



## COORDINATED ASSESSMENT MEETING MINUTES

April 19, 2017

10:00am – 11:00am

Facilitator:	Laurie Craft		
Meeting Attendees:	Tom Cottrell, Denny Sturtevant, Anna Diaz, Kim Arne, Christina Soulard, Sherri Vainavicz, Lisa Cruden, Shandra Steininger, Cheryl Schuch, Mary DeYoung, David Gantz, John Carman, Felicia Clay, Elizabeth Stoddard, Kwan McEwen, Kim Brown, Angela Gillisse Other: Bree Butler, Jesica Vail Guests: Ruth Franciszka		
Time Convened:	10:00 am	Time Adjourned:	10:57

<b>Approval of Minutes</b>		<b>March 15, 2017</b>	
Motion by:	Tom Cottrell	Support from:	Christina Soulard
Discussion	None		
Amendments	None		
Conclusion	Motion passed, minutes approved		
<b>Review Proposed Coordinated Entry Workgroups</b>		<b>Laurie Craft</b>	
Discussion			
<p>The new system will consist of three groups that will work in tandem with each other, meeting concurrently. Each group will be small with about 8 to 10 members.</p> <p>Group A – MOUs  Group B – HMIS Referral - They will be letting group C know “Did our referral system work”  Group C – Work will be informed by the work of Group A and B, and will start after Group A &amp; B have completed a portion of work.</p> <p>Groups A and B will be short term, task focused groups and they will accomplish their work in 3 to 4 months. Group C will be a long-term group and will essentially be what the Coordinated Assessment group will look like going forward.</p> <p>The members of each group should have the most direct relationship with the work involved so that they are able to help. Group A will need to consist of people who can help with MOUs and who are most familiar with coordinated entry. Members with work experience related to HMIS should be in group B.</p> <p>Each group would benefit from having an appointed Chair, this will help keep the group task focused and on schedule. The smaller groups A and B would report back to the full CA Committee on their accomplishments and work status.</p> <p>Regarding sub-populations, they are seen as separate groups and are already meeting separate from coordinated entry.</p> <p>When looking at subpopulations in relation to coordinated entry, the CoC looks at which groups have access to resources. There have been conversations with specific sub populations to look at how they are able to access services. Where lack of access has been identified as an issue, steps have been taken to increase access, such as partnering with StreetReach to identify chronically homeless individuals.</p> <p>Coordinated Assessment has traditionally worked with families, singles, and head of households.</p>			



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A critical piece of Group C will be assessing the broader system on access, assessment, prioritization and referral. There is a risk in over labeling subpopulations that resources become too siloed and fragmented.

There was discussion over the language in the handout regarding the job of Group A, MOUs, and what defines an MOU. Agencies view MOUs differently regarding how binding it is. Additionally, the language may give the impression to some that an MOU must be in place to take part in the system and that might not necessarily be true. It may be designed that a group needs to have one in place to take full part in all the conversations. It may be import to define this issue so that agencies don't feel excluded because they do not wish to sign an MOU.

There should there be a clear delineation of roles, it may be that advocates not have to sign MOUs but collaborators do, if those roles are defined as having different levels of involvement.

### Conclusions

Clarify MOU discussion. A design for an MOU needs to be in place and a procedural process will be discussed by Group A.

Suggested that May and June is when groups A & B form with Group C forming in July.

### Updates

#### Discussion

Update from Salvation Army/HAP:

There have been modifications to the google document, Salvation Army has standardized the agency names.

Please let Salvation Army know if any groups need to be corrected or added.

### Future Meeting Dates

**Laurie Craft**

#### Discussion

Mondays always work for 2 people.

Wednesdays are generally bad for the entire group.

### Conclusions

1:30 on Mondays at United Way are the decided time and place. The next three meeting dates are as follows:

May 8<sup>th</sup>

June 10<sup>th</sup>

July 12<sup>th</sup>

### Initial Meeting of Workgroups

**Laurie Craft**

#### Discussion

Those most directly related to outreach, referral, and MOUs should make up the definitions group (Group A)

Group B is most appropriate for anyone involved in the HMIS process. Group B will be a small group that will update the other groups on HMIS.

### Conclusions

The next meeting on May 8<sup>th</sup> will start the new format. The entire Coordinated Assessment group will meet and then break off into the new individual groups.