

Coordinated Entry Committee Meeting

March 27, 2024

2:00 - 3:30pm

CE Committee onboarding session 1:30 – 2pm. All are welcome!

Teams Meeting

MINUTES

- I. **Welcome/Attendance** – Holly Sieren Called the meeting to order at 2 pm
 - a. Member or Participant – Be sure you are marked either Member or Participant on the Attendance sheet.
- II. **Meeting minutes including attendance**
 - a. **January 24, 2024 minutes** – Motion by – Steph Kaiser and 2nd Sandy Hahn to approve 1/24/2024 minutes as written - Motion passed.
- III. **Match Requirements – Review match form link/process – please do!**
 - a. : <https://docs.google.com/forms/d/1kM3OCEE8-cFy08BLwcAHc9HxFbSn6M2q1xFrhpoK09o/edit>
- IV. **Message from the CE Committee chairs – Wendy & Stephena** thank you for all your work and welcome back as it's been 2 months.
- V. **CE Committee Charter**
 - a. The Charter is to be reviewed and updated annually. The last Charter was approved March 2023. Holly will be sending out last year's Charter to review on your own time for any comments or concerns. We will go through all and we will review next month. Can make changes if needed but will approve at the April 24th meeting.
- VI. **CE Committee Member vs. Participant**
 - a. Requirements – a Participant: there is no eligibility requirement, can work on a team that is of interest and you want to provide input. You can miss no more than 2 unexcused and no more than 4 excused meetings and must attend team work groups where you can vote. You can't vote at the regular CE committee meetings. A Member: You are representing an EHH or CoC funded agency requirement. You can miss no more than 2 unexcused or 2 excused without prior approval from the team captain, meetings. You have voting rights on the team and the CE committee.

VII. Work groups (with current projects) check in

a. Prevention

- i. The Prevention Team is working on creating a new prevention screen that will be shortened to 6 questions that focus on prevention only. The Team is working on this and when done, will vote on as group, and when approved will present to the entire CE committee. They hope to have it by next month to vote on.

b. Implementation

- i. The Implementation team is working on CE Policy & Procedure Manual – larger than current manual that was updated in 2017. This Version 3 will take time.
- ii. Creating a policy for a housing program – will offer timeline.

c. DV

- i. Reviewing DV Order of Priority. For housing projects that will be data focused.
- ii. DV SSO and DV workgroup has a training 3/28 from 10 am to 11 am that is rooted in Housing systems and Trauma Informed Care. Can attend – if interested, let Holly know.

VIII. CE in HMIS – Any updates? Stephanie – no updates at this time.

IX. CE conversation. What are your CE concerns? What is going good with CE? Jeremy Schmidt asked about Veteran agencies. If a person presents as a Veteran and is not eligible for VA services – put them on the CE list so they can be served. If VA eligible – go with VA service agency. If VA put on CE, the follow-up should be outlined in CE Agreements. Who will do follow-up will be agreed upon within the coalition.

X. Next Meeting April 24, 2024

- a. Please send an email to holly.sieren@wibos.org if you did not receive a TEAMS link for the monthly meetings.

Meeting Adjourned at 2:16 pm.