

**Coordinated Entry Committee Minutes  
May 22, 2018**

**Present:** Heather Eddy-Region 1; Janna Jones-Region 2; Susan Thurm-Region 5; Dena Skinner-Region 6; Brian Dale-HUD; Lisa Steele-IHFA; Dana Wiemiller-IHFA; Sheri Cook-IHFA; Jennifer Otto-IHFA; Shannon Mahoney-IHFA

**Not Present:** Wyatt Schroeder-Region 3; Leanne Trappen-Region 4; Heidi Smith-DHS; Ann Fitzsimmons-VA; Pam Thompson-Kootenai Health; Brady Ellis-IHFA;

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**FOLLOW-UP ITEMS:**

1. Minutes from the meeting on 3/27/18 were reviewed and approved.
  - a. A motion to approve the minutes was submitted by Susan and seconded by Heather. The minutes were approved by a unanimous vote.
2. Fair Housing Update
  - a. IHFA has not received any new information from HUD.

**NEW ITEMS:**

1. IHCC Meeting Follow-Up
  - a. Dana asked committee members to share any feedback on the IHCC meeting and, specifically, the session on Homeless Connect.
    - i. Heather appreciated the joint session with Behavioral Health.
    - ii. Dana said she noticed that most housing/homeless meetings include discussions about challenges and issues, but little time is spent discussing potential solutions. She encouraged committee members to continue evaluating client needs and potential resources, including searching for and establishing relationships with new resource agencies.
    - iii. Dana also indicated she'd like to use committee time to discuss issues beyond simply operational issues for access points.
2. Regional Meetings
  - a. Dana mentioned the upcoming regional meetings: Region 2 on June 21, Region 1 on June 22, Region 6 on June 26, and Region 5 on June 27. Dates for the Regions 3 and 4 meetings are still pending. Invitations and distribution lists are in progress and email invitations should go out the first week of June. The meeting agenda and discussion topics are still being developed and Dana encouraged committee members to share input on topics of importance to their regions. She stressed the importance of having an engaging discussion and not spending the entire time "talking at" meeting participants.
    - i. Brian asked if other agencies like HUD can participate in the meetings. Dana said yes and encouraged his participation in all of the meetings.

### 3. Access Point Updates

- a. Dana indicated that IHFA will be scheduling HMIS refresher training for all access points.
- b. Region 1 - Heather said it's getting busier. They see more transients during the summer months as people move between Washington, Idaho and Montana. She said they are currently evaluating the length of time their clients are staying in housing. Several clients have been in SVDP housing for extended periods which is impacting availability in their programs. They're working on alternatives like Section 8 housing or rapid re-housing to see if they can transition people into other mainstream housing. They're also conducting landlord outreach to see if they can increase housing availability for their programs.
- c. Region 2 – Janna said they are preparing for the closing of a trailer court on June 5 when up to 40 families will be without a home. They've been saving their homelessness prevention funding and also raising funds to assist these families with re-housing.
  - i. Jennifer asked if all these families are being assessed through Homeless Connect. Janna indicated that they are being assessed and referred through Homeless Connect. Jennifer said she could include some fields in HMIS to track these clients. Dana also mentioned the importance of tracking and entering the housing outcomes for these clients.
- d. Region 3 – Dana provided an update and informed the group that Region 3- Salvation Army has been without dedicated Homeless Connect staff to conduct assessments after the person left abruptly. She said other staff are attempting to assist with client inquiries and direct them to other resources. Service providers in the region are aware of the situation.
- e. Region 4 – No Region 4 representative on the call; however, Dana mentioned the region continues to have a high volume of clients, particularly for homelessness prevention.
- f. Region 5 – Susan said the volume of clients has decreased to just six/seven assessments per week. She believes this may be a result of clients knowing that there prevention funding isn't available.
- g. Region 6 – Dena said the volume has remained steady; however, they don't have any available housing.
- h. Dana asked if access points have been able to successfully divert clients to other resources.
  - i. Dena said they've had some success finding temporary/emergency housing, but don't have any resources for long-term housing.
  - ii. Jennifer asked if access points are managing their homelessness prevention queues and if they're keeping clients on a list. She said the prevention queue is very large and it's these clients may have been evicted. She'd like to get feedback from the access points to determine if IHFA staff can help develop a more structured workflow for prevention assistance.
    1. Susan said they're letting people know up front that prevention assistance is not available right now.
    2. Janna said they've had some backlog on prevention clients due to some more recent staffing challenges.

3. Heather said they check-in with HPRR clients every two weeks to verify status. She said the housing market is very tight and it may take up to two months to find HPRR housing.
4. Dana indicated the prioritization and process for homelessness prevention is still an open question. The group will need to evaluate the use of a queue or a threshold score.

#### 4. Other Items

- a. Dana mentioned she has been collecting homelessness prevention data to assist Brady with a project to identify additional prevention funding resources.
- b. Dana participated in a meeting with 2-1-1 staff and presented on Homeless Connect. She reminded access points that 2-1-1 staff would be scheduling meetings in each region to discuss a more efficient referral process. All regions on the call indicated they had met with 2-1-1. Susan said the meeting was helpful in addressing some of the erroneous referrals coming to the access point.
- c. Dana confirmed that access point funding for FY2018-19 would remain the same and that the allocations for the housing specialists are slightly less than their other allocation and likely won't adequately fund a full-time staff person. Dana also discussed a draft Housing Specialist Job Summary distributed to all access points. She stressed the document is not a complete job description, but provides a list of activities for the position and, more importantly, provide recommended skills and competencies for the position. She indicated the grant agreement has not yet been signed with HUD; however, she wants to make sure the access points are able to recruit for the specialist as early in the fiscal year as possible.
  - i. Heather and Susan said the position will be very beneficial for their agency and indicated a part-time, dedicated staff member should be sufficient.
- d. Dana also reminded everyone that the end of the fiscal year is coming up and encouraged access points to review their expenditures to make sure everything has been included.
- e. Dana said the next meeting on June 26 will be cancelled due to the Region 6 meeting on the same day.

#### 5. Meeting adjourned.