

**Minutes for Meeting of the HCCSC's  
Coordinated Entry System Committee  
September 25<sup>th</sup>, 2018**

**Members Present**

Natalie McCleskey  
Scott Schnyders  
Melissa Terrell  
Janice Warner  
Jennifer Keaton  
Shirene Starn-Tapryik  
Amy Dornack  
Lisa Waikem  
Jessica Brewer  
Joy Brubach  
Marcie Bragg

**Other Individuals Present**

Diane White

**Welcome & Introductions**

Scott welcomed everyone at 8:30am and thanked them for attending the meeting. Everyone provided introductions. Jessica Brewer of Coleman asked to have her name added on the email list as she hadn't been receiving the meeting updates. Natalie and Scott confirmed that they would make sure to have that done.

**Approval of Minutes from August Meeting**

Scott opened up a discussion about the meeting minutes. Jennifer made a motion to accept the meeting minutes. A second was made by Marcie Bragg. All members present voted in favor. Shirene abstained.

**CoC Board Updates**

Marcie provided the CoC updates.

1. Thanked everyone for their assistance in the completion and submission of the Consolidated Grant that was submitted. Marcie indicated she would like the CoC to revisit the information included in the grant a couple of times a year so we can continue to build on our consolidated application responses for FY2019 and the implement items discussed in the FY 2019 application.
2. Addressed the need for the CoC to create a strategic plan. The last strategic plan was done around 2010. They are starting the process to get funding/help/consultants to start this process in 2019. The hope would be to use one of the upcoming CoC members meeting as a forum to gain community input.

3. Wanted to start a discussion about the plan for the women's overflow shelter for the winter. Room at the Inn is not an option for this winter as they will not be offering their services.
  - a. Crossroads, Former TCO building, YWCA (Gym), ACF (B First, Multi-purpose room) were discussed as potential sites. Jennifer agreed to contact TCO, Marcie said she would contact the YWCA. Scott said he would contact Crossroads church.
  - b. Funding for the position would be the major hurdle.
    - i. If there is a homeless system need for an overflow shelter and a physical location and staffing is secured, Marcie said she would contact a local foundation to inquire about funding.
  - c. Natalie mentioned that the PIT Committee is considering using a local church as a potential site for a one-night shelter where people could go on the actual night of the count.
4. Let the committee know that there has been a change on the Executive Committee of the CoC. Lynne Dragomire has stepped down from the position on the Executive Committee but will continue to serve on the CoC board. Rollin Seward, City of Canton Community Development Director, has replaced her on the Executive Committee for the CoC.

## **QA Updates**

Melissa provided the update for the Quality Assurance Committee.

The only update was that at the October QA meeting the first hour (8:30 AM – 9:30 AM) would be the By Names List meeting. At 9:30 AM the System Performance Committee is going to join the meeting to discuss "Moving on Strategies" for individuals in our system. This meeting will take place at Goodwill.

## **Policy Discussion**

Natalie led the discussion on changes to policies of our CE system.

1. Direct Referral Policies – V.D & E
  - a. Natalie had the committee look over the changes that had been approved at the August 28<sup>th</sup> meeting and at some updated wording so that our policies reflect our practice of direct referrals from CE and the By Names list meetings.
  - b. There was also a discussion about how to handle situations where you take someone into housing who doesn't have their Birth Certificate, Social Security Card or State ID. It was shared that you can give them up to 30 days to acquire these documents after move in. The discussion continued with questions about how agencies should respond if the participants do not acquire it. Marcie suggested that agencies need to have their own procedures regarding this issue and the handling of it. Scott and Natalie agreed to send a question to HUD's Technical Assistance to get more information on this for providers.
2. Transfer Request Policy

- a. There were some suggestions that we remove the transfer request option of “individuals whose residence in their current units poses an imminent danger to themselves or others.” This would obviously be written so that it would not affect any requests that deal with Domestic Violence Issues. However, there was not a consensus on removing this option at this time. It was agreed that it would be helpful to form a separate group/taskforce that included some of the mental health providers to help bring some clarity as to how to best resolve this issue.
  - b.
3. Transfer Policy Regarding Two Options
    - a. While this policy regarding only allowing participants to turn down two transfer options was approved by the Committee at the August 28<sup>th</sup> meeting clarification was needed regarding what happens to the participant after they have turned down two suitable transfer housing options. There was a lot of discussion that involved whether a client should be removed from the list and, if so, how long before they could be reactivated. It was determined that the client would be made inactive on the prioritization list at the time of their second refusal. No further changes were recommended at this time regarding separate provisions for reactivation.
4. Out of County Policy
    - a. This policy change was also approved at the August 28<sup>th</sup> meeting regarding clients who are out of county due to lack of shelter in Stark County. The policy that was approved stated that these situations would result in an exception to the 60 day rule and that the time spent at an out-of-county shelter would not count against them if they were referred by CES or a provider. A slight amendment was recommended at this meeting: in addition to CES and providers being able to refer individuals out of county, the Domestic Violence System (DVS) should be added to the list of those entities that could refer someone out of county for shelter. The policy indicates, as approved at the August meeting, that it is the responsibility of the provider or DVS to notify CES if they have advised a participant to seek shelter outside of Stark County.
5. Duty of Projects to Report on Persons Being Considered For Vacancies
    - a. This discussion revolved around clarifying the procedures for providers who need a referral outside of the By Names list meeting. The committee agreed that the policy should be revised to instruct providers to always get referrals from the CE staff. The CE staff will then provide them with up to three names at a time.

Jennifer made a motion to approve the changes as discussed to the policies. A second was made by Amy. All members present voted in favor. Motion passed.

### **Dynamic Prioritization**

Scott shared briefly about a phone call that he, Jennifer and Natalie had with Matthew White, who was the gentleman who shared about this idea at the National Alliance to End Homelessness. Mr. White shared that they are in the very beginning process of implementing this idea in Los Angeles. Mr. White shared that it is very important to have Rapid Rehousing providers on board from the very beginning because Dynamic Prioritization really impacts how

those services are delivered more than any other. It was agreed that a separate committee should be formed to more fully explore this idea, as it has far reaching implications in our current system.

### **Adjournment**

The meeting was adjourned at 10:34am.

## **Coordinated Entry System Committee Meeting Schedule**

Tuesday, Oct 23<sup>rd</sup> – 8:30am – 10:30am @ Goodwill

Tuesday, Nov 27<sup>th</sup> – 8:30am – 10:30am @ Goodwill

**No meeting in December (*lands on the 25<sup>th</sup>!!! ☺*)**