

**Coordinated Entry Committee Minutes
June 25, 2019**

Present: Diana Thompson–Region 3; Leanne Trappen-Region 4; Susan Thurm–Region 5; Barb Dahl-Region 6; Brian Dale-HUD; Ann Fitzsimmons-VA; Dana Wiemiller-IHFA; Jennifer Otto-IHFA

Not Present: Becca Stinson-Region 1; Janna Jones-Region 2; Heidi Smith-DHW; Pam Thompson-Kootenai Health; Lisa Steele-IHFA

Guests: Misty McEwen-SCCAP

FOLLOW-UP ITEMS:

1. Review & Approval of Minutes
 - a. A motion to approve the minutes for the 5/28/19 meeting was submitted by Leanne and seconded by Anne. The minutes were approved by a unanimous vote.
2. Housing Specialist Workshop
 - a. Diana and Barb provided feedback on the Housing Specialist Workshop on June 11. Both felt the information provided and discussion among Access Points was beneficial and provided new information to help with future strategies for Housing Specialist activities.
3. Homelessness Prevention Process
 - a. Dana summarized the feedback received to date regarding the key issues of discussion: revising the rent-to-income percentage, and whether this criteria should be included as part of the required scoring criteria for HUD-funded assistance.item on the assessment form.
 - i. She indicated the majority of ACCESS Points agreed to raise the ratio from 30% to 40%.
 - ii. She also said the rent-to-income ratio would remain above the assessment subtotal line and be included as part of the scoring criteria for HUD-funded assistance. She reiterated Homeless Connect Operating Procedures which establish sustainability as key prioritization criteria for prevention assistance.
 - b. She asked for committee feedback on a timeline to continue evaluating the assessment form.Dana asked for further input on the draft plan.
 - i. Misty indicated she's expended all of her HUD-funded prevention assistance and would not be able to provide any assessment feedback. She expressed concern with using 40% and not moving the ratio below the assessment subtotal. She said they did not use the previously revised assessment because they would not have been able to fund anyone.

- ii. Barb indicated that 30% is an industry standard and expressed concern that raising it too high would prioritize too many clients beyond available funding.
 1. Misty indicated that 60-70% of their clients who exit their RRH program have a ratio at or above 50% but are sustainable because they are appropriately budgeting for that amount.
 - a. Barb said she believes the Housing Specialists can assist in finding more affordable rentals.
 - b. Misty said landlords in Region 4 are not as accommodating because they can ask for higher rates.
 - c. Diana validated that there are landlords that are willing to offer affordable rents, particularly when engaging one-on-one with private landlords.
 - d. Barb acknowledged that affordability is a problem across all regions, but acknowledged that they still need to comply with the sustainability prioritization criteria included in the system guidelines.
 2. Dana asked for input on how long to continue the evaluation period. Diana, Barb, and Susan agreed that 60 days seemed appropriate.
 3. Jennifer provided a reminder that even if there is no longer funding available, that conducting assessments and entering them into HMIS is critical to collecting enough data to evaluate and make final decisions on the assessment process.
 4. Leanne asked if we have evaluated any Region 4 data based on the large volume received from the region.
 - a. Misty reiterated that they did not use the form so there is no Region 4 data to evaluate.
 - b. Leanne expressed concern that the input provided by Misty was being disregarded and said she was not comfortable with proceeding as discussed.
 - c. Barb expressed confusion on whether the using the revised form was optional.
 - i. Dana indicated it wasn't intended to be optional.
 - ii. Susan said she understands Misty's input and didn't believe using the form was optional. She also indicated that they did not turn away many clients because of the 30% ratio.
 - iii. Diana did not have much input, having served as the Housing Specialist. Dana shared that Melanee Learning had been the Region 3 Access Point coordinator; however, she recently left Salvation Army.
 5. Dana indicated that everyone needs to use the form and that everyone needs to use it in order to adequately evaluate the process across all regions. She reiterated that we are not trying to turn people away, but that we must be prioritizing assistance since there is such limited funding available.
 6. IHFA staff rejoined the call. Diana, Susan, Barb, and Dale were still on the call.

Note: Call was dropped at IHFA at this point in the discussion. IHFA staff called back in to continue; however, some members had disconnected.

7. Dana asked for a committee vote to:
 - a. Increase the rent-to-income ratio to 40%
 - b. Keep the rent-to-income ratio above the assessment subtotal
 - c. Continue evaluating the assessment for another 60 days with Access Points providing ongoing input throughout the evaluation period

Results:

- i. Region 1 – not present
 - ii. Region 2 – not present
 - iii. Region 3 – yes
 - iv. Region 4 – not present
 - v. Region 5 – yes
 - vi. Region 6 – yes
 - vii. VA – yes
4. Approve System Monitoring & Evaluation Plan
 - a. Dana indicated that the committee needs to vote on the plan so that it can be forwarded to the IHCC Board for approval and incorporated into the Homeless Connect Operating Procedures.
 - i. Susan made motion to approve. Diana seconded the motion. The item was approved by unanimous vote.

NEW ITEMS:

1. Access Point Updates
 - a. Regions 1 & 2 were not on the call.
 - b. Region 3 & 4 had to leave the call early.
 - c. Region 5 – conducting about 6 – 8 assessments/day about three days/week. Aid for Friends is out of prevention funding.
 - d. Region 6 – Barb will officially assume the Executive Director position on July 1. She said they are working on improved budget projections, cross-training, and evaluating work assignments.
2. Other Items
 - a. Dana mentioned that the Home Partnership Foundation at IHFA is applying for a Wells Fargo grant for additional prevention funding and will keep the committee posted on the outcome.
3. Next meeting: July 23, 2019 at 2:30 pm MST.
4. Meeting adjourned.