

**Coordinated Entry Committee Minutes
December 12, 2017**

Present: Heather Eddy-Region 1; Steve Bonnar-Region 2; Leanne Trappen-Region 4; Susan Thurm-Region 5; Bill Campbell-Region 6; Brian Dale-HUD; Brady Ellis-IHFA; Lisa Steele-IHFA; Dana Wiemiller-IHFA; Jennifer Otto-IHFA; Sheri Cook-IHFA

Not Present: Wyatt Schroeder-Region 3; Heidi Smith-DHS; Ann Fitzsimmons-VA; Pam Thompson-Kootenai Health

Guests Present: Misty McEwan-SCCAP

OPENING REMARKS

Dana welcomed all meeting participants and stressed the meeting priorities of confirming the vulnerability assessment and discussing a plan for integrating existing provider wait lists.

FOLLOW-UP ITEMS:

1. Minutes from the meeting on 11/28/17 were reviewed and approved.
 - a. A motion to approve the minutes was submitted by Steve and seconded by Susan. The minutes were approved by a unanimous vote.
2. Fair Housing Update
 - a. Brady said IHFA had not received any new information from HUD. He said follow-up inquiries were submitted to HUD by both IHFA and the Boise City/Ada County CoC. A response from HUD had not been received.

NEW ITEMS:

1. Status of Outstanding Planning Items
 - a. Dana went through the list of committee planning items resulting from the IHCC Board review of the policies and procedures in August 2017.
 - i. VI-SPDAT/alternative prioritization tool – Resolved
 - ii. Fair housing – IHFA providing updates at every meeting.
 - iii. Access point selection – Resolved
 - iv. Decentralized regions – Resolved
 - v. Operating Procedures missing exhibits – Outstanding: documents still in progress.
 - vi. Approve Operating Procedures – Resolved. Document approved in October. Additional revisions are likely and a revised document will need to be submitted to the Board for approval at the IHCC meeting on January 4.

1. The committee agreed that their vote to recommend Board approval can occur by email due to the compressed timeline.
2. Vulnerability and Service Needs Assessment
 - a. A revised version of the draft assessment was sent to all committee members with a request to submit any comments or edits. Edits/comments were submitted by Bill and incorporated into the revised draft submitted to the committee for the meeting.
 - b. Leanne asked if scoring had been determined for the vulnerability assessment.
 - c. Brady said scoring has not been completed; however, a score should be produced to help inform housing recommendations.
 - d. Dana also referenced the prioritization and tie-breaking criteria submitted to the committee for review. She reiterated that the vulnerability score will not be factored into prioritization.
 - e. There were no additional committee comments on the vulnerability assessment or the prioritization/tie-breaking criteria.
3. Implementation Training
 - a. Dana confirmed that implementation is scheduled for Monday, January 22.
 - b. Dana also confirmed that implementation training for access point agencies is scheduled for Thursday and Friday, January 11 & 12, at the Hampton Inn in Boise. The training will include a review of the policies and procedures, the assessment process, role playing, and hands-on HMIS training.
 - c. Dana suggested that access point agencies bring staff engaged in the assessment process and/or HMIS data entry should participate in training. She advised agencies that new staff with HMIS responsibilities must participate in advance HMIS policies/procedures training prior to participating in access point training.
 - d. Brady asked who should attend and if there were any limits on agency attendance.
 - i. Dana indicated there are no limitations and agencies can determine attendance based on their needs and staffing requirements.
 - e. Brady confirmed that IHFA will cover travel and meeting expenses.
 - f. Dana said contingency plans would be made in case travel is impacted by bad weather. She said having everyone on-site for training is preferred.
 - i. Jennifer also stressed the importance of being on-site for HMIS training.
 - g. Dana also discussed scheduling provider training, indicating that IHFA will likely host webinars prior to implementation; however, dates were not yet confirmed.
4. Marketing and Outreach
 - a. Dana said materials are being finalized with IHFA Marketing staff. Materials will include posters with general public information cards, posters and information cards for access point agencies, and brochures for providers.
 - b. Dana reminded the regional representatives to return the request for information sent to them to confirm access point information for marketing materials and the quantities being requested for each item.

5. Wait List Integration

- a. Dana asked the committee for input on how to address clients who are on provider waiting lists when the system is implemented on January 22. She said the HUD TA provider verified there is not a specific requirement from HUD and that this is a local decision.
- b. Heather said they did not believe it was fair to remove people from their list and that they maintained a waiting list of clients who have been checking in and getting prepared for housing. They had 15 people on the waiting list which was paired down to 5. They currently have just 1 client remaining on the waiting list from July 2017. She said the housing market is very limited.
- c. Sheri asked if St. Vincent de Paul documents eligibility prior to placing individuals on a wait list.
 - i. Heather confirmed, but indicated that would not be the case with coordinated entry.
- d. Jennifer asked if the clients on their wait list were assessed and included on the queue.
 - i. Heather said they were not since the queue and referral process was not live when they started the assessment process in July.
- e. Lisa indicated IHFA is currently verifying the current status of agency wait lists.
- f. Dana indicated she believed there should be some type of compromise on the process to allow agencies to maintain a wait list for some amount of time upon implementation so individuals are not kicked off of a list because of a new process.
- g. Leanne reiterated that it's difficult to prioritize individuals when resources are not available and an agency can't help them.
- h. Bill agreed with Leanne and suggested that the wait list issue be included in the training. He also indicated that housing is limited in Idaho Falls.
- i. Dana asked if this is a policy decision that would require Board approval. Brady said yes.
- j. Leanne suggested that the referral process may need to be customized for each region based on housing availability.
- k. Dana indicated that IHFA would put together a recommendation on wait list integration once provider information on current wait lists is received and evaluated.

6. Agenda Items for Next Meeting

- a. Dana said the next scheduled meeting on December 26 is cancelled. The following meeting on January 9 will likely be cancelled due to training on January 11 & 12. The next scheduled meeting will be on January 23 and the committee meeting frequency will likely return to a monthly schedule after implementation.

7. Meeting adjourned