Coordinated Entry Committee Meeting
April 27th, 2022
2:00 – 3:30 p.m. (CE committee on boarding 1:30-2)
Go-To Meeting

Minutes

At 1:30, the CE committee held an informational session (on Boarding) for anyone who would like to know what the committee does, its history or has any questions. This will be offered again on May 25 at 1:30 pm. Join us for this onboarding meeting.

I. **Welcome/Attendance** Ryan called the meeting to order at 2:00 and too attendance.

    a. **Member or Participant** – Hannah will send the list to everyone. If you are not on a committee and are a Member – you are required to be on a team. Be sure and let Hannah know which team you would like to be on prior to the May meeting.

    b. **Work group membership review**

        i. **Charter requirements –** We are required to review Our Charter yearly. It has been a year and there are some changes that may be needed. Hannah will send the Charter to all prior to the May meeting. Please come prepared with changes, suggestions and ready to discuss at the May meeting.

        ii. The second category is simply termed **Member**. Individuals in this category represent their agency for funding requirements through their active participation on the Committee. Active participation includes involvement with a Team, contributing to discussions, completion of tasks as assigned by the Committee chair, and meeting the attendance requirements of the full Committee. Members have the right to vote on items presented to the Committee.

II. **March meeting minutes including attendance –** Jackie Smith moved and Nicole Anderson seconded to pass the minutes and attendance as written. Motion passed.

III. **Match Requirements – Review match form link/process –** Be sure to follow this link and put in your time for match if it is not utilized for another grant or funded by a CoC grant. The match wage is the Federal Volunteer Wage/hour. Ryan will check with Carrie to let us know if we can enter a higher rate if paid more.

    a. https://docs.google.com/forms/d/e/1FAIpQLSeCAgir7aMo-IE21cTcqGthh6dY_TGjOJIk-aFNgGYMbtGiXA/viewform?usp=sf_link

    b. **Review progress –** more have entered time, but we still need more match to keep up with the CoC grants.

IV. **Message from the CE Committee chairs (Hannah/Wendy)** – thank you to everyone who participates and provides your valuable input.

V. **EHV update**

    a. Must be submitted through SSO staff – WHEDA will NOT accept applications unless they are submitted through the SSO.

    b. WHEDA changes – The tracking link shows 333 of 343 of the vouchers spoken for. However, some are declined or expired so continue to submit priority 1-3 clients. WHEDA may be telling people to contact the SSO's to receive a voucher and they are not qualified. Ryan will check with WHEDA to see if this is occurring and if they know the order of priority. If a person is not qualified, WHEDA should let them know rather than referring them to the SSO. People are not happy. Once the 343 vouchers are filled, we will continue to process vouchers for turnover until 9/2023 when no additional vouchers will be added.

VI. **Work groups (with current projects) check in**

    a. Evaluation,

        i. Presentation of evaluation team results and suggestions – Upon reviewing client and agency answers to the CE questions on the evaluation survey, the team found both staff and clients found CE difficult to learn, absorb and explain. The team discussed process mapping to better understand the process and make it more efficient. Ryan will be organizing an in person strategic planning process guided by a professional to evaluate the CE system. Anyone who would like to participate should contact Ryan. This will be an evaluation specific session to help make the process more efficient. Page 4 of the HUD CE guide states we are required to evaluate the CE process yearly to make the process more effective and efficient.

    b. Assessment & prioritization,

        i. Looking at prioritization tool and assessment tool – This is a timely process to develop a quality product.

        ii. Working with HUD TA provider – Several on the team are working with the HUD TA and many CoC's across the Country to obtain opinions and tackle the assessment tool. There currently is no good quality assessment so the process is taking time to develop a good assessment that we can utilize for an extended period. The team is ½ way through the HUD TA curriculum and meets 1 time per month. They found a prioritization tool they like and will have the HUD TA people work through this plan with them. It is not perfect, but a place to start. Some

CoC's are on year 2 of working on their plan and still don't have a tool; this is a timely process.

c. **Implementation, -** Charter review as discussed earlier. Will cover next month.

    i. **Policy and Procedure manual updates –** This is an ongoing process. Discussed onboarding sessions prior to the CE meetings at 1:30, what to cover and who will speak. This is open to all, a safe environment and there are not bad questions. If you have questions, e-mail Corin and she will add your question or topic to the agenda. If you are new to the committee – please consider joining these informative sessions. Corin is also working on recording CE trainings.

    ii. **After hours plan review –** These are being reviewed as they come in. Abbi Jeffers asked about their plan, which encouraged the committee to put in policy how long it will take to review and how to structure the feedback.

d. **OSOC,**

    i. **Working on evaluating systems for OSOC –** this is beyond due and the committee needs to form and work on this. Hannah will encourage people to sign-up for this and the Youth team if they are not already on a team.

    ii. **Need chair**

e. **Youth**

    i. **YHDP approved. –** With YHDP approved, this committee needs to form and start working. It would be good to get youth involved. Need structure.

    ii. **Need chair**

f. **DV**

    i. **DV RRH prioritization –** How do we better work with DV victims? Will the new assessment tool work for DV? It is important to have DV committee members working on new assessment tool to share how to improve CE for DV victims, network and collaborate.

    ii. **DV SSO training –** all are required to join this team and because of this, the team grew and the make-up has changed. SSO's have been sharing their experiences with the team.

    iii. **Non-HMIS system –** this is nearing completion. The report process has been a challenge. Can refer a client, but the report is in the building stages. We are hoping it will be complete by the end of April.

VII. **CE in HMIS – Any updates?** Stephanie reported they are working on the functionality of reopening an enrollment. There are some glitches in Looker and these are being worked on. Recent updates don't show up on the reports.

VIII. **CE conversation. What are your CE concerns? What is going good with CE?** – The question on the VI-SPDAT "for females only – are you pregnant" should be changed to reflect the LGBTQ community. This is an Orgcode assessment so we can't change it, but the new assessment tool will not have this statement. Ashley P. stated the LGBTQ Community would offer training to anyone who wants it. Holland asked about contacts with those put on the priority list. The Balance of State sets the minimum requirements and a coalition can add more, but not take away from the requirements.

Meeting adjourned at 3:00 pm

IX. **Next Meeting May 25th, 2022.** – On boarding at 1:30 and meeting at 2:00 pm.