

**Coordinated Entry Committee Minutes  
December 18, 2018**

**Present:** Melanee Neese–Region 3; Susan Thurm–Region 5; Bill Campbell-Region 6; Brian Dale-HUD; Dana Wiemiller-IHFA; Lisa Steele-IHFA; Jennifer Otto-IHFA

**Not Present:** Becca Stinson-Region 1; Janna Jones-Region 2; Leanne Trappen-Region 4; Ann Fitzsimmons-VA; Heidi Smith-DHW; Pam Thompson-Kootenai Health

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**FOLLOW-UP ITEMS:**

1. Minutes from the meeting on 11/27/18 were reviewed and approved.
  - a. A motion to approve the minutes was submitted by Susan and seconded by Bill. The minutes were approved by a unanimous vote.
2. Fair Housing Update
  - a. No new information received. Lisa said HUD may be offering a webinar on fair housing, although no information has been released on this.

**NEW ITEMS:**

1. 2019 Point in Time Update
  - a. Jennifer shared information about the Point in Time count beginning on January 23, 2019. Jennifer requested that Access Points conduct the Point in Time survey January 24 – 29 for clients who indicate they are living in an unsheltered situation. Access Points on the call agreed to the request.
2. System Evaluation Process
  - a. Dana provided an update on the homelessness prevention evaluation effort. The committee discussed how to use income and housing expense ratio in the assessment and prioritization process.
  - b. Dana provided an update on HUD technical assistance, indicating that these efforts will be focused in two areas:
    - i. Identifying best practices in system marketing and outreach among other balance of state CoCs.
    - ii. System evaluation and monitoring efforts, including establishing performance metrics and monitoring tools.
3. Access Point Updates
  - a. Dana requested that Access Points conduct a review of client data and queue maintenance to ensure client information is current.
  - b. Region 3 – Melanee their Housing Specialist position is open again. The winter shelter is open and they are conducting assessments with households coming to the shelter.

c. Region 6 – Currently preparing for personnel changes taking place in January.

4. Next meeting: January 22, 2019 at 2:30 pm.

5. Meeting adjourned.