



COORDINATED ASSESSMENT MEETING MINUTES

June 12, 2017

1:30-3:00pm

Facilitator:	Laurie		
Meeting Attendees:	Dave Gantz, Angela Gillisse, Tom Cottrell, Anna Diaz, John Carman, John Wynbeek, Elizabeth Stoddard, Kari Sherman, Jesica Vail		
Time Convened:	2:25 pm	Time Adjourned:	3:00 pm

Approval of Minutes		May 8, 2017	
Motion by:	Christina	Support from:	Tom
Discussion	None		
Amendments	None		
Conclusion	Motion Passed		
Task Group Updates			
Discussion			
<p>Group A: This group has spent time first defining and then outlining who the different coordinated entry participants are and what the scope of their work partnership is. The groups are as follows: Outreach, Homeless Emergency Service Providers, and Housing Providers. They are currently working on a document with definitions of what each of these categories are, the next steps will be to dig into the roles and responsibilities of each of these groups. They hope to have a draft for the larger group to comment on in the July meeting.</p> <p>Group B: This group is working on the process and guidance in making and taking a referral. They are looking to remove as many hurdles in the process of using HMIS in receiving and accepting referrals as they possibly can. Talked about the expectation of how long it will take to for HAP to get a referral to a program opening. RRH and Shelter programs could close the loop in one week, PSH providers are expected to take a bit longer, how long depends on project type and housing funding source. Group A's work will speak to the responsibilities of Housing Providers to do the work being outlined in Group B. Group B will explore the pick list options for returned referrals and start defining those for common usage.</p>			
Chairing of the Committee			
Discussion			
<p>Executive Committee has asked that each committee look annually at the Chair and Vice Chair roles. There is not a process in place to do this in the CoC currently. When filling these positions volunteering is preferable, if no one volunteers or more than one person does, there needs to be a process in place to dictate who would receive the position.</p> <p>It is unknown what the committee will look like in the future. It could become a "refinement lab" After the small group work is done, maybe we re-evaluate if the committee should continue. It has been observed that groups meeting less than monthly lose traction.</p>			
Next Meeting			
The next meeting is scheduled for July 10, 1-2:30pm			