

Coordinated Entry Committee Meeting

January 26th, 2022

2:00 – 3:30 p.m.

Go-To Meeting

Minutes

At 1:30, the CE committee held an informational session for anyone who would like to know what the committee does, its history or has any questions. Ten attended. This will be offered again in February at 1:30 pm join us for this Onboarding Meeting.

- I. **Welcome/Attendance** – Ryan called the meeting to order at 2:00 and took attendance.
 - a. **Member or Participant** – Check attendance listing to be sure you are listed as a member or participant. Members can vote on items during these meetings.
 - b. **Work group membership review** – Everyone must be on a workgroup (Team) to be a member and receive credit. Check to see what team you are on.
- II. **December meeting minutes including attendance** – Katie S moved and Julie M. seconded to pass the minutes and attendance as written. Motion passed.
- III. **Match Requirements – Review match form link/process** – Match is extremely important to future and existing grants.
 - a. https://docs.google.com/forms/d/e/1FAIpQLSeCAgir7aMo-IE21cTcqGthh6dY TGjOJlk-aFNqGYMbtGiXA/viewform?usp=sf_link
- IV. **Review progress** - Everyone started entering early 2021, but entries were fewer later in the year. Please click the link and claim Match if you are able. It is very important. If you are unable to access this link, please let Ryan, Wendy or Hannah know.
- V. **Message from the CE Committee chairs (Hannah/Wendy)** – Thank you and be sure to sign up for a team if you are not on one.
- VI. **Proposed policy for prevention threshold** – The Prevention team passed Covid Provisions that would expire 1/31/2022. One was to suspend having a score of 7 or higher on the prevention assessment to be put on the list. The order of priority was changed, so it didn't make sense to limit who went on the list. The Prevention Team voted 100% to suspend the score of 7 rule indefinitely and would like the CE team to do the same. Debbie moved and Ryne seconded the motion to suspend this stipulation indefinitely. Motion passed unanimously.
- VII. **EHV update** – All of Brown, Kenosha and Sauk County vouchers have been spoken for. 250 of the WHEDA vouchers are spoken for, but not all are lease up. Continue to have priority 1-3 apply if eligible.
Priority 4 – Ryan sent out 200 from this list and 100 have submitted applications. Once WHEDA catches up more will be sent out to apply.
 - a. **Expired vouchers** – Some applications have expired so more can apply.

- b. **HQS inspections** Agencies have volunteered to help WHEDA do inspections to catch up. There will be compensation for providing help with inspections. Some agencies were concerned with a possible conflict if they inspect their own units and pass them – could they possibly not pass in the future. This will be addressed.

VIII. Work groups (with current projects) check in

a. Outreach,

- i. **Standards – Review formatting and content to match DEHCR requirements.** Jennifer sent the most recent standards to Carrie and they will go out for comment and vote soon.

b. Evaluation,

- i. **Need to process results from Gaps & Needs surveys** Surveys have been received and Wendy will set-up a meeting soon to discuss.

c. Assessment & prioritization,

- i. **Development of new assessment. Now in the process.** A needs based assessment is being worked on. The team is making a lot of headway, but want to be deliberate so this will be our final version before going out to all. The team has two roles: replacing the assessment tool and deciding what role does assessment play in each area of Coordinated Entry. The next meeting is 2/14 from 11 to 12. All are welcome.

d. Prevention,

- i. **Appendix T – Covid related to Prevention – expires 1/31/2021 (keep or let expire)** #VI above – Appendix T addressed and voted on.

e. Implementation,

- i. **Policy and Procedure manual updates** Corin explained that After Hours Plans need to be reviewed on at least annually and voted on by the local coalition. Once voted on, an approved date needs to be documented and the plan sent to Ryan. The Implementation team will review the plans once they are submitted and provide feedback. This will not happen for their own coalition. A guide has been provided. The Policy and Procedure Manual updates are an ongoing process as things change.

f. OSOC,

- i. **Working on evaluating systems for OSOC** – This team needs a Chair and to move forward with developing participation agreements that work for OSOC members.

g. Youth

- i. **YHDP approved. Need members!!!!** More have volunteered to join this team. If your coalition receives funding from the YHDP, you must have

someone on this workgroup. A Program Person has been hired by the BOS and will be on this group too. A Chair is needed.

h. DV

- i. DV RRH prioritization** This team meets monthly and works on how CE works for survivors. They evaluate how the system is working and if CE should have its own tab.
- ii. Non-HMIS system** The team is going to evaluate the new system to see how it works. Small focus groups will analyze this once it is ready. It is almost ready.

IX. CE in HMIS – Any updates? Stephanie reported there would be new FAQ videos next month.

X. CE conversation. What are your CE concerns? What is going good with CE? None today. Bring any concerns, etc. to this meeting as this opportunity exists.

XI. Next Meeting February 23, 2022.

Adjourned 2:41 pm.