

**Minutes for Meeting of the HCCSC's  
Coordinated Entry System Committee  
November 27th, 2018**

**Members Present**

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

**Welcome & Introductions**

Scott called the meeting to order and welcomed everyone at 8:34am. Everyone provided introductions.

**Regional HUD Technical Assistance Call – Johnathan Cox**

Marcie welcomed Jonathan Cox to our meeting via a conference call. She briefly covered the three areas we were seeking assistance with as it pertained to CE policies: PSH Disability Eligibility, Transfer Request, and Documentation for entry into programs.

**PSH Disability Eligibility**

- Jonathan from the beginning admitted this was the one item he felt least confident in providing definitive guidance about because what is out from HUD isn't very clear. He encouraged us to craft an AAQ and send it into HUD to begin to process of getting their perspective.
- Marcie clarified that what CE committee wanted to know is whether or not an adult is the one in the household who has to have a disability. Can a child be the one with the disability? Our current policy states that it needs to be an adult. However, on a recent eSNAPS conference call there was mention made of being able to be a child as well.
- Jonathan raised a couple concerns that he felt needed clarified from HUD. If the person who has the disability is under the age of 18 and then chooses to leave that family unit (i.e Runs away, ages out, stays with other parent) would the family no longer qualify. Also connected to this is whether that minor with the disability would be considered the head of household or not. He also said we may want to also seek out guidance to see whether it made a difference if the funding was for chronic or non-chronic beds.
- Jonathan finished this topic by saying that we should proceed with caution in this area and rely only on the guidance that HUD has published in writing. He also asked if we could forward him HUD's response to this AAQ

**Transfer Request – Eligible Reasons**

- The CE committee was seeking clarity on what should be the eligible reasons for requesting a transfer.
- Jonathan indicated that there are no guiding regulations regarding this particular issue. His view is that this would fall under more of seeking a best practice model. Considerations that would need to be made would involve assessing the needs of someone on the waiting list vs. the needs of the resident(s) requesting a transfer.
- The committee discussed some of the challenges regarding this issue that included but were not limited to: someone's imminent risk, drug use, physical health, VAWA, program closing, mental health and how this would be sorted in conjunctions with current practices.
- It was agreed that we probably need to draft a policy to start this process. Natalie, Joy, Amy, Teresa, Marcie, Melissa, and Jackie all agreed to pull together for a meeting in December to begin a rough draft of a new policy regarding transfers.

#### Documentation for Entry

- The committee was seeking some clarity as to how long an individual has to produce proper documentation as it pertains to Birth Certificate, Social Security Card, and State ID, custody papers, etc.
- Jonathan said that as far as federal purposes are concerned, they would not need to produce these documents. He did clarify that state guidelines may differ from that.
- It became clear through the discussion that we would need to contact the state to get their guidance on how they would like for us to respond. Marcie agreed to follow up with the state on this issue.

The committee thanked Jonathan for his time and ended the phone conversation.

In the discussion following our call with Jonathan it was clarified that some of the issues that were addressed are agency specific policies and some of them are larger CoC policies. The committee agreed to work to clarify issues from the topics discussed if it dealt with a particular agency.

There was also a very robust discussion about how we handle transfers who are being transferred as a result of an eviction for behavioral issues. The ripple effect across the system is causing issues at other projects. It was agreed that this issue needs to be further discussed with the Mental Health Board at the table to figure out how we can best serve our neediest clients who are failing out of shelters and PSH programs.

#### **Approval of Minutes from October**

Scott opened up a discussion about the meeting minutes. Marcie asked that the attendance be included in the minutes. Marcie made a motion to approve the minutes as amended. Melissa seconded. The motion passed. Teresa Ponchak and Jackie McDougal abstained.

#### **CoC Board Updates**

Marcie provided the CoC updates.

1. She let us know that the board approved the changes to CE policy D2 and D3.

2. The priorities for the ESG have been set: emergency shelter, homeless prevention and HMIS. Nothing has been posted yet but everything has been board approved.
3. If you have representation that sits on the CoC Board, Marcie sent an email out to request some success stories from each agency to be shared during the December board meeting.
4. Stephen Inchak from Coleman has been asked to participate in the December board meeting in regard to housing promotion meeting on December 11 at 9:30 AM.
5. Marcie is looking at updating the CoC Workplan for 2019 and looking at the priorities for each committee.

## **QA Updates**

Melissa provided the update for the Quality Assurance Committee.

There will be an emergency shelter meeting workgroup on December 12<sup>th</sup>. She also let us know that the By-Names list meeting would be held for the next week at ICAN housing on Friday, November 30<sup>th</sup> at 8:30 AM. This is a change in location due to Lisa Waikem being out of the office for two weeks.

## **Approved Policy Distribution**

Natalie had emailed out the policy changes that we had previously approved of at our October meeting. All agencies should review the changes with their staff. The most updated version has been uploaded and is available on the CoC website.

## **HCCSC Work Plan – CE Committee**

Natalie and Scott recommended that we remove #1 which referenced monitoring the changes around the definition of chronic homelessness. They suggested we keep #2 which recommended we “Continue to evaluate and recommend to the Board, as appropriate, changes to the Coordinated Entry policy and procedures to respond to problems identified or suggestions made by the Quality Assurance Workgroups.” They suggested also removing #3 which had to do with Article V.D in the policies and procedures that had been amended many times since this work plan was created.

Natalie also recommended we add reviewing the notice issued by HUD regarding Coordinated Entry to make sure our policies are aligned with HUD’s guidance. The committee also agreed we should add the topics of Dynamic Prioritization and compliance with our HMIS system and coordination with domestic violence victim protocols to ensure their privacy is protected.

## **Other Business**

Scott encouraged anyone who was interested to sign up to volunteer for the 2019 PIT Count.

## **Adjournment**

The meeting was adjourned at 10:25am.

**Coordinated Entry System Committee  
Meeting Schedule 2019**

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

**(SUGGEST WE CANCEL DEC MEETING ON  
CHRISTMAS EVE 😊)**