

**Minutes for Meeting of the HCCSC's  
Coordinated Entry System Committee  
June 25, 2019**

**Members Present**

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

**I. Welcome & Introductions**

Natalie called the meeting to order and welcomed everyone at 8:36am.

**II. Approval of Minutes from May**

Natalie asked the committee to review the May 28th meeting minutes as distributed. Teresa Ponchak moved to approve the May minutes. Jackie McDougle seconded the motion. All were in favor. Lisa Snyder, Shirene Starn-Tapyrik, and Diane Waite abstained. Motion carried.

**III. CoC Update**

- a. Marcie thanked committee members for their commitment to joining the HCCSC's Strategic Planning Sessions on June 26<sup>th</sup> and 27<sup>th</sup>, 2019. She also thanked committee members for connecting with project participants to join the sessions to offer their perspective with lived experience.
- b. The National Alliance to End Homelessness has released the agenda outlining sessions and topics. Marcie requested to organize which Stark Co. representatives will attend sessions/specific topics to ensure Stark Co. receives a well-rounded message from the conference.
- c. CE decisions, referrals and/or policy questions between agencies and Homeless Navigation that are provided to the Stark Housing Network, Inc. will be brought to the CE committee for review. Providers should follow the structure of vetting questions or information at the workgroup/committee levels to have a larger conversation and system consensus on decisions. The committees and workgroups have the ability to push up topics to the HCCSC Board for review/approval. At this point, larger conversations will not take precedence over the committee consensus for best practices and larger policy changes will be communicated to providers when approved by the HCCSC Board.

**IV. QA Update**

Jennifer and Melissa shared that there were discussions at the Emergency Shelter and QA workgroups regarding shelter "no shows". There have been many shelter "no shows" which poses an issue when shelters are full; the participants that are "no showing" are holding a shelter space that could be available for a participant(s) that is literally homeless on the streets. The conversation will continue with the next agenda item.

**V. Policy Discussion**

- a. Proposed change to D.2 policy regarding "No Shows"
  - I. It was discussed that those participants that "no show", without communication to Homeless Navigation or the shelter, should be placed on restriction for 10days; CE committee members consensus was that this policy change will assist with ensuring that t those that are literally homeless with a higher severity of needs are provided an opportunity for shelter. The CE committee member recommended the following language:

HCCSC policy D.2 Coordinated Entry Guide section IV.I

a. People referred to a shelter by the Hotline must present themselves at the shelter on the day that they are referred, if however, they are unable to get to the shelter on the day they are referred, they will maintain right to a place at shelter, if they notify the shelter or Hotline the same day as the referral and present themselves for admission on the following day.

b. Persons failure to appear at shelter without notifying the Hotline or shelter will constitute refusal and will result in a 10 day restriction at all shelters. The 10 day restriction can be lifted with a verifiable reason of non-appearance.

Natalie requested a motion to forward the HCCSC policy D.2 Coordinated Entry Guide section IV.I policy language recommendation to the Homeless Continuum of Care of Stark County Board. Jennifer moved to approved. Jackie seconded the motion and it was carried by all members present.

b. Discussion around D.2 IV. G.2 (page 11)

- I. The CE discussed what diligent efforts are for bypassing the eligible person on the priority listing. The notes on Google Docs assists in tracking attempts to locate a participant. Diligent efforts must be documented to bypass the highest eligible person on the priority list.

**VI. Prioritization Question**

- a. Should prioritization be based on need or unit size?
  - i. There was discussion around this topic but further discussion is needed to ensure everyone is on the same page regarding how referrals should work when unit size is an issue.

**VII. AAQ Response Warrants (Attachment 1)**

The CE committee reviewed the AAQ response and HUD clearly states that the HCCSC should not be making participants inactive on the priority list due to having a warrant. There is not a CoC policy that addresses warrants; so the system will change practices at the By Names meetings to ensure that participants with warrants are being considered for housing. As of today, Homeless Navigation will refer participants with warrants to shelters and it will be the shelters responsibility to deny a participant based on more strict policies (ex. a sex offender would be denied access to a family shelter).

Jennifer briefly discussed the anticipation of HUD releasing the new data elements and the impact to our system. She also indicated that there will be new/different options for exit destinations. There will be an HMIS All User meeting held August 14<sup>th</sup> 10:30am at Goodwill; Jennifer plans to discuss and new HUD guidance/released data elements during this meeting.

**VIII. Reminder**

- a. CE committee meeting cancelled in July due to NAEH conference.
- b. The Columbus Shelter Board will be joining the August 27<sup>th</sup> CE meeting to ask system related questions.

**IX. Adjournment**

With no further business to be discussed, at 10:32am the meeting adjourned.

**Coordinated Entry System Committee  
Meeting Schedule 2019**

<b>June 25<sup>th</sup></b>	<b>8:30 – 10:30am</b>	<b>Goodwill</b>
<b>July 23<sup>rd</sup></b>	<b>Cancelled</b>	
<b>August 27<sup>th</sup></b>	<b>8:30 – 11:30am</b>	<b>Goodwill</b>
<b>September 24<sup>th</sup></b>	<b>8:30 – 10:30am</b>	<b>Goodwill</b>
<b>October 22<sup>nd</sup></b>	<b>8:30 – 10:30am</b>	<b>Goodwill</b>
<b>November 26<sup>th</sup></b>	<b>8:30 – 10:30am</b>	<b>Goodwill</b>
<b>December 24<sup>th</sup></b>	<b>Cancelled</b>	