**Coordinated Entry Committee Meeting**

**January 25, 2023**

**2:00 – 3:30 p.m.**

***CE Committee onboarding session 1:30 – 2pm. all are welcome!***

**Teams Meeting**

**MINUTES**

1. **Welcome/Attendance**Holly called the meeting to order at 2 pm following the onboarding session. This session focused on CE history, member vs. participant and an explanation of the work groups.
	1. **Member or Participant** – check the list to assure you are labeled correctly.
	2. **Work group membership review** – all members must be on a work group – be sure if you are labeled a member that you are on at least 1 work group.
2. **December meeting minutes including attendance – VOTE** Dawn moved and Sue S. seconded to approve the January 4th minutes and attendance. Motion passed.
3. **Match Requirements – Review match form link/process**
	1. <https://docs.google.com/forms/d/e/1FAIpQLSeCAgir7aMo-IE21cTcqGthh6dY_TGjOJIk-aFNgGYMbtGiXA/viewform?usp=sf_link>
	2. **Review progress** – Match is very important – please be sure to enter your time as match if it is not used for other funding sources. Thank you.
4. **Message from the CE Committee chairs (Hannah/Wendy/Marissa)** Thank you for your participation and good work. Good luck with PIT tonight.
5. **EHV update – Ryan** – Sauk and Kenosha Counties are full, Brown is close to filling their EHV’s. WHEDA has openings still. Abby asked if they were previously on a RRH program and are off, can they be referred for a WHEDA EHV and Ryan said yes. Kennedy asked about pulling the list of VI-SPDAT of 8 and less and less than 12 months homeless – Ryan pulls 10-15 at a time. WHEDA is catching up, so this has not occurred for a while. Be sure to enter eligible clients before we lose vouchers.
6. **Work groups (with current projects) check in**
	1. **Assessment & prioritization – Ryan –** FormerChairperson Ryne has changed positions, so this team is recruiting for a new Chair.
		1. **How do we get more diversity within the group** – Very important – this team is in need of additional people and diversity so they are always recruiting.
		2. **Currently working on new assessment and prioritization** – This is challenging as we are inventing the wheel and want it to be on track the first time it is presented to everyone.
	2. **Implementation,** -

 **i. Follow up process review** Corin reported this team has provided the Prevention team with an assignment. See below.

* 1. **Evaluation,** Wendy is looking for additional members – please e-mail her if interested.
		1. **Strategic planning session** – To evaluate this year, we will hold a strategic Planning session on March 27 from 9 am to 4 pm. At CWCAC in Wisconsin Dells. As the Presenter wants to limit the group to 28 people, the evaluation team will meet to discuss who should be involved and invited.
			1. **Thoughts on meeting one or two days** – Due to limit on people, and the desire to have break-out sessions, team will discuss need to hold 1 or 2 meetings.
	2. **OSOC,**
		1. **Working on evaluating systems for OSOC** – Ashley Perkins reported OSOC is working on perfecting agreements.
	3. **Youth - Ryan**
		1. **Youth RRH/TH project 3rd order of priority was approved by YAB – VOTE** The Youth team worked with the Youth Action Board to approve the third order of priority for Youth Homelessness. Number 3 is imminent Risk of Homelessness. Alma Costa moved and Brandy Maddox seconded to approve the third order of priority. Motion passed. Ryan will pass this on to CoC Director and/or Board of Directors for their approval.
	4. **DV – Sue, Ryan** The order of priority is an ongoing process for the DV team.
		1. **Process for how Non-HMIS List Holders are sending housing programs the folks who are prioritizing on the Non-HMIS list.** The list holder (SSO) contacts DV clients prior to informing housing programs. Can the list holder just send the housing program the portion of the NonHMIS List and take the SSO out of the loop? There is a lot of information on the list that is not necessary for the Housing Program to have. Will check to see if the nonessential information can be removed before the list is sent to the Housing Program. The developer can build this report and will do so.
	5. **Prevention - Ryan**
		1. **Prevention assessment changes** Abbi Jeffers is looking for additional members. If interested – e-mail Abbi. She is planning a meeting soon to review the feedback on the Prevention assessment. The review will look at the most at risk people and those most difficult to rehouse and determine how to keep them housed through the assessment. Will also look at if eviction prevention won’t work, can we still prevent them from going to shelter.
1. **CE in HMIS – Any updates?** No updates today.
2. **CE conversation. What are your CE concerns? What is going good with CE?**

a. Ashley P. asked about the pull for the Rock Walworth DV RRH program. The first pull was more complicated than they thought it would be. This runs 2 HMIS and 2 non-HMIS lists. The DV work group will continue to evaluate this system. Those using the system, bring your experiences to the workgroup to help. Beth D. had the same reaction for the pull.

 b. Stephanie D. – With the staff turnover in this field, we lose people in the system and it is hard to communicate. All who enter people into the CE system need to enter and use notes in Clarity. Jennifer asked that we take time (SSO’s and community) to look at the notes entered. Where are the clients? If there are more than one openings, contact other agencies to see if they were able to reach the clients. Also be sure to close-out referrals.

 c. Caitlyn W. ran the list and PSH is not pulled right. How to get this right. At project entry, need to verify eligibility for the project. Abbi stated they added a homelessness track form that the complete at CE referral and this helps get an accurate count.

1. **Next Meeting February 22, 2023. Via Goto Meeting.**

Meeting adjourned at 2:50 pm