



STEERING COMMITTEE MEETING MINUTES

November 17, 2017

8:30-10:00am

Facilitator:	Rebecca Rynbrandt		
Meeting Attendees:	Rebecca Rynbrandt, Hattie Tinney, Erin Banchoff, Tom Cottrell, Lisa Cruden, John Wynbeek, Lauren VanKeulen, Christina Soulard, Beverly Ryskamp, Shannon Bass, Julie Crossen		
	Also Present: Bree Butler, Cheryl Schuch, Jesica Vail, Jim Talen		
	Not Present: Jeffery King, Laurie Craft, Dennis Sturtevant, Karen Tjapkes, Kwan McEwen, Matthew VanZetten, Brandi Sones, Erin Crison		
Time Convened:	8:35 am	Time Adjourned:	10:03 am

Approval of Agenda			
Motion by:	Hattie	Support from:	Beverly
Discussion			
Amendments	Pull 5b out and make agenda item, take out number 6 and add 7b. Health Net Request. Change 10:30 to 10:00		
Conclusion	Motion Passed with amendments		
Approval of Minutes			
Motion by:	Tom	Support from:	Beverly
Discussion	None		
Amendments	None		
Conclusion	Motion Passed		
Approval of Consent Agenda			
Motion by:	John	Support from:	Christina
Discussion	None		
Amendments	None		
Conclusion	Motion Passed		
Public Comment			
Discussion	None		
6. Coordinator Report			
	Jesica		
Discussion	<p>Steering Council election is coming up at the end of the year. There are eight seats available this year. two of those seats are required to go to someone who is experiencing homelessness or has previously. The members with ending terms are: Erin Crison, Brandi Sones, Karen Tjapkes, John Wynbeek, Shannon Bass, Kwan McEwen, Denny Sturtevant, and Hattie Tinney. The first Nominations Committee meeting will be held on Monday and it is recommended they review the "appoint to finish term" rule. Robert's Rules will be taken into full account. It is typical that member terms are staggered by thirds. That way no more than one third of members are up for election each year. Given the large turnover of Steering member this year, an orientation would be helpful this year. It is</p>		



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unknown at this time if any of the eight members whose terms are up are interested in running again. *(Update: The seat number reported at this meeting was incorrect, the correct number was nine)*

Conclusion

Plan the orientation for Steering members.

8. Petitions and Communications

Discussion

a. Diversion Update: Lisa Cruden

The frequency of the Diversion Update will hereafter be changed from a monthly to a quarterly update, there will be a Diversion update given at the December CoC meeting. Following that report, the next one will be in January. Funding was secured this week and they have been up and running for 3 weeks and have referred about 20 families. The Diversion team continues to meet weekly. Thank you to Jim for his help and valuable HMIS information.

b. Health Net Request: Jesica

Earlier this week, Jesica and Christina met with Health Net to discuss the AHC grant. If individuals meet a certain level of risk (two or more Emergency Room visits within a certain amount of time) they will be referred to Health Net. Health Net wants to enter into MOU's with the different providers who will be working with them to offer services to help keep patients out of frequent emergency room visits. One concern is the confidentiality involved with reporting this type of information. Health Net has decided not to utilize 2-1-1 and their database. At this time, it is unknown what they will be using for a referral database instead. The screening itself has two questions relating to housing, it is a very broad screening. There is a sense that major area providers are a little left out, the absence of St. Mary's and DHHS from the list of providers would mean missing a large part of the targeted population. There was a significant delay between presentations, application, and then receiving the award. It is anticipated that the same questions that Steering is posing today will also be asked at the CoC meeting. Jesica will forward the main theme of questions to Maureen at Health Net so as to prepare her for her presentation. It may be a good idea to forward some contextual background information to the CoC Members as well.

Conclusion

Email main theme of questions regarding Health Net to Maureen. Possibly forward some contextual background information to the CoC Members.

