**Coordinated Entry Committee Minutes**

June 27, 2018

2:00 pm

GotoMeeting

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Member** | **Agency** | **Present** | **Excused** | **Absent** |
| Kathie Sutton | Advocap | **X** |  |  |
| Barb Fischer | Advocates of Ozaukee |  |  | **X** |
| Melissa Randall | CAP Services | **X** |  |  |
| Julienne Linberg | Catholic Charities |  |  | **X** |
| Rozlyn Fox | Christine Ann |  |  | **X** |
| Wendy Schneider | CWCAC | **X** |  |  |
| Joe Locher | ECHO | **X** |  |  |
| Emily Pope | Edgerton Outreach |  |  | **X** |
| Sarah Williams | Edgerton Outreach |  | **X** |  |
| Adrienne Roach | End Abuse WI | **X** |  |  |
| Amy Giani | Family Promise of Eau Claire | **X** |  |  |
| Lana Roever | Family Promise of Ozaukee County | **X** |  |  |
| Marlee Sickinger | Family Services | **X** |  |  |
| Holli Fisher | Golden House | **X** |  |  |
| Ellen Allen | Hope House |  |  | **X** |
| Siobahn Allen | Hope House | **X** |  |  |
| Trisha Picard | House of Hope Green Bay | **X** |  |  |
| Joneshia Prescott | Housing Action Coalition of Waukesha |  | **X** |  |
| Tara Prahl | Housing Partnership of the Fox Cities | **X** |  |  |
| Leigh Polodna | ICA | **X** |  |  |
| Rebecca Pritzl | KHDS | **X** |  |  |
| Kate Markwardt | Lakeshore CAP | **X** |  |  |
| Karen Roehl | Legal Action | **X** |  |  |
| Tami Brownell | New Community Shelter | **X** |  |  |
| Debbie Bushman | NEWCAP | **X** |  |  |
| Dana Baumgartner | Salvation Army |  | **X** |  |
| Lisa Sanders | Shalom Center | **X** |  |  |
| Sue Sippel | The Family Center |  | **X** |  |
| Melissia Pridgen | West CAP | **X** |  |  |
| Corin Tubridy | West CAP | **X** |  |  |
| Martha Pearson | YWCA of Rock County | **X** |  |  |
| Kelley Waddell | YWCA of La Crosse | **X** |  |  |
| Carrie Poser | WIBOSCOC |  | **N/A** |  |
| Ryan Graham | WIBOSCOC |  | **N/A** |  |

**MINUTES**

1. Review Teams – members, progress, adjustments needed?

Prevention Team

They met and would like to have the threshold for eligibility lowered. They were waiting a CE meeting to get the change approved so it could be sent to the board for approval.

Marketing & Outreach Team

They have met and had the No Wrong Door Poster and brochure translated into Hmong and Spanish and are waiting for more direction. Kate will send them to Debbie again, so they can be put on the website and distributed to the membership. There are only 2 people on this committee, so Kate expressed an interest in recruiting more individuals for the committee because it is hard to get these tasks done when there are 2 people involved.

Other Systems of Care

They have met and are brainstorming on how to get more schools involved. Leigh Polodna said that a school liaison was interested in helping to get a process in place.

DV Team

Adrienne Roach explained that they were waiting for more direction as to what they are suppose to be getting accomplished. Corin mentioned that there will need to be some changes to the CE policies that are required in the DV NOFA for RRH. Corin will do some research to figure out what exactly they are.

Youth Team

Debbie will send an email out to the Youth team so they all know who is on it and can get started on the items that were emailed out previously by Jeannette.

Evaluation Team

This team is on hold until it can be discussed with Ryan to find out who parts of the evaluation of the implementation he is already working on.

Veterans Team

Has not met yet.

All teams would like more clarification as to what their purpose is and what they should be getting accomplished.

1. Review proposed process for working with Category 2 Households in Coordinated Entry

Leigh Polodna explained that the Prevention Team put together a policy for managing category 2 clients on the CE Prioritization List. They would like approval from the committee on the policy it can be sent to the board for final approval. She explained that the policy is putting a 30-day follow-up requirement on the CE Prevention Prioritization List which is different from the homeless Prioritization List. This would give Coalitions the ability to clean up the CE PL and move people on the correct list. A deadline for getting PLs cleaned up was set for September 30, 2018 with the option of an extension. The contact person for the extension is yet to be determined. Leigh will make the changes to the policy that were requested and send the new policy to Debbie and Corin. Debbie will get it on the agenda for board approval.

1. Vote to accept process and recommend to Board of Directors for approval

Debbie Bushman made a motion that the policy be approved with the corrections. Rebecca second it. Motion carried unanimously.

1. Discuss lowering the threshold for the Prevention Assessment

Discussion took place to lower the threshold for eligibility for prevention eligibility from 10 to 7. The reason for the change is because agencies are finding it difficult to spend their prevention funding, so they asked the team to consider changing the criteria.

1. Vote and recommend to Board of Directors for approval

Kate Markwardt made a motion to accept the change to the policy as recommended by the team. Amy Giani second. Discussion none. Motion carried unanimously.

1. Plan for addressing questions and concerns that Coordinated Entry System Specialist is receiving

Discussion took place regarding what the committee thought was the best plan for addressing questions and concerns that arise that there is not a policy for. It was decided that the Implementation Team should handle these questions. These questions and answers would be published on the Frequently Asked Questions page on the WIBOSCOC website.

1. Frequency of Meetings
   1. Full Committee – Discussion took place and it was decided that the full CE Committee will meet every other month.
   2. Teams – Discussion took place and it was decided that the teams would meet as needed.

The full CE Committee will meet the 4th Wednesday of the month from 2-3:30 pm.

The next meeting will be August 22, 2018 at 2 pm via GoToMeeting.

Debbie and Corin will be available at the WIBOSCOC quarterly meeting to meet if necessary.