

Coordinated Entry Committee Meeting

Oct. 25th, 2023

2:00 – 3:30 p.m.

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

Teams Meeting

MINUTES

- I. **Welcome/Attendance** – Holly welcomed and took attendance at 2:00 pm.
 - a. Member or Participant – Review while attendance is up to assure you are correctly noted.
 - b. Work group membership review – If you are a member, be sure you are on a work group (team)
- II. **Meeting minutes including attendance**
 - a. **August – VOTE** – Sara Maier moved and Katie Schumer seconded to pass the minutes from the August 23 meeting. Motion passed.
 - b. **Oct 4, 2023 – VOTE** Stacy Fait moved and Steph Kaiser seconded to pass the minutes from the October 4 meeting. Motion passed.
- III. **Match Requirements – Review match form link/process** Be sure to document your time with this committee and other teams. Match is very important.
 - a. https://docs.google.com/forms/d/e/1FAIpQLSeCAgir7aMo-IE21cTcqGthh6dY TGjOJlk-aFNqGYMbtGiXA/viewform?usp=sf_link
 - b. Review progress
- IV. **Message from the CE Committee chairs (Stephena/Wendy/Marissa)** Thank you everyone for your hard work and dedication – you are appreciated.
- V. **Work groups (with current projects) check in**
 - a. **Assessment & prioritization**
 - i. Opportunity for comments closed on 10/20 – All comments have been processed and updates made. The assessment and prioritization is being prepared to give to the Board of Directors by 10/31 so they can vote on it by 11/7/2023.
 - ii. Comments have been processed, preparing to send to the BOD. – Vote on 11/7/2023. The day after the Board votes and passes this, it will go to Randy and ICA to be built into the system. They will have 2 weeks to build it into the system. Between 11/8 and 11/30, there will be live training that will also be recorded. This is required for all. Beginning in

December, all SSO's will run lists to use for 2 weeks before we are up and running. The goal is 12/18.

b. DV -

- i. Will be having DV trainings bi-monthly hosted by End Domestic Abuse of WI. Tegan and Holland will provide these trainings. The first training will be in November and alternate months after. If you are interested in attending, especially DV agencies, let Holly know and she will add you.

c. Prevention

- i. Currently working on a new Prevention Assessment – The group approved the assessment and it is in the final stages of completion. It will come to us soon.

d. Shelter – Ryan

- i. Emergency Standards have processed the comments and are sending them to the board to vote. – Will be discussed and voted on November 7.

VI. CE in HMIS – Any updates? Jennifer pointed out Data Standards training is coming due, Security training will be out this week and these trainings plus user training are not CE, but HMIS.

VII. CE conversation. What are your CE concerns? What is going good with CE? None

VIII. Next Meeting Nov. 22nd , 2023, but will be rescheduled due to Thanksgiving. Meeting has been rescheduled to Nov. 29 at 1:30 for On Boarding and 2:00 for meeting.

Meeting adjourned at 2:21 after Holly thanked everyone and stated “you matter”.