9. DHHS Emergency Shelter Program

Discussion

The Emergency Shelter Program through DHHS has switched around their funding, therefore they are now funding more programs than before. DHHS called the entities that they were funding together for a meeting and invited Family Promise (not currently receiving funding). Tracey, the OrgCode presenter, covered a broad range of topics and then discussed how to utilize VI-SPDAT. The information from OrgCode was unexpected. Jesica has emailed all the attendees to set up a meeting to discuss what was learned and cover the more important points. It is recommended that CoC members are engaged in discussing significant system implications and also what recommended CoC next steps are. Youth and Domestic Violence focused organizations were not involved with this



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meeting although there may be an opportunity for a meeting where they would be involved in the future. The ESP meeting was intended to be informational, Jessica will keep the Steering Committee apprised of and involved in conversations in which decisions would need to be made. HMIS perspective is that any exclusion of the CoC creates additional issues for HMIS. HMIS is critical because all of the billing information comes from HMIS data. In May, DHHS is preparing an RFP to bring in new agencies to provide housing that currently are not. The RFP will be distributed via DHHS partners, there is supposed to be an opportunity for CoC input, which as of now hasn't happened.

10. Contactors

Discussion

a. Coordinated Entry Evaluation

A new Coordinated Assessment system was implemented 4 years ago and now there is an evaluation opportunity to see positives and negatives. A full evaluation is listed as an implementation step on the CoC 3-year plan and funds are currently available to hire a contractor to do the work. A large existing workload for current staff, combined with the desire for a full 360-degree evaluation makes hiring outside staff to complete the evaluation advisable. The Executive Committee supported the RFP process but wanted to make the proposals have a wider reach and ensure it involves community members. There was conversation around the change with the ESP funding and how it has impacted HAP and HMIS. There was also discussion around the need for Coordinated Assessment to be evaluated and how CA is interpreted and with the loss of funding, should it be operated differently going forward. Jessica is working with United Way and Executive to improve the RFP. Jessica will reach out to Steering and CoC committees to ask for input on broader distribution, and this will hopefully result in additional proposals.

b. CSH Report

Jessica and Jim spoke with representatives and the report has progressed nicely. Yesterday they were able to review the financial modeling and predictions. Jim and Jessica will be looking at the latest information before the next phone call with the representatives and expect a report soon to present to Steering. Jessica finds it important to involve all groups and doesn't want gaps in the report. The last process presented a draft to the CoC that could be commented on, this time around, there is one presentation scheduled since representatives are from out of state and will need to schedule accordingly. Recommendation put forward that Steering meet especially for this presentation due to the topic size and invite CoC and CA members to come and listen. Inviting certain reps to at least sit in the audience would have an impact. With this suggestion there is the concern that questions will muddy the data and confuse the audience. CSH has this project fast tracked, and therefore there is concern about ending up with a report that doesn't contain all the information. Staff will meet with community members to get additional input on the report assumptions. A meeting of this nature would have to be fast tracked regardless of the holidays. There is concern that the report should be done well, not fast, it needs to be easy to read and shows assumptions.

Conclusion

Volunteers to work with Jim and Jessica include: John, Tom, Christina, Lisa, Erin and representatives from ICCF and Community Rebuilders will be invited. This group will fact check and review the



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report's accuracy. This group does need to happen in person so that explanation can be given, there is a draft but it is difficult to understand without intimate knowledge.		
Action Items	Person Responsible	Deadline
Jim and Jesica will pull together a meeting of the aforementioned people.		
11. Any Other Matters		
Discussion		
Thank you to Denny for presenting to the inter-agency council regarding how the bed count is recorded. HCV vouchers will be taken out of the HIC count in the future. There was a presentation around Mayors Housing Advisory, there will be opportunities for other input. There is currently a proposed ordinance to regulate rental applications and application fees.		
12. Public Comment on Any Matter		
Discussion		
None		
Adjourn		
Next Meeting: December 15, 2017		