**Coordinated Assessment Committee**

**Meeting Minutes**

**Wednesday, July 8, 2015**

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| **Member/Agency** | **Present** | **Excused** | **Absent** |
| Corin Tubridy – West CAP | **X** |  |  |
| Karen Faulkner – Golden House |  |  | **X** |
| Karen Roehl – LAW | **X** |  |  |
| Maggie Carden – ICA | **X** |  |  |
| Lisa Sanders – Shalom Center | **X** |  |  |
| Kate Surprise – Waushara Human Services |  | **X** |  |
| Emily Pope – Edgerton Outreach | **X** |  |  |
| Melissa Randall – CAP Services |  | **X** |  |
| Sarah Rodefer – NAMI Waukesha | **X** |  |  |
| Sue Sippel – The Domestic Violence Center/The Family Center | **X** |  |  |
| Tammy Modic – Northwoods Alliance for Temporary Housing |  |  | **X** |
| Carrie Zinda – Forward Service Corporation | **X** |  |  |
| Sarah Williams – Edgerton Outreach | **X** |  |  |
| Barb Fischer – Advocates of Ozaukee | **X** |  |  |
| Tony Gibart – End Abuse WI | **X** |  |  |
| Jeanette Petts - CACSCW | **X** |  |  |
| Debbie Bushman - NEWCAP | **X** |  |  |
| Jenny Yang – Family Services |  |  | **X** |
| Megan Katers – Golden House |  |  | **X** |
| Becky Piper – Career Development Center | **X** |  |  |
| Ann Kohanek – West CAP | **X** |  |  |
| Paige Wandling – Salvation Army LaCrosse | **X** |  |  |
| Carrie Poser – WI BOSCOC | **X** |  |  |

**Agenda Items**

1. **Revise TH Prioritization**
	1. Carrie P. explained the issues she had when trying to develop the training for the TH prioritization. In essence, there are too many priorities (too complicated), and there isn’t a way for someone to meet Priorities 3 through 6.
	2. The Committee agreed that we want to keep the intent of the priorities, but improve the flow and remove redundancies.
	3. We need to add to the prioritization for Imminently At-Risk, prioritizing the amount of time before the household becomes homeless (i.e. needing to be out in 2 days is higher priority than needing to be out in 10 days)
	4. Corin will make changes and send it out to the Committee for review. We will discuss and vote on the revisions at the next meeting.
2. **Review HUD’s Coordinated Assessment Policy Brief *(Highlighted will be discussed next meeting)***
	* 1. Prioritization – Jeanette
			1. Looks good, except for clarifying length of homelessness as a factor
			2. We should include multiple examples for each prioritization
			3. We need to fix the Appendices to clean them up, put in order, etc.
		2. Low Barrier – Carrie Z.
			1. Overall, we have minimal barriers to accessing the system
			2. We need to clarify the referral process and emphasize its importance
		3. Housing First Orientation – Becky
		4. Person-Centered – Sarah R.
			1. Add wording about ensuring client choice of where they want to live
			2. Develop a Housing Preference form to identify households willing to move to other areas of the BOS, or within a local CoC
				1. Optional for agencies to use
			3. Declined Referrals section is person-centered
		5. Fair and Equal Access – Karen R.
			1. Our Process and Policies don’t echo the wording exactly, so we should add “Fair” when we mention equal access
			2. Need to add language about ensuring the CAS is accessible regardless of disability/ability and language
				1. Guidance for programs
		6. Emergency Services – Tammy
		7. Inclusive – Tony and Sue
			1. We can use different assessment tools for different subpopulations
			2. Tony reached out to 2 other CoCs
				1. Utah – long-term goal to use a DV-specific assessment, but not using now
				2. East Coast (can’t remember where) – Use the VI-SDAT and the Lethality Assessment for DV survivors

Assesses risk of DV homicide

Tony will send out this assessment for the Committee to review

* + - 1. We do not have a process for unaccompanied youth
				1. Committee agreed that we need to set a later implementation date and include youth-serving agencies in the system design
		1. Referral to Projects – Lisa
		2. Referral Protocols – Lisa
		3. Outreach – Corin
		4. Ongoing Planning and Stakeholder Consultation – Jenny
		5. Informing Local Planning – Kate
		6. Leveraging Local Attributes and Capacity – Maggie C.
			1. We do not discuss leveraging mainstream resources in our process
			2. This is something to incorporate at a later date
			3. Our evaluation process should look at how to improve the wider system, not just the homeless system
		7. Safety Planning – Tony and Sue
			1. We have a process for DV agencies, but not non-DV agencies
				1. Protecting confidential information in WISP
				2. Physical logistics
				3. Remaining person-centered
		8. Using HMIS – Melissa
		9. Full Coverage – Corin and Carrie P.
			1. We need to determine who is required to participate? What is the consequence if they don’t participate?
			2. Carrie will discuss this with the Board of Directors and Grant Administrators
				1. Most likely, the CAS will need to be approved before consequences for not participating will be decided.
1. **Agenda Items for next meeting**
	1. **Discuss and Vote on TH Prioritization**
	2. **Finish Review of CAS**
	3. **Training Topics (Jeanette, Lisa, Maggie)**
	4. **August Presentation**
		1. Thursday, 8/13, 9:00 a.m. – 12:00 p.m.
		2. Interactive
		3. Who will help prepare and present?
2. **Future Meetings**
	1. Wednesday, 7/22/15, 10:00 – 11:30 a.m.
	2. Wednesday, 8/5/15, 10:00 – 11:30 a.m.