

Coordinated Entry Committee Meeting

March 29, 2023

2:00 – 3:30 p.m.

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

Teams Meeting

Minutes

- I. **Welcome/Attendance** – Holly called the meeting to order at 2 pm following the onboarding session providing history and explaining the Coordinated Entry Committee and all its participants do.
 - a. **Member or Participant** Check the attendance sheet to be sure you are labeled correctly.
 - b. **Work group membership review** - If you are a member, be sure to check that you are on a team and participate in their meetings. This is a requirement of the CE Committee.

- II. **February meeting minutes including attendance** – Stephanie Kaiser moved and Sue Sippel seconded to approve the February 22 minutes and attendance. Motion passed.

- III. **Match Requirements – Review match form link/process**
 - a. https://docs.google.com/forms/d/e/1FAIpQLSeCAgir7aMo-IE21cTcqGthh6dY_TGjOJk-aFNngGYMbtGiXA/viewform?usp=sf_link
 - b. **Review progress** – Be sure to follow this link and provide Match if allowed.

- IV. **Message from the CE Committee chairs (Stephena/Wendy/Marissa)** – Introduced Stephena and thanked all for their hard work.

- V. **CE Committee Charter – VOTE** The updated Charter was shared. It was also sent out previous to the meeting for review. It was asked for Clarity if attendees needed to attend the entire meeting. It is important, especially with team meetings to meet quorum and for input. We realize emergencies and other meetings come up, so attendance will be counted if attendee is there for a majority of the meeting and it is not a regular occurrence. Abbi Jeffers moved and Sandy Hahn seconded to approve the Charter with changes. Motion passed.

- VI. **EHV update – Ryan** – Brown County is still processing vouchers. WHEDA asked not to pull additional lists. They are still processing many and have 250 active vouchers. Vouchers will sunset 9/2023.

VII. Work groups (with current projects) check in

a. Assessment & prioritization

- i. **Working on getting feedback from the workgroups on the new Assessment** – Focus workgroup met 3/29 and received some good feedback. Feedback was received from the DV group and YAB, although not well attended, so will present to the YAB again. The group will collect and process the feedback. The next step is to run a pilot to see how it works and present to the CE committee to vote on. We are hoping to present to CE committee in April or May for a vote.

- b. **Implementation** – Team is reviewing Policies and Procedures. Also reviews After Hours Plans and evaluates them.

c. Evaluation

- i. **Strategic Planning Session was held on 3/27. Updates.** On Monday, March 27, a group of SSO's, Case Managers, Unit Supervisors and Executive Directors met to review Coordinated Entry. Steve Rouse facilitated a strategic planning session to provide feedback on CE and how it is working. Topics covered included: the process, resources, lists, order of priority and trainings. The group looked at Goals, objectives and metrics in each area. The information will be compiled and a report coming out to all with ideas for moving forward. Stephanie Davis commented this was a great experience.

- d. **OSOC** – This Team is in need of a Chair.

- i. **Updating the OCOC Agency Agreement** – almost done.
- ii. **Updating the OSOC Staff Agreement** – Team is starting to rework the Staff Agreements.

e. Youth

- i. **3rd Order of Priority – waiting for BOD to approve.** The Board of Directors received a copy of the 3rd Order of Priority and will be voting on this 4/2.

- f. **DV – Sue, Ryan** Sue reported there was not a quorum at their last meeting, so they reviewed the assessment tool and provided feedback.

- i. **Non-HMIS developer is implementing an emailable list.** This is being worked on at this time. The next step is to change policy to reflect this process.
- ii. **In process of having Non-HMIS DV PL headers match what's in Clarity**
The team is evaluating how to better utilize the Non-HMIS list and obtain data. Feedback is needed from DV projects.

g. Prevention

- i. Currently working on a new Prevention Assessment** The team is working on this and making good progress. It is close to being done.

- VIII. CE in HMIS – Any updates?** Stephanie reported she is doing a deep dive into Coordinated Entry Data, reviewing and cleaning it up. She is sending e-mails to people asking for help where needed.
- IX. CE conversation. What are your CE concerns? What is going good with CE?** It is nice to see updates with people housed.
- X. Next Meeting April 26, 2023.**

Meeting adjourned at 2:35 pm.

CE Committee Meeting - GoTo

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