

**Minutes for Meeting of the HCCSC's
Coordinated Entry System Committee**

March 24th, 2020

Via Conference Call

Members Present:

Scott Schnyders
Natalie McCleskey
Joy Brubach
Lisa Waikem
Amy Dornack
Lisa Snyder
Jennifer Keaton
Marcie Bragg
Teresa Ponchak
Melisa Terrell
Kim Stanley
Jackie McDougle

Welcome and Introductions

Natalie McCleskey welcomed all the members present and called the meeting to order at 8:30 AM.

Approval of Minutes from October Meeting

Natalie shared that they had a slight delay in finishing up the minutes and asked if everyone was alright with the minutes being sent out later in the day with a request for a vote by email. Everyone understood and was in agreement.

Referral Process to Shelters/Housing

There was a brief discussion on what is currently in place at each agency related to changes due to COVID-19. At the Hotline only one staff person is currently on site with all others working remotely. Most of ICAN's staff are also working from home and Coleman is utilizing Microsoft Teams for video conferencing. ICAN is also utilizing the Microsoft Team for video conferencing. The committee discussed utilizing this platform for future committee meetings. Google Hangout was also suggested as a possibility.

Referrals are still taking place for shelter and housing although they have slowed down. Calls were very low last week with approximately only 30 calls per day. This is about a 2/3 reduction in calls compared to the normal amount of calls.

Refuge of Hope used to see approximately one – two men showing up at night but hardly seeing any one just showing up now.

Shelters are working with participants on self-resolving to family members / friends during this time to limit the number of people in

Landlords are more difficult to reach and are reluctant to take new tenants at this time. A question was asked about how the YWCA is still doing intakes. Lisa shared that the RRH staff are still working in the office and although trying to limit their time with participants are still meeting face-to-face as needed.

Teresa requested that everyone please get notes in the Google Doc regarding participants. She asked how she could get ahold of Maddie and Michele from ICAN. Natalie said she would send their email addresses to Teresa.

Data Sharing Doc from HUD

Jenifer shared about data sharing in the event of health or safety, which we are currently experiencing. The Hotline staff will add a page to the Google Docs for all users to input information related to positive COVID-19 cases any providers are seeing with participants. Members agreed that only COVID-19 symptoms/cases should be shared and not all health issues. There was some more discussion about other conditions such as TB and Hepatitis. The group agreed that in transfer cases agencies must give health status.

Though unrelated to data, Jackie raised the important question about what we should do if someone being referred needs to be self-quarantined...for example, should they be quarantined before being allowed into their new unit for 14 days, should units be held if they are quarantined elsewhere and so on. There was much discussion on this topic. All agreed that with so many unknown variables (i.e. length of time the quarantine could last, current living/quarantine situation, etc.) along with the fact that we have not run into any cases yet that we should not try to make policy around this at this time.

Melissa shared that Teresa had created an excel spreadsheet to help with tracking high risk folks and documenting needed supplies etc. Melissa will share that document with the group as each agency tries to keep track of such information regarding their participants.

Jennifer also shared that participant sensitive data could be sent between staff via HMIS or via locked excel/word documents.

Rapid Rehousing Tier System Policy

Natalie introduced the topic of the Rapid Rehousing Tier System for determining amount of rent participants owe each month. With the number of RRH participants experiencing job loss and the additional challenges associated with the pandemic, Natalie shared that ICAN is recommending that there be a waiver for the tier system at this time and that participants only be required to pay 30% of their income towards rent. Lisa Snyder was in agreement with the idea of a waiver. Jennifer shared that at a recent meeting with the Community Health Workers associated with the THRIVE Program, a full exemption for participants' tenant based rental assistance was not recommended. A smaller group of the committee including Marcie, Melissa, Natalie, Lisa S, Jennifer and Teresa would be staying on the call following the meeting to discuss the particulars about such a waiver.

Natalie McCleskey motioned that additional policy be drafted around waiving the tier system during a pandemic for rapid rehousing participants and that this would be approved by an email vote from the committee. Jennifer Keaton seconded the motion. All were in favor. Motion carried.

Some additional topics discussed included:

- Whether the number of days in shelter was being extended due to COVID-19. Amy indicated that they are handling this on a case by case basis.
- How Housing Promotion Meetings would be taking place. It was agreed that this would be done via conference call.
- A reminder that courts are on hold related to conducting eviction hearings for at least eight weeks. Staff should be reminding participants that they are still responsible for paying their rent.
- Whether the length of stay in RRH should be extended beyond the 12 months.
- StarkMHAR is currently on a freeze for hiring; they are continuing to accept applications, but are unable to hire anyone during this time.

Jackie shared that she will be delaying her departure from her current position for a month to ensure there is some stability during this time of crisis. The committee was very thankful to Jackie for her decision.

Adjournment

Meeting was adjourned at 9:45am.