



## Coordinated Entry Committee MEETING MINUTES

January 7, 2020

1:00-2:30

Facilitator:	Anna Solomon		
Meeting Attendees:	Anna Solomon, Cheryl Schuch, Laura St. Louis, Victoria Sluga, Julie Kendrick, Samantha Weston, Heather Hughesian, Brian Bruce, Cathy LaPorte, Gayle Witham, Courtney Myers-Keaton, Brianne Czyzio Robach		
Time Convened:	1:03	Time Adjourned:	1:56

<b>Introductions</b>			
<b>Approval of Minutes</b>		<b>November 12, 2019</b>	
Motion by:	Cheryl	Support from:	Cathy
Discussion			
Amendments	Add Marissa Lee to attendees		
Conclusion	All in favor by acclamation with no dissent		
<b>Approval of Minutes</b>		<b>December 3, 2019</b>	
Motion by:	Cheryl	Support from:	Gayle
Discussion	Clarification around the addition of value statements. Tom was discussing policies versus procedures. Tom was making the point that to him, policies can be values that are concrete and procedures can be amended as the system changes.		
Amendments	Add Marissa Lee to attendees		
Conclusion	All in favor by acclamation with no dissent		
<b>CE Policies Re-Write</b>			
Discussion			
<p>After the past meeting, Tom and Courtney reviewed current policies and procedures and compared them with policies from other communities. The Southern Nevada example was closest to how they envisioned a rewrite. Cheryl noted that these were developed with TA and likely include recent best practices.</p> <p>The example includes guiding principles. If these are reflected throughout the document, Tom wondered whether they should be listed separately in the document. Members agreed that placing these at the front of the document provide accountability and establish culture as a community. Members suggested a rewrite include equity in a targeted universalism way in policies and person-centered language throughout the document.</p> <p>Courtney suggested that a smaller workgroup draft the key/guiding principles. This will likely take a couple hours every other week for 6-8 weeks. It would be helpful to have a representative from each subpopulation involved. The group will start with items 2-4 in the example document. The 4 elements of coordinated entry will later be developed later. Access will be differentiated by subpopulation; this can be listed in in table of contents and reflected in policy statements. Assessment could be differentiated by subpopulation or be listed as a generalized overview of assessment. There was agreement that an overview would be best so that policies do not become too prescriptive and rigid. Timing-wise, it would be helpful to have something to present to Steering Council late spring.</p>			



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There was conversation around the current subpopulations identified in the policies and procedures. Current groups are part of the HUD categories because of specific laws and funding streams. Members agreed that access for those with disability should be included in each subpopulation. Those (e.g. singles) not specifically addressed as a subpopulation are still included under general policies and procedures.

In the past, there has been discussion around how and where to share policies and procedures once finalized. Members agreed that a general overview should be available (via the CoC website and other places) with the ability to dig deeper into procedures (through forms, flowcharts, etc.).

There was a question around how this process will be impacted by the upcoming strategic planning process. Policies can be amended as the strategic plan unfolds if necessary.

Members committed to read through the Nevada example sections 2-4 and compare with current policies and procedures. Share feedback with Courtney and Brianne. Workgroup will take suggestions and draft sections 2-4 for this CoC. If you are interested in joining the workgroup, please connect with Courtney and Brianne.

Action Items	Person Responsible	Deadline
Review and compare Nevada example and current policies and procedures, provide feedback	All	Jan 24, 2020
Reach out to CoC staff if you are interested in helping redraft policies.	All	Jan 24, 2020

### Population Flows

#### Discussion

A few presentations are still needed. Gayle just received approval to share the veterans flow. Cathy can provide flowchart for youth to the group. For singles, send information around movement to Cathy by January 24. Cathy will merge information together with flow through Salvation Army. All flowcharts will be reviewed next meeting.

Action Items	Person Responsible	Deadline

### Future Meetings

#### Discussion

Courtney asked if the group would consider changing the meeting time slightly. There was a suggestion for hour-long for meetings. Future meetings will be 2-3:00pm. The time will be extended to 1:30-3:00 pm as necessary.

Chair, vice chair and secretary will be elected next month. The group can decide whether to hold elections or to continue with the current slate.

Action Items	Person Responsible	Deadline
Update meeting invitations	Brianne	