated Entry (CE) would begin including the SPDAT on the shelter referral list and include the date th (Domestic Violence) DV as found in the handout provided by Natalie (see attachment 2). Jennifer then reviewed the documents with the committee to show the discrepancy between the two areas that need clarification. She asked if we could make the two parts read the same to bring clarity. Kim Stanley clarified current legal grounds to file a DV charge. Natalie made a motion to adopt the language in D2.VI.A+B that is currently in D3.IX and update the transfer form policy to reflect this.

Motion: Adopt the language in D2.VI.A+B that is currently in D3.IX and update the transfer form policy to reflect this. Natalie moved and Tracey seconded to motion. All voted in favor. Motion carried. It was clarified that we would not go back to deal with previous cases.

V. Old Business

Marcie gave an update on the direct referral process that we have been moving towards and mentioned that Jonathan Cox would be calling into next month's meeting and that if you have a question that you would like him to address please email or call her so she can give Mr. Cox the questions ahead of time to help him prepare.

Melissa presented about the participant focus groups and asked for shelters to provide dates and times that she could come to the shelter to administer the surveys with clients. She would like to get around 15 surveys from each shelter. Natalie suggested that we make sure to survey those who didn't make it into projects or chose not to go into shelter because they might have a different perspective on the system. Melissa said she would make sure to do that.

Marcie gave an update about the policy training ideas that were generated from the Quality Assurance committee. A large majority of the surveys indicated they would like to have trainings on create a low barrier system. They are moving forward with individuals who were at the COOHIO training in Columbus to create a training for the community.

Sylvia Thomas handed out some information about opportunities for veterans.

Amanda Fletcher and Jack Cameron entered the room during this part of the discussion.

Shirene shared some information about a training coming up from CSH about housing rights. She was forwarding that information to Melissa to be distributed to the group.

VI. Other Business

Teresa from Homeless Navigation brought up a situation that had occurred with a project that did not follow the proper transfer policy as stated in the CoC policies. The project did not realize they needed to submit paperwork for internal transfers. The CoC has been notified of this violation. Coordinated Entry was going to submit official paperwork of a violation to the CoC.

Meeting was adjourned at 10:35am.