**Coordinated Assessment Committee-Shelter Standards Work Group**

**Meeting Minutes from 4/20/15**

Attendance: Carrie Schatzman-House of Hope, Angela Mihalko-St. John’s Homeless Shelter, Jane Benzschawel-CAP Services' Family Crisis Center, Teresa Nienow-PAVE, Danielle Barth-Hope House, Dan Robinson-Sojourner House, Jerome Martin-Emergency Shelter of the Fox Valley, Jennifer Allen-ICA, Lisa Sanders-Shalom Center, Sue Sippel-Manitowoc DV Shelter, Jane Graham Jennings-The Women’s Community, Christa Grande-New Day Shelter, Dana Doyle-Center Against Sexual and Domestic Abuse, Barbara Fischer-Advocates of Ozaukee, Cori Forster- Beloit Domestic Violence Survivor Center, Erin Loveland-House of Mercy, Mike Hogan –Housing Action Coalition, Karla Breister-Solutions Center, Erin Schultz-Hope House, and Jeanne Semb-Western Dairyland.

Excused: Robyn Davis-Freedom House Ministries, Kathy Bolling-SA of La Crosse, , and Jessi Traut-The Women’s Center, and Heidi Hooten-Stepping Stones.

Absent: Ed Wilson-Salvation Army of Wausau, Reverend Barb-Harbor House Crisis Center, and Naomi Cummings-Bridge to Hope.

Attendance was taken. This group is back to the drawing board, so to speak.

Jeanne explained that after making all of the requested changes, she e-mailed a copy of the draft to Ellen Hildebrand at Division of Housing for her approval. Ellen had sent an e-mail back stating that the standards were good, but if they were to work for ESG, they were missing some pertinent information:

Part 576.400(e)(3)  (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.

A suggestion was made by Jeanne to address each of the items on the list and see how we could adapt them to ESG. However, a few members are involved in both Discharge Planning and Coordinated Assessment workgroups. Those members were concerned that the other groups may be establishing some of the above standards within those workgroups. Their concern was non-duplication of services.

In the end, it was decided that we needed more direction on completing the standards. Jeanne will e-mail both Robyn and Carrie and president and vice-president of the BOS CoC and Ellen Hildebrandt at DOH for direction on how to proceed. Jeanne will also invite Ellen to join the workgroup in order to have her insight. We will plan to meet again at a time that is convenient for Ellen to join us.