

**Coordinated Entry Committee Minutes
January 22, 2019**

Present: Janna Jones-Region 2; Melanee Leaming–Region 3; Bill Campbell-Region 6; Dana Wiemiller-IHFA; Lisa Steele-IHFA; Jennifer Otto-IHFA

Not Present: Becca Stinson-Region 1; Leanne Trappen-Region 4; Susan Thurm–Region 5; Brian Dale-HUD; Ann Fitzsimmons-VA; Heidi Smith-DHW; Pam Thompson-Kootenai Health

Guests: Jordan Skinner-CLUB, Inc., Barb Dahl-CLUB, Inc.

FOLLOW-UP ITEMS:

1. Minutes from the meeting on 12/18/18 were reviewed and approved.
 - a. A motion to approve the minutes was submitted by Bill and seconded by Janna. The minutes were approved by a unanimous vote.
2. Fair Housing Update
 - a. No new information received.
3. PIT Count
 - a. Dana reminded everyone that the PIT Count would begin on January 23 and that Access Points had agreed to conduct the PIT surveys with all unsheltered clients.

NEW ITEMS:

1. 2019 Committee Chair
 - a. Committee members agreed that Dana will continue to serve as the committee chair for 2019.
2. System Evaluation Process
 - a. Homelessness Prevention – Dana summarized the work completed to date to revise the homelessness prevention process and assessment tool. The committee supported the use of the revised prevention assessment tool and establishing a prioritization threshold score of 30 to determine eligibility for HUD-funded prevention assistance. The committee also agreed to establish a testing period for the revised process in order to evaluate its effectiveness and if any additional modifications are required. The testing period will start after the assessment forms and policies are finalized and the revised assessment is formatted in HMIS.
 - b. HUD Technical Assistance – Dana provided an update on the effort with TA consultants to establish system compliance monitoring tools and performance evaluation metrics. The effort also includes a review of coordinated entry marketing and outreach efforts among other balance of state CoC's. Dana also

mentioned the difficulty in evaluating system exit data and the ability to determine who has been successfully housed in HUD-funded projects. This will be discussed with HMIS staff to identify potential data entry modifications that would improve system analysis.

- c. Dana discussed the development of a monthly report for Access Points. She explained that a draft report form had not been developed and encouraged Access Point staff to share input on what content should be included in the report.

3. Access Point Updates

Dana provided information and updates on the effort with five Access Points to identify Homeless Connect clients for the mainstream voucher program.

- a. Region 2 – currently preparing for the PIT count and conducting system outreach
- b. Region 3 – still recruiting for the Housing Specialist position and also preparing for the PIT count. The winter shelter is open and shelter clients were required to complete the assessment process.
- c. Region 6 – Currently evaluating staffing roles/responsibilities and will be making some changes. Also communicating with community partners during the next several weeks to clarify agency roles/responsibilities.
- d. The group also discussed methods to track referrals and communicate with service providers on how to track housing move-in dates for referred clients.

4. Other Items – none.

5. Next meeting: February 26, 2019 at 2:30 pm.

6. Meeting adjourned.