

**Coordinated Entry Committee Minutes
July 24, 2018**

Present: Heather Eddy-Region 1; Teresa Short-Region 3; Leanne Trappen-Region 4; Susan Thurm-Region 5; Dena Skinner-Region 6; Heidi Smith-DHS; Brian Dale-HUD; Lisa Steele-IHFA; Dana Wiemiller-IHFA;

Not Present: Steve Bonnar-Region 2; Ann Fitzsimmons-VA; Pam Thompson-Kootenai Health; Brady Ellis-IHFA; Sheri Cook-IHFA; Jennifer Otto-IHFA; Shannon Mahoney-IHFA

Guests: Melanee Neese–Salvation Army/Nampa; Nikki Lee-Salvation Army/Nampa

FOLLOW-UP ITEMS:

1. Minutes from the meeting on 5/22/18 were reviewed and approved.
 - a. A motion to approve the minutes was submitted by Bill 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. Regional Meetings Recap
 - a. Dana provided a recap of the regional meetings held in Regions 1, 2, 5 & 6. A total of more than 60 people attended all of the meetings. Participants included most service providers and several other community stakeholders. The presentation focused on Homeless Connect to make sure all participants are fully informed about the system. The presentation also included information on upcoming IHFA initiatives on housing and prevention resource development.
 - b. Dates for Region 3 and 4 meetings are still pending.
2. Housing Specialist Status
 - a. Access Point representatives provided updates on the recruitment status for a housing specialist. Several regions have posted the position on recruitment websites. No positions have been filled yet.
3. HMIS Training
 - a. IHFA is hosting a webinar on August 14 for HMIS refresher training. Dana indicated that some common data integrity issues have been identified, particularly related to prioritization scoring. She said she's completed a review of the housing queues for each region and highlighted some scoring errors. Dana also mentioned she'll be putting together a "cheat sheet" to assist access point staff in verifying prioritization scores.

4. System Evaluation Process

- a. Dana reviewed a draft project outline to develop a system evaluation process. The outline included various strategies and tactics intended to review the system and assist in developing an on-going monitoring and evaluation program. Strategies included:
 - i. Evaluation of quantitative data
 - ii. Review of demographic information
 - iii. Access Point roundtable discussion
 - iv. Survey of system providers
 - v. Survey of clients
 - vi. Peer review
- b. Dana also provided a proposed project schedule which outlined activities through December with a final performance plan, process, and procedures approved in January 2019 in order to implement during the second year of system operation.
- c. The committee was supportive of the project proposal and agreed to proceed as outlined.

5. Access Point Updates

- a. Region 1/Heather – Secured two new landlords for their projects, so hoping to open up some housing units. Recently conducted meetings/tours with Navigation staff.
- b. Region 2/Brian – Have re-housed nearly all families displaced from mobile home park
- c. Region 3/Melanee & Nikki – Met with Navigators to confirm referral process. Working on housing resource options. Dana also mentioned there have been several housing openings to move people off queue. Issue is that the housing is only RRH for families. Need additional housing options.
- d. Region 4/Leanne – Regional coalition attendance has been very low. Misty is working to coordinate among various groups to consolidate the meetings and increase attendance.
- e. Region 5/Susan – Working with Shelter Plus Care contacts to clarify the referral process.
 - i. Dana provided a brief description of the Shelter Plus Care program and the integration of the program into Homeless Connect.
 - ii. Dana also mentioned she will be discussing the program with IHFA staff and the Dept. of Health and Welfare to develop a process by which the Access Points can refer clients into the Shelter Plus Care programs.
- f. Region 6/Bill – Fairly high number of clients are no shows for follow-up rental assistance appointments after the initial assessment. Currently trying to evaluate why that's happening.
 - i. Heather added that it's a common occurrence in Region 1.

6. Other Items - none

7. Meeting adjourned. Next meeting August 28, 2018