**Shelter Standards Work Group**

**Meeting Minutes from 09/08/15**

Attendance: Angela Mihalko-St. John’s Homeless Shelter, Teresa Nienow-PAVE, Dan Robinson-Sojourner House, Amber Gollon-Salvation Army of Wausau, Christa Grande-New Day Shelter, Dana Doyle-Center Against Sexual and Domestic Abuse, Barbara Fischer-Advocates of Ozaukee, Mike Hogan –Housing Action Coalition, Jessi Trauth-The Women’s Center, Heidi Hooten-Stepping Stones, Jane Graham Jennings-The Women’s Community, Reverend Barb-Harbor House Crisis Center, Carrie Poser-CoC Coordinator, Ellen Hildebrand-ETH Grant Administrator, Carrie Schatzman-House of Hope, and Jeanne Semb-Western Dairyland.

Excused: Erin Schultz-Hope House, Karla Breister-Solutions Center, Erin Loveland-House of Mercy, Cori Forster- Beloit Domestic Violence Survivor Center, Jerome Martin-Emergency Shelter of the Fox Valley, Robyn Davis-Freedom House Ministries, Jane Benzschawel-CAP Services' Family Crisis Center, and Sue Sippel-The Family Center.

Absent: Kathy Bolling-SA of La Crosse, Lisa Sanders-Shalom Center, Lacy Pustina-Hope House, and Debra Farrington- Waukesha Worship & Community Center.

Attendance was taken. Between the last meeting and this one, Carrie Poser created a spreadsheet of in google docs listing all shelters/motel voucher programs from the Housing Inventory Chart (HIC) including the shelter name, agency name, contact person, continua, and then a space for ESG funded, SSSG funded, DV vs. non-DV. Shelter standards committee members were responsible for entering information about their local CoC prior to this meeting. Jeanne went through the list of CoCs to determine what information was missing. This information was shared with the group, and it was decided to go down the list of CoCs and figure out who needed to be contacted and responsible for each. Jeanne will e-mail those people and have them get their information entered by 9/14/15.

After that, Jeanne will divide them into same types of shelters including 24 hour, 24 hour DV, overnight, Motel Vouchers, and Motel Vouchers DV, etc. During the meeting, we agreed to break into smaller groups to tackle each of the different types of shelter. The following was decided:

For the 24 Hour Shelters, Carrie Schatzman will head up the group consisting of Kathy B., Jeanne S., Jerome M., Amber G., Karyn C., Reverend Barb, Heidi H., Erin Schultz, Lisa Sanders, Erin Loveland, and Karla Breister.

For the 24 Hour DV Shelters, Teresa Nienow will be the team leader of the group consisting of Danielle B., Jane G.J., Dana D., Barb F., Cori F/John P, Jessie T., Mike H., Naomi, Jane B., Sue S., Christa G., Karla B., and Sara M.

The overnight shelters will be led by Dan Robinson and will consist of Angela M. and Heidi H.

The motel voucher program will be led by Heidi Hooten. And lastly, the DV motel voucher program will be led by Barb Fischer. So far, they are alone in their groups, so we will be looking for help with those two groups.

The main goal for each of the subgroups is to create rules/standards for each type of shelter that will be compatible with the ESG and SSSG regulations. Each subgroup should have their members receiving ESG funding submit the standards that they submitted with their ESG applications. The group should then compare them with the others, making sure that they will work with the ESG and SSSG Standards. The groups will also eventually have to work with the Coordinated Entry workgroup members to ensure that the standards created work with the CA process.

Ellen has provided us with some guidance pertaining to the ESG end of things. The information she shared was:

*Part 576.400(e)(3) (the parts most relevant to shelters is highlighted)*

*(3) At a minimum these written standards must include:*

*(i) Standard policies and procedures for evaluating individuals’ and families’ eligibility for assistance under Emergency Solutions Grant (ESG);*

*(ii) Standards for targeting and providing essential services related to street outreach;*

*(iii) Policies and procedures for admission, diversion, referral, and discharge by emergency shelters assisted under ESG, including standards regarding length of stay, if any, and safeguards to meet the safety and shelter needs of special populations, e.g., victims of domestic violence, dating violence, sexual assault, and stalking; and individuals and families who have the highest barriers to housing and are likely to be homeless the longest;*

*(iv) Policies and procedures for assessing, prioritizing, and reassessing individuals’ and families’ needs for essential services related to emergency shelter;*

*(v) Policies and procedures for coordination among emergency shelter providers, essential services providers, homelessness prevention, and rapid rehousing assistance providers; other homeless assistance providers; and mainstream service and housing providers (see § 576.400(b) and (c) for a list of programs with which ESG-funded activities must be coordinated and integrated to the maximum extent practicable);*

*(vi) Policies and procedures for determining and prioritizing which eligible families and individuals will receive homelessness prevention assistance and which eligible families and individuals will receive rapid rehousing assistance;*

*(vii) Standards for determining what percentage or amount of rent and utilities costs each program participant must pay while receiving homelessness prevention or rapid re-housing assistance;*

*(viii) Standards for determining how long a particular program participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time; and*

*(ix) Standards for determining the type, amount, and duration of housing stabilization and/or relocation services to provide to a program participant, including the limits, if any, on the homelessness prevention or rapid rehousing assistance that each program participant may receive, such as the maximum amount of assistance, maximum number of months the program participant receive assistance; or the maximum number of times the program participant may receive assistance.*

We will need to have someone get in touch with Padraic Durkin, the SSSG Grants Administrator, for more information relating to SSSG and written standards.

Jeanne will send out a “doodle poll” to determine when the next large group meeting is. In the meantime, group leaders will need to work with their members on the tasks outlined above.