

**Minutes for Meeting of the HCCSC's
Coordinated Entry System Committee
January 22, 2019**

Members Present

Natalie McCleskey
Scott Schnyders
Melissa Terrell
Jennifer Keaton
Amy Dornack
Jackie McDougale
Joy Brubach
Marcie Bragg
Lisa Snyder
Teresa Ponchak
Lisa Waikem

Welcome & Introductions

Scott called the meeting to order at 8:37am. There was a brief discussion regarding past procedures that did not allow committee members to call in to meetings. The group felt this standard should be held consistently moving forward.

Approval of Minutes

MOTION: As the November 27th 2018 minutes were accidentally not distributed to the committee, Teresa made a motion that approval of November minutes be postponed until the February meeting. Jackie seconded the motion and all were in favor. Natalie indicated that the minutes would be distributed to the committee via email.

CoC Updates

Marcie shared that there was not a lot to share in the way of CoC updates. She did indicate that the Work Plan would be brought to the CoC Board during their February meeting.

QA Updates

Melissa shared that transfers were discussed but there is more to come on that later in the agenda. She shared that on the prioritization list we are getting to those with lower SPDAT scores. Also, many folks are remaining on the list for several months with no contact. The goal is 60 days, at most, for persons to be on the list.

Teresa shared that it will be her goal over the next few weeks to really try to contact all persons on the list to determine their status, starting from the top of the list. The hotline is still short staffed so it has been challenging.

There was some concern shared about those not wanting to go to shelter. There was also discussion around the procedures for making someone active vs inactive. It is very simple to change that status. Callers are welcome to call but are not required to.

There was some discussion around movement from Hunter House and Gateway due to 13 – 14 individuals transitioning to a tenant based Section 8 voucher. There was also some discussion around how the government shut down is affecting the issuing of new vouchers. Lisa shared that they have enough funding to last through the month of February.

Transfer Workgroup

Natalie gave an update on the Transfer Workgroup that met since the last committee meeting. The group discussed the need to change the second reason for transfer which is currently when someone poses an imminent risk to self or others. The group discussed that even the term “imminent risk” means that something should be done **immediately** in these cases and that it is therefore not suitable to refer such a case through the transfer process which can take some time. The group agreed that if someone is a risk to themselves they should be directed to appropriate medical/treatment/institutional facility and if someone is a risk to others they should not be given a transfer as that is only moving the danger to another project. The workgroup agreed that victims of crimes should be permitted to transfer but that some form of documentation should be required. The workgroup approved of the following language for the second reason for a transfer listed in the policy:

- Victims of a crime with documentation provided by a police report or a statement by a licensed Mental Health or Substance Use Disorder Treatment Provider;

MOTION: Scott motioned that this change in language, as detailed above, should be approved by the committee. Jennifer seconded. All were in favor and the motion carried.

Natalie also gave an update regarding discussion the workgroup had around voucher programs (PSH programs where participants rent with private landlords) and if moves within that project should be considered transfers. There was a consensus that:

- Moves within the “voucher programs”, which could be due to reasons such as landlords not willing to renew lease or landlords wanting to evict, should not be considered transfers as it is the same subsidy tied to the same individual who is just moving to a different private landlord;
- Agencies must have standard policies within their agency for how to handle these cases in order to remain consistent but that a CoC-wide policy on this does not seem necessary;
- Moves for participants within the same building should still follow the transfer policy.

The Transfer Workgroup also briefly discussed shelter transfers around items such as who should be calling the hotline when a shelter participant is nearing time to be exited, whether or not it is the participant’s responsibility, if a meeting with shelter, participant and hotline would be appropriate, shelter set outs, if shelter transfers should be prioritized over others outside who are waiting for shelter. There will be a shelter workgroup meeting in early February to discuss these types of issues.

HMIS & D.V System

Scott provided an update regarding the fact that HMIS and the DV providers have begun discussions around better coordination. A meeting was scheduled but had to be cancelled. Natalie requested that Kim Stanley from Alliance Area DV also be added to those meetings.

Dynamic Prioritization

Scott also gave an update on the agency in L.A. who has been the primary contact regarding work on Dynamic Prioritization. Their policies should be complete and posted by the end of January. Scott will review them.

Marcie shared that within the context of Dynamic Prioritization (D.P) we also, and perhaps first, need to take a closer look at our Rapid Rehousing (RRH) programs as D.P would have a direct impact on RRH programs if we go in that direction. Marcie will take the lead on moving discussions forward regarding RRH programs.

Adjournment

As there was no further business the meeting was adjourned at 10:00am. (TIME??)

**Coordinated Entry System Committee
Meeting Schedule 2019**

January 22nd	8:30 AM	Goodwill Campus
February 26th	8:30 AM	Goodwill Campus
March 26th	8:30 AM	Goodwill Campus
April 23rd	8:30 AM	Goodwill Campus
May 28th	8:30 AM	Goodwill Campus
June 25th	8:30 AM	Goodwill Campus
July 23rd	8:30 AM	Goodwill Campus
August 27th	8:30 AM	Goodwill Campus
September 24th	8:30 AM	Goodwill Campus
October 22nd	8:30 AM	Goodwill Campus
November 26th	8:30 AM	Goodwill Campus

**December 24th CANCELLED DUE TO CHRISTMAS
EVE ☺)**