

**Coordinated Entry Committee Minutes
February 26, 2019**

Present: Becca Stinson-Region 1; Melanee Leaming–Region 3; Barb Dahl-Region 6; Heidi Smith-DHW; Dana Wiemiller-IHFA; Lisa Steele-IHFA; Jennifer Otto-IHFA; Amy Duque-IHFA

Not Present: Janna Jones-Region 2; Leanne Trappen-Region 4; Susan Thurm–Region 5; Brian Dale-HUD; Ann Fitzsimmons-VA; Pam Thompson-Kootenai Health

FOLLOW-UP ITEMS:

1. Minutes from the meeting on 1/22/19 were reviewed and approved.
 - a. A motion to approve the minutes was submitted by Barb and seconded by Melanee. The minutes were approved by a unanimous vote.
2. Fair Housing Update
 - a. No new information received.

NEW ITEMS:

1. Housing Specialist Funding & Activities
 - a. Updates on Housing Specialist activities were provided by Becca, Melanee, and Barb. Dana discussed a possible training opportunity in Boise for all regional Housing Specialists. The committee supported scheduling a training session.
2. System Evaluation Process
 - a. Homelessness Prevention – The revised prevention assessment was accepted by the committee during the January meeting and HMIS updates for the new assessment are in progress.
 - b. HUD Technical Assistance – Dana provided an update on the effort with TA consultants. Efforts to establish system compliance monitoring tools and performance evaluation metrics are still in progress. Dana also mentioned Homelessness Programs staff have met with IHFA Marketing staff to discuss opportunities to enhance and expand Homeless Connect outreach efforts, materials, and online information. Lisa encouraged committee members to share input and ideas on outreach and marketing efforts.
 - c. Access Point Monthly Report – Dana shared potential reporting questions and content for both Access Point and Housing Specialist activities, suggesting the report include information not available in HMIS. Committee members agreed the report would be a useful tool and they were encouraged to provide input on report content. A draft reporting tool will be submitted to the committee in the coming months for approval with implementation scheduled for July 2019.

3. Access Point Updates

- a. Region 1 – Everything has been going well. Nothing significant to report.
- b. Region 3 – Hired a new Housing Specialist - everything going well. Jesse Tree staff is coming to Salvation Army one day a week to improve the facilitation of homelessness prevention assistance. Considering doing more prevention assessments by phone.
- c. Region 6 – High volume of Access Point activity. Continuing to evaluating staffing roles/responsibilities. They have a fairly significant volume of walk-in clients and appointment no-shows.
- d. The group also discussed client activity from outlying areas in their region. Clients from these areas are contacting the Access Points; however, awareness of Homeless Connect among outlying clients may still be minimal. All regions have ongoing communication with Navigators, providers, and other agencies. Heidi said she makes sure to discuss Homeless Connect in her meetings/presentations around the state.

4. Other Items

- a. Dana provided an update on the status of the Mainstream Voucher referrals.

5. Next meeting: April 23, 2019 at 2:30 pm.

6. Meeting adjourned.