



## COORDINATED ASSESSMENT MEETING MEETING MINUTES

March 15, 2017

10:00-11:30am

Facilitator:	Laurie Craft		
Meeting Attendees:	Lauren Van Keulen (3-11), Jeffrey King (Community Rebuilders), Marge Palmerlee (Degage Ministries), Denny Sturtevant (Dwelling Place), Lisa Cruden (Family Promise GR), John Wynbeek (Genesis), Laurie Craft (GR Foundation), Felicia Clay (GR Housing), Kwan McEwan (GR Urban League), John Carman (ICCF), Adrienne Goodstal (Mel Trotter), Christina Soulard (Salvation Army), Tom Cottrell (YWCA), Angela Gillisse (Salvation Army), Elizabeth Stoddard (Fair Housing), Kim Arne (VA), Maria Moreno (GR Urban League), Jesica Vail (CoC), Jim Talen (CoC), Bree Butler (CoC)		
Time Convened:	10:05 a.m.	Time Adjourned:	11:15 a.m.

<b>Approval of Minutes</b>		<b>November 1, 2016</b>	
Motion by:	Tom Cottrell	Support from:	John Carman
Discussion	None		
Amendments	None		
Conclusion	All in favor, minutes approved		
<b>Updates Since Last Meeting – Updated Implementation Steps</b>		<b>Laurie Craft</b>	
Discussion			
<p>Updated Implementation Steps:</p> <p>In the last CA Committee meeting, the group reviewed each step and re-prioritized them. The updated list shared shows most recent changes.</p> <p>Within the Strategic Plan there are 15 action steps listed to be completed by this committee. 4 steps are complete, 1 step is deleted, 2 steps are the responsibility of the Steering Committee, 4 steps are in process, and 4 steps remain to be completed as high priority.</p> <p>The Chairperson had individual meetings to solicit feedback on how the committee is progressing. The most common response she heard was the concern over lack of resources in the system.</p> <p>Additionally, she heard that Domestic Violence and Youth need to be targeted groups and need to be more closely paid attention to; resources for Youth are inadequate at best.</p> <p>There was feedback regarding the lack of understanding as to how the homeless system works by not only the public but also people who worked within the system. To remedy this problem, information needs to become streamlined, easily available, and much more understood.</p> <p>Coordinated Assessment is best practice for efficient entry into the system, what needs to be looked at and understood is what happens within the HAP processes where people are assessed, prioritized and referred.</p> <p>Top 4 Implementation Steps to be prioritized:</p> <p>#1 Develop recommendations for designations of Outreach Agencies, Referral Agencies, and Housing Providers: This means that certain agencies would be designated as an “Outreach Agency” so that they don’t have to go through 211 to provide help to people. Currently the main outreach agencies</p>			



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are essentially Street Reach and Arbor Circle. They can refer right to HAP instead of going through 211.

Within the MOU, the definition of “Outreach Agency” will be clearly delineated, as well as for Referral Agency and Housing Providers.

#3 Develop a system for the HAP to make housing referrals using the HMIS system: Language needs to be clarified - needs to be changed to reflect that HMIS is the system to track referrals and outcomes. Change to read: Develop a system for HAP to make housing referrals and track the results using the HMIS system.

#4 Develop a plan to include the schedule and scope for ongoing monitoring and evaluation of the Coordinated Assessment system: Staff will send the HUD self-assessment form to everyone in the Coordinated Assessment Committee.

Additional Comments:

#6 – the word “Transitional” taken out so that the populations are labelled, not the method. Language for this step needs to be changed further.

It would be helpful to have a document that outlines how special populations navigate the housing system. (Examples of “special populations” include Domestic Violence Survivors and Youth)

It was noted that there is a perceived increase in older adults experiencing homelessness.

About a quarter of people experiencing Chronic Homelessness are older adults, over 55 years.

Assisted Living is a resource that has been hard to access and navigate. Assisted living is expensive and can refuse to serve people for many reasons.

One issue that was brought up is the need for senior housing for monolingual Spanish or Asian groups that are also culturally sensitive. There is a growing need for this.

### Conclusions

Pay special attention to Special Population groups with one commonality being resources are not enough for any homeless group. It can be agreed that the largest problem across is lack of resources. #6 will be adjusted to reflect special populations and senior population will be paid more attention moving forward.

Action Items	Person Responsible	Deadline
HUD self-assessment form to be emailed out to members.	Bree Butler	

**Proposed Meeting Structure Moving Forward** | **Laurie Craft**

### Discussion

There was a proposal to divide the large Coordinated Assessment group into smaller groups and have the large group meet quarterly.

A Coordinated Entry Self-Assessment document by HUD was released in January. It has listed required, recommended, and optional activities.

In review, so far: a lot of the required activities are already in place, they just need to be documented better.

Review and update the policies already in place. It is important to have a concentrated effort to review this and make sure it's documented and meets requirements. This is one area that could benefit from being worked by a smaller team.

Changes are being proposed for MOUs for participation within the committee.



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Initially MOUs were for participation, this will be adjusted to a short-term MOU and a focused task group.

Ideas for task groups are:

- To develop and finalize MOUs for Outreach Agencies, Referral Agencies and Housing Providers
- To fully use HMIS referral system to track outcome of referrals
- To develop the monitoring and evaluation component of the system
- To assist with resource enhancement

Comments:

Regular reporting of these smaller task groups would be helpful.

A resource enhancement group would look at what is realistic vs what's useful in theory.

Resource enhancement overlaps with what the Steering Committee is working on with the "Financial Modeling Report". More discussion should occur around that item.

With four task groups, there will be overlap in areas.

The interests of Special Populations would like to be represented in each task group.

Task groups should consist of 6 to 8 people, with 10 at most.

There is some interest in creating "task group" work time during the quarterly meeting of the full Coordinated Assessment Group.

### Conclusion

Send memo out that lists the tasks and ask people to pick which tasks they would like to be involved with, from that we can develop the task groups.

Action Items	Person Responsible	Deadline
Put together a list of tasks to email as a survey.	Jesica V. & Laurie C.	

<b>Next Meeting Date, Including Task Groups</b>	<b>Laurie Craft</b>
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### Discussion

The April meeting will include the full group, then from there the full Coordinated Assessment Committee will start meeting quarterly with the smaller task groups meeting regularly.

### Conclusion

The next Coordinated Assessment meeting will take place on Wednesday, April 19<sup>th</sup> 10:00-11:30am