

**Coordinated Entry Committee Minutes
September 25, 2018**

Present: Heather Eddy-Region 1; Steve Bonnar-Region 2; Melanee Neese–Region 3; Leanne Trappen-Region 4; Susan Thurm–Region 5; Bill Campbell-Region 6; Brian Dale-HUD; Heidi Smith-DHS; Lisa Steele-IHFA; Dana Wiemiller-IHFA; Jennifer Otto-IHFA

Not Present: Ann Fitzsimmons-VA; Pam Thompson-Kootenai Health; Brady Ellis-IHFA; Sheri Cook-IHFA; Jennifer Otto-IHFA

Guests: Dena Skinner–CLUB, Inc.

FOLLOW-UP ITEMS:

1. Minutes from the meeting on 8/28/18 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. System Evaluation Process
 - a. Dana recapped the system evaluation planning process and provided a status update:
 - i. Roundtable Discussion Survey - Dana shared input received via Survey Monkey from committee members regarding priority topics for the IHCC Homeless Connect roundtable. Eight responses were received and the top discussion items were homelessness prevention prioritization/referral process and housing prioritization and referrals. Other areas of interest included the scoring methodology for housing prioritization and training topics such as case conferencing, crisis intervention, serving out-of-state clients, income eligibility and scoring. Survey respondents gave Homeless Connect marketing materials an average rating and suggested additional outreach efforts including banners/signage, landlord engagement, and sharing the process and procedures with community partners. IHFA’s administration of the system received high marks. Survey results will be used to put together a discussion guide for the roundtable. Dana said committee members/access points will receive the discussion guide in advance of the roundtable.
 1. Bill asked about the reason why Homeless Connect was not fully “branded.” Dana provided information on IHFA’s deliberations on the issue and said this is an area that may be revisited.

2. Leanne referenced business placards used for outreach on local youth services and suggested developing a similar effort for Homeless Connect. Dana indicated Homelessness Programs staff will be discussing additional outreach/marketing efforts with the IHFA Marketing team.
 - ii. Provider Survey – Dana reviewed the draft questions for the provider survey and asked for committee input. Dana indicated the survey will be distributed via Survey Monkey to the agencies/stakeholders included on the list for the regional workshops. Surveys will be released in October.
 - iii. Client Survey – Dana reviewed the draft questions for the client survey and asked for committee input. Committee members made edit recommendations which were noted for final revisions. The group also discussed distribution and return methodology and agreed the survey should be distributed for at least one month and should be collected via mail to IHFA.
2. Housing Specialist and Access Point Status
 - a. Region 1 & 2 – No report.
 - b. Region 3 – Currently recruiting for the Housing Specialist. Recently conducted 25 assessments onsite at a local shelter.
 - c. Region 4 – No report.
 - d. Region 5 – Participated in several outreach events. The number of assessments has slowed down considerably. Assessments are being conducted at the shelter for client convenience. Housing placements have only been with Bannock Youth.
 - e. Region 6 – Nothing significant to report.
3. Other Items - none
4. Meeting adjourned.
5. Next meeting: IHCC Roundtable on October 26.