

**Coordinated Entry System Committee
Meeting Minutes
October 27, 2020
8:30 a.m. to 10:30 a.m.
ZOOM VIDEO CALL**

Members Present:

Scott Schnyders
Natalie McCleskey
Melissa Terrell
Lisa Waikem
Lisa Snyder
Jennifer Keaton
Marcie Bragg
Joy Brubach
Diane Waite
Shirene Starn-Tapyrik
Jackie McDougle
Amanda Burdette
Kim Stanley

I. Welcome & Introductions

At 8:32 a.m., Scott Schnyders, Coordinated Entry Committee (CEC) co-chair, called the meeting to order and welcomed everyone.

II. Approval of Minutes from September Meeting

Scott opened discussion regarding a revision to the September meeting minutes. Jackie McDougle's name was misspelled and the minutes should reflect the correct spelling of her name.

Motion: Scott requested a motion to approve the September 29, 2020 Coordinated Entry Committee meeting minutes as amended. Shirene Starn-Tapyrik motioned to approve. Jennifer Keaton seconded the motion and the motion carried.

III. Policy Approval

CoC Recordkeeping Policy

Melissa highlighted the CoC recordkeeping policy that was presented to the Coordinated Entry Committee, noting that there were only minor changes being recommended as this policy was last updated in 2016. A couple of the minor changes were including the Attachment A – Recordkeeping Requirements and moving the Chronic Homeless section to its original place comparable to where it is placed in HUD's CoC Recordkeeping policies.

Motion: Scott Schnyders made motion to approve the document as presented. Jackie McDougle seconded the motion. Motion carried.

ESG Annual Recordkeeping Policy

Melissa highlighted the ESG Annual Recordkeeping policy that was presented to the Coordinated Entry Committee. Melissa noted that language used was taken right from the Code of Federal Regulations (CFR) for the ESG Program. Indentations were added for ease of reading.

Motion: Jennifer Keaton made a motion to approve the policy as presented. Kim Stanley seconded the motion. Motion carried.

ESG CARES CV – Shelter/HP Standards for Eligibility & Prioritization Policy

Although this policy was approved by the Committee at the September meeting there were some additional meetings with the City of Canton, the SHNI and providers regarding some additional requirements, as well as webinars from HUD related to limitations for this program which resulted in some minor changes. The SHNI determined that the revisions should come to the CEC for approval before being presented to the HCCSC Board.

Melissa highlighted the ESG CARES CV Shelter and Homelessness Prevention Eligibility and Prioritization policy that was presented to the Coordinated Entry Committee. It was noted by Melissa that Round I of the ESG-CV is not bound to certain limitations. Melissa explained that there will be differences for Round II of the ESG-CV funding, which will be used, locally, for Rapid Rehousing. A document was reviewed outlining these differences. It will be sent out to the committee.

It was noted that for consistency with the OHFA Homeless Prevention programs and policies, the requirement to be a resident of Stark County “for 60 days” was removed from the language.

Another change was the removal of the 12 month limitation for Homeless Prevention rental assistance length of assistance.

Motion: A motion was made by Jackie McDougale to approve the policy as presented. Kim Stanley seconded the motion. Amy, Natalie, Joy, Scott and Shirene abstained.

ESG CARES CV – Recordkeeping Policy

Melissa reviewed the policy with the committee. There was some discussion around the monthly APR requirement. Joy shared that she did not think it should be too much of an issue if data is being entered timely.

There was some discussion regarding if couples split during their time in the program how that would be handled. The CEC agreed that we would not add policy at this time but will keep an eye out to determine if that becomes a frequent issue that providers are faced with.

The Duplication of Benefits, a HUD and City of Canton requirement was explained to committee members. Sub-recipients of ESG CARES Act funding for Round I and Round II will be required to complete a

Duplication of Benefits calculation for each household to determine the amount of assistance that is allowable; providers are not permitted to duplicate CARES Act funding provided by another agency.

Motion: A motion was made by Jennifer Keaton to approve the policy as presented. Lisa Waikem seconded the motion. Amy, Natalie, Joy, Scott and Shirene abstained.

IV. COC Updates

Marcie provided committee members with the following CoC updates:

- a. The HCCSC Members' meeting will be held on Monday, November 16th at 2pm. During the Members' meeting, a slate of proposed HCCSC Board members will be solicited from Members and presented to the HCCSC Board in December for approval of new Board members for available positions.
- b. In October, John Aller, HCCSC Board and Executive Committee member, informed HCCSC Board members that he will be stepping down from his position on the HCCSC Board and Executive Committee. John Aller made a recommendation for Allison Esber to replace his position on the Board for the remainder of the year; Allison Esber is the System Initiative Manager for StarkMHAR and would be recommended for a three-year Board term at the end of the year. The HCCSC Board members approved John Allers recommendation for Allison Esber to replace his position on the Board for the remainder of the year.
- c. Marcie discussed a possible revision for the HCCSC's Governance Charter Executive Committee structure. The revision to the Governance Charter would remove the requirement of the past chair of the HCCSC Board to serve on the Executive Committee and create a new officer position for a Second Vice Chair. The Executive Committee will continue to have four members; Chair, Vice Chair, Second Vice Chair, and Secretary. The Chair of the Executive Committee will remain a non-voting member. The Executive Committee discussed the officer's positions and determined, that due to the committee not having any fiscal responsibility, there is not a need to have a treasurer position. The Executive Committee also recommended a revision to the Governance Charter to include language regarding Continuum of Care funded agencies representation on the Board not being able to serve on the Executive Committee.

V. QA Updates

The Verification of Disability form will be discussed during the next QA workgroup. The previous HUD document appeared to have an expiration date and the SHNI will seek additional guidance from Stark's HUD representative.

VI. Old / New Business

N/A

VII. Adjournment

With no further business to be discussed, Scott adjourned the meeting at 10:17am.

Coordinated Entry System Committee 2020 Meeting Schedule

November 24th 8:30 AM

December 22nd 8:30 AM

*Meeting links will be provided to committee members prior to the meeting.