



## Coordinated Entry Committee MEETING MINUTES

September 17, 2019

1:00-2:30

Facilitator:	Tom Cottrell		
Meeting Attendees:	Victoria Sluga, Tom Cottrell, Gayle Witham, Julie Kendrick, Sherri Vainavicz, Johanna Schulte, Cheryl Schuch, Samantha Pennington, Laura St. Louis, Anna Solomon, Courtney Myers-Keaton, Brianne Czyzio		
Time Convened:	1:07	Time Adjourned:	2:25

<b>Review of Agenda</b>			
No changes recommended.			
<b>Approval of Minutes</b>		<b>August 1, 2019</b>	
Motion by:	Johanna	Support from:	Victoria
Discussion			
Amendments			
Conclusion	Approved as written.		
<b>CE Self-Evaluation Update</b>			
Discussion			
<p><b><u>Discussion on modification:</u></b></p> <p>The coordinated entry evaluation focused on where policies and procedure are in alignment. Based on the evaluation, it seems that simple additions or language changes that need to be made. Members agreed that we need to have policies that align with HUD, and procedures that are able to be flexible to changes as needed without having to change the policies. In addition, it is important that there are set procedures and a set framework for changing the procedures. Perhaps the process for changing can be put in the policy. There needs to be a process for changes to be communicated out to the community, as well as a process to ensure that they go through the Continuous Quality Improvement process. Cheryl suggested that perhaps there are certain responsibilities assigned to organizations, but not precise steps through which these are accomplished. This would allow for flexibility and adaptability.</p> <p><b><u>CE Procedures decision-making:</u></b></p> <p>Courtney drafted a form that could be used to discuss policy changes before they are made. She suggested the group test out the form with the VI-SPDAT changes. After a form has been finalized, the group could use the form to make future changes to policies and procedures. The point of the form is to anticipate unintended consequences and mitigate those consequences. Then, the group can set time aside to discuss any impacts. The group noted that it seems that there is 2 pathways. If a change conflicts with policies, then would have to go get approval from Steering. If there is something that is a change of procedure, then it is a different route. Courtney will share the form with the group, with the ask that people review and make comments or changes in track changes mode.</p> <p><b><u>Procedure and Policies:</u></b></p> <p>The group agreed that policies and procedures should be kept together and made publicly available. This way, all agencies and consumers are able to know how the system is supposed to work and what</p>			



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can be expected. In previous conversations, Courtney and Tom discussed the importance of policies and procedures highlighting what is happening currently, with room for changes in the future. Language such as if/then, until such date, dependent on, etc. will help clarify that there are things that are not under each agency’s control – funding restrictions, etc.

To start with the policies document, can look at what policies need to be developed and pull from HUD/other CoC language. Johanna noted that there are not many policies that need to be added, many requirements can be combined in a few sentences of policy. After finalized, this would need to be formally approved by Steering Council.

More on the procedural side, the group would like to have a population view of what happens across specific components because getting people to the ‘front door’ and to prioritization is not a linear process for everyone. There are likely places and components that overlap in the system. Would need a small team for each population that team pulls in other agencies for that subpopulation. Courtney noted that Community Rebuilders is developed a system for families to access resources with their Day 1 Funds. She asked if the group would want Vera to present at next month’s meeting. The group agreed that they would like to learn more about Community Rebuilders’ platform.

Members noted that these presentations will inform the policies and procedures. When writing the policy, the group would need some understanding of what the procedure will include to know what the policy can leave out. A smaller group can work on the language for standard policies for next month. Courtney will convene this group. Additional policies will be developed over the next few months.

Action Items	Person Responsible	Deadline
Convene group to work on standard policy language	Courtney	
Share form for making changes to procures for review and comment	Courtney	

**October meeting**

**Discussion**

**Presentations regarding changes in CE procedures for subpopulations:**  
Recognizing that there is not an understanding of how each system works, the group agreed that it will be important to have presentations around how each subpopulation flow works. The October meeting will include presentations from Community Rebuilders, families, veterans, and chronic. Subpopulation team leads: Chronic – Victoria; Families – Cheryl; Veterans – Gayle; DV – Anna; Youth – Courtney will connect with Shandra

**Date change:**  
Brianna will send out a doodle poll. Please respond by Thursday, the 19<sup>th</sup>.

**Adjourn**

Cheryl motioned to adjourn; Johanna seconded. All in favor by acclamation with no dissent.