**Shelter Standards Work Group**

**Meeting Minutes from 6/15/15**

Attendance: Angela Mihalko-St. John’s Homeless Shelter, Teresa Nienow-PAVE, Dan Robinson-Sojourner House, Jerome Martin-Emergency Shelter of the Fox Valley, Jennifer Allen-ICA, Amber Gollon-Salvation Army of Wausau, 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, Heidi Hooten-Stepping Stones, Carrie Poser-BOS CoC Planning Grant, and Jeanne Semb-Western Dairyland.

Excused: Robyn Davis-Freedom House Ministries, Jane Benzschawel-CAP Services' Family Crisis Center, Kathy Bolling-SA of La Crosse, Lisa Sanders-Shalom Center, Sue Sippel-Manitowoc DV Shelter, Jane Graham Jennings-The Women’s Community, Reverend Barb-Harbor House Crisis Center, and Jessi Trauth-The Women’s Center, and.

Absent: Carrie Schatzman-House of Hope, Danielle Barth-Hope House, and Debra Farrington- Waukesha Worship & Community Center.

Attendance was taken. Jeanne announced that after our long hiatus, the group has a lot more work to do. After getting the feedback from both Ellen at the Division of Housing, as well as Carrie Poser, the shelter standards that were originally developed by this group will not work for the purposes of ESG, SSSG, or for Coordinated Assessment.

Carrie went over a list of expectations or ideas of how to make the standards more appropriate for all funding sources. There was some discussion of how much work this will be for members. Carrie reminded people that they didn’t have to continue on with the committee.

She then proposed the following:

**Definitions**

Definition of Shelter: Look at Division of Housing’s definition, look at HUD’s definition

Types of Shelters: overnight, motel voucher, domestic violence, day/night, day/night with case management, are there others?

Funding options: ESG (federal), SSSG (state), are there others?

**Purpose of standard**

Organize the Emergency Shelters in the Balance of State into categories/levels (1-6) to assist with Coordinated Assessment as well as performance evaluation.

**For example:**

* When someone is looking for a shelter in a community, there is a basic level of understanding that in a Level 3 shelter you know what types of services you are going to receive.
* If it is a Level 3A shelter, then you know it gets SSSG which means cannot turn away based on location.
* If it is a Level 3B shelter, then you know it gets ESG and there are additional requirements.
* If it is a Level 3C shelter, you know that it gets both SSSG and ESG.

**Must look into:**

Requirements of ESG shelter standards (Division of Housing)

Requirements of SSSG funding (Division of Housing)

Identify domestic violence facilities vs. non & any special requirements related to those funds

**Step #1**

Take the list of all shelters/motel voucher programs on the Housing Inventory Chart (HIC) and create a new spreadsheet with the shelter name, agency name, contact person, continua, and then a space for ESG funded, SSSG funded, DV vs. non-DV, etc. eventually the type & level.

**Step #2**

Identify the types, make sure that we aren’t missing any. Do a survey of the shelters from Step #1.

The goal is to boil it down into the most basic types (for example):

* Motel voucher program
* Motel voucher program with CM
* Overnight only
* Day/night no or minimal CM
* Day/night with CM

**Step #3**

Take each shelter from the HIC (step #1) and split them into these types (step #2). Are we missing any?

Create a list of common characteristics for each type (regardless of funding). What do Level 1’s have in common? What do level 3’s have in common? Possibly another survey but this time a survey just for Level 1’s, then one for Level 2’s, etc.

**Step #4**

Once there are common characteristics for each type and the shelters listed on the HIC have been identified as a type, the next issue is to address the particular funding that will impact requirements.

A = SSSG

B = ESG

C = Both SSSG and ESG

Contact Padraic (Division of Housing) for list of SSSG recipients and ask about rules/parameters as it pertains to SSSG funds. For example, DV shelters can’t get SSSG funds.

Contact Ellen (Division of Housing) for list of 2015-2016 ESG funded shelters/motel vouchers and ask about rules/parameters as it pertains to ESG funds. There is also an email from Ellen that lists out her requirements.

**Step #5**

For each Level (step #3), add an “A” “B” and/or “C” next to each shelter in the spreadsheet created in Step #1.

What requirements do A, B, C, add to each Level?

Is there a difference for the Division of Housing in regards to B (ESG) funds if it is operations only vs. case management? How do we incorporate that?

**Step #6**

Domestic Violence Shelters and Motel Voucher Programs – how do they fit in to this? Should they have their own level? Should they be incorporated into the same level structure but just have distinction of (DV)? Level 1 (DV) etc? What specific parameters need to be incorporated? Are there similarities for each or does it differentiate among types?

**Step #7**

Put it all together. Create a MAP. Lay out the policy for each Level (1-6) and what A, B, and C mean. Lay out what DV means.

***Example***

You will need explanations and definitions.

* This is what a Level 1 Shelter is:
* This is what a Level 1 Shelter standard is:
* This is what DV adds to the standard.
* This is what SSSG funds add to the standard.
* This is what ESG funds add to the standard.
* This is what SSSG and ESG funds together add to the standard.

Then, a breakdown for each type.

Continuum

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| --- | --- |
| Level 1 | These are shelters that meet the criteria for a Level 1 shelter but do not get SSSG or ESG funds. |
| Level 1 DV | These are shelters that meet the criteria for a Level 1 shelter, are DV, but do not get SSSG or ESG funds. |
| Level 1A | These are shelters that meet the criteria for a Level 1 shelter, receive SSSG, but not ESG funds. |
| Level 1B | These are shelters that meet the criteria for a Level 1 shelter, receive ESG funds, but not SSSG funds. |
| Level 1B DV | These are shelters that meet the criteria for a Level 1 shelter, are DV, receive ESG funds, but not SSSG funds. |
| Level 1C | These are shelters that meet the criteria for a Level 1 shelter, receive ESG funds, and receive SSSG funds. |

Continuum

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| --- | --- |
| Level 2 | These are shelters that meet the criteria for a Level 2 shelter but do not get SSSG or ESG funds. |
| Level 2 DV | These are shelters that meet the criteria for a Level 2 shelter, are DV, but do not get SSSG or ESG funds. |
| Level 2A | These are shelters that meet the criteria for a Level 2 shelter, receive SSSG, but not ESG funds. |
| Level 2B | These are shelters that meet the criteria for a Level 2 shelter, receive ESG funds, but not SSSG funds. |
| Level 2B DV | These are shelters that meet the criteria for a Level 2 shelter, are DV, receive ESG funds, but not SSSG funds. |
| Level 2C | These are shelters that meet the criteria for a Level 2 shelter, receive ESG funds, and receive SSSG funds. |

In order to get started on this first task, Carrie has agreed to set up a google docs form that each continuum can update that will collect the data needed to move forward. She will finish that and send that to Jeanne for distribution with a two-week turnaround.

Additionally, Jeanne will send out a doodle poll to schedule the next meeting.