

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

**Present:** Melanee Leaming–Region 3; Bill Campbell-Region 6; Jordan Skinner-Region 6; Brian Dale-HUD; Ann Fitzsimmons-VA; Heidi Smith-DHW; Dana Wiemiller-IHFA; Lisa Steele-IHFA; Jennifer Otto-IHFA; Amy Duque-IHFA

**Not Present:** Becca Stinson-Region 1; Janna Jones-Region 2; Leanne Trappen-Region 4; Susan Thurm–Region 5; Pam Thompson-Kootenai Health

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**FOLLOW-UP ITEMS:**

1. Minutes from the meeting on 2/26/19 were reviewed and approved.
  - a. A motion to approve the minutes was submitted by Bill and seconded by Heidi. The minutes were approved by a unanimous vote.
2. Fair Housing Update
  - a. No new information is expected to be received by HUD and this will be removed as a standing item from the agenda.

**NEW ITEMS:**

1. Homelessness Prevention
  - a. Dana shared concerns raised by Regions 2 and 4 regarding the rent-to-income ratio included on the revised assessment. Both regions were concerned that using 30% as the ratio is too low and will result in screening out too many clients for assistance.
    - i. Melanee and Jordan said they have not used the revised assessment enough to provide input on this issue.
    - ii. Dana agreed to follow-up with regions not participating in the meeting to receive additional feedback on this issue.
    - iii. The committee will continue to evaluate the revised assessment and prioritization process through the end of the 60-day trial period in May.
2. System Evaluation Process
  - a. Access Point Monthly Reporting – Dana provided an overview of the draft report. The committee suggested adding community engagement to the list of Housing Specialist activities included on the report. Dana indicated the report would likely be implemented with the start of the new grant term in July.
  - b. System Compliance and Performance Measures – A draft system monitoring and evaluation plan is being developed and a draft plan will be provided for committee input in April.

- c. Other Reporting – Dana asked if the Committee would like to receive system reporting data for review during monthly meetings. The committee liked the idea and it was agreed that IHFA would develop a monthly system report as part of the monitoring and evaluation plan.
3. Access Point Updates
  - a. Region 1 – not present
  - b. Region 2 – not present
  - c. Region 3 – the winter shelter is closing and all shelter clients have been assessed. The new Housing Specialist has been doing a great job working with clients to find affordable housing units and has been able to successfully house 15 households since starting in the position.
  - d. Region 4 – not present
  - e. Region 5 – not present
  - f. Region 6 – increasing community engagement activities to clarify the benefits and limitations of the Homeless Connect system. Currently reviewing the housing queue to update client records and referral activity.
4. Other Items
  - a. IHFA is working on scheduling Housing Specialist training in Boise for all Access Points before the end of the grant term on June 30. Training and travel expenses can be reimbursed through the Housing Specialist grant.
5. Next meeting: April 23, 2019 at 2:30 pm.
6. Meeting adjourned.