

**Minutes for Meeting of the HCCSC's
Coordinated Entry System Committee
April 23, 2019**

Members Present

Natalie McCleskey
Scott Schnyders
Melissa Terrell
Jennifer Keaton
Amy Dornack
Jackie McDougale
Marcie Bragg
Teresa Ponchak
Diane Waite
Shirene Starn-Tapyrik
Lisa Waikem
Joy Brubach

Welcome & Introductions

Scott called the meeting to order and welcomed everyone at 8:35am.

Approval of Minutes from February

Scott opened up a discussion about the March 26 meeting minutes. Jennifer Keaton moved to approve the March 26 meeting minutes. Jackie McDougale seconded the motion. All were in favor. Joy Brubach abstained. Motion carried.

CoC Board Update

Marcie shared with the group that on April 30th the CoC Application Workshop will be taking place at the Goodwill Campus at 9:30 AM. Secondly, she wanted the group to know that a HMIS Survey was sent out to all the users and results of the survey are being compiled. She also shared that on May 8th from 10:30 – 12:00 PM at the Goodwill Campus there will be an All HMIS Users Meeting. This will be an overview of the survey as well as include a short training on issues that were identified as problem areas in the survey. In closing Marcie talked about the Coordinated Entry strategic plan. She mentioned that they are working with Katie Kitchen and CSH to do a system modeling of our current system. This will help us identify how different groups are flowing through our system (i.e. Veterans, Transitional Age Youth, Families, etc.) There is a new abbreviated modeling tool that collects and analyzes data to determine areas that a system should focus for improvements; this tool will have the ability to generate priorities and programmatic shifts for sub-populations. She has also reached out to Jonathan Cox at HUD Technical Assistance to gain his insight into a strategic plan for our CE and he indicated that the National Alliance to End Homelessness has an Evaluation Tool (page 6) that we should look at. He also shared that Georgia is just starting the process and they will share after they implement.

QA Update

Jennifer and Melissa shared that there was nothing from Quality Assurance work group that needed to be discussed at the meeting. Marcie mentioned the emails between the HCCSC's HUD field representative, Anthony Forte that were discussed at QA for feedback. There wasn't a robust conversation during QA regarding these emails and more clarification may be needed to ensure that the HCCSC is in compliance with HUD.

By Names List Meeting Follow – Up

Scott opened the discussion on this topic by revisiting the issue that had been raised at the previous meeting regarding the Stark Housing Network's role at the by-names list meetings. In an email sent out prior to the meeting he gave people the opportunity to raise their concerns anonymously if they felt uncomfortable sharing them in front of the group. No one raised any concerns privately. Marcie then shared that the Stark Housing Network's purpose in being at the meetings is because it gives them valuable insight into how the system is working from both the CE side, as well as from the provider side, and to view how HCCSC policy is put into practice. Marcie stated that she did not want the Stark Housing Network's presence to inhibit conversations between providers at those meetings, and that if the Stark Housing Network's presence at those meetings inhibits conversation, then this is a valid concern that should be vetted out through the CE committee. Several other members who attend the by names meetings said they appreciate having the Stark Housing Network at the meeting to clarify any confusion regarding policy as well as what they contribute regarding the information they have on the status of Veterans who are homeless.

Policy Changes

1. Natalie addressed the issue/questions that had been raised about how we document/determine someone's literal homeless status. The response to our AAQ inquiry was provided to everyone present along with an email thread between Anthony Forte and Lisa Waikem that sought further clarification. It was agreed by many at the meeting that the information included in both answers only created more confusion. It was recommended that we send in a follow up AAQ to seek clarification on the issue of who is responsible for documenting homelessness status and disabling condition (In the case it is a PSH project). Does it fall to the CE system or is it the responsibility of each provider agency? It was also recommended that we seek clarification on a portion of the response that says the HMIS record, or other third party documentation, is good for the next 14 days to determine that someone meets the homeless definition and that record can be used to document eligibility for up to 14 days following a shelter stay/homeless episode. Marcie agreed to submit these questions in a follow up AAQ. Marcie also suggested we ask Anthony or Technical Assistance what are priorities should be for CE? What are the deliverables that we should be seeking from our CE. It was recommended that we ask Anthony for an example of an Ohio CoC who is meeting the HUD expectations for a CE system so that we can follow up with them regarding how they operate.
2. We discussed proposed changes to our policy in D3 (Page 8) regarding how we handle cases with open warrants. Melissa had agreed to do some research on this topic after our last meeting and provided everyone at the meeting with a document from HUD with General Guidance on Application of Fair Housing Act Standards to the Use of Criminal Records by Providers of Housing and Real Estate Related Transactions. Lisa Waikem shared

that for Section 8 Applications participants are given 10 days to clear the warrant and if they are able to accomplish this they can move forward with the housing process. Joy also said that ICAN has had this issue a few times in the past and have had clients get the warrants resolved and moved into housing. After discussing the HUD document, it was agreed that before moving forward and approving changes related to the warrant that we should seek guidance from an AAQ. Marcie agreed to submit the question.

3. Next we looked at the proposed changes to the Transfer Policy (D8 & F8). The change involved adding in language to the domestic violence provision that also included dating violence, sexual assault, or stalking. Scott made a motion to approve the changes to the transfer policy. Shirene seconded the motion. All were in favor. Motion carried. This policy will be provided to the HCCSC Board for approval during the May meeting.
4. Finally there was a brief follow up on the changes approved by the Committee to D3 (Page 11) at the previous meeting that involved PSH Disability Eligibility. The change reads as follows. "Disability. Only individuals with disabilities and families in which at least one adult has a disability (except for non-dedicated and non-dedicated plus family units in which case at least one adult or child has a disability) are eligible for PSH projects operated by Participating Agencies.⁴"
5. Marcie commented at the end of the policy discussion that it must be difficult to providers to keep all of the policies straight. She suggested that we think about just proposing changes to our policy to the board 2-3 times a year to alleviate some of the confusion. It was agreed that this was a useful idea and one we would revisit at another meeting.

Other Business

1. Scott and Natalie asked that everyone please review Chapter 3 "Data Systems" of the HUD Guidance for our next meeting.
2. Scott also asked the recommendations from CE committee about how to increase participation in the PIT Count Committee. Last year there was sparse participation which resulted in a lot of work for a small group of the committee.
3. Natalie reminded CE members of the next PIT meeting that will be held on **June 19th, 10am at ICAN Housing.**

Adjournment

Meeting adjourned at 10:15 AM

**Coordinated Entry System Committee
Meeting Schedule 2019**

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 - MEETING IS CANCELLED DUE TO
FALLING ON CHRISTMAS EVE 😊**