FAMILY FUNCTIONAL ZERO
MEETING MINUTES - DRAFT
May 18, 2021
10:00-11:00

Facilitator:	Anna Diaz, Lisa Cruden		
Meeting Attendees:	Anna Diaz, Lisa Cruden, Holly Wilson, Angela Gillisse, Vicki Squires, Sam Elliott-Mosley, Casey Gordon, Jenny Compagner, Berniz Terpstra, Tammy Britton, Zenaida Jimenez, Samantha Westhouse, Veronica Arvizu, Tanesha Jordan, Eileen McKeever, Chelsea Knott, Gaby, Erin Banchoff, Emily Schichtel, Jeffrey King, Maranda VanZegeren, Jenn Headrick, Julie Kendrick, Kari Sherman, Marisol Garcia, <u>Staff</u>: Courtney Myers-Keaton, Brianne Czyzio Robach		
Time Convened:	10:05	Time Adjourned:	11:00

Introduction	
Discussion	

Review of Purpose and Goals of the Committee	
Discussion	

Anna reviewed the goals and purpose, listed below. Moving forward, there will be quarterly orientation sessions for anyone who is new to the space. If there is someone you would like to attend one of these sessions, connect with Lisa and Anna.

Overarching Goals:
1. Ensure family homelessness is rare, brief, non-recurring for Kent County residents.
2. There is a coordinated community response in addressing the needs of Kent County residents.
3. Obtain USICH designation for achieving the Goal of Ending Family Homelessness

Committee Purpose:
1. To Increase and build upon practices that house consumers faster
2. To monitor BNL and ensure regular update and exits from homelessness
3. To regularly review resources, needs and gaps
4. To regularly review Equity Dashboards
5. To monitor and map system flow

There may be some overlap with the work of the Coordinated Entry Committee, and leadership will continue to communicate across groups to ensure alignment.

Action Items	Person Responsible	Deadline

Family Functional Zero – By-Name List Process	
Discussion	

Angela provided a detailed look into the process along with the data dashboards. A by-name list (BNL) allows a community to keep an accurate list of individuals experiencing homelessness, track their status and needs, coordinate referrals and services, and identify trends. The process document can be found here and is a living document that is revised as community processes change.

Phase 1:
A family contacts an agency and is referred to Community Housing Connect (CHC). From there, family connect with a Supportive Solutions Specialist who will assess and confirm their eligibility. If eligible, the family is added to the Family Functional Zero BNL. The list includes families who are literally homeless as well as families considered homeless under other federal statutes. The CHC tool is easily accessible to families and can be completed with or without support from an organization. If your organization would like an overview of CHC, connect with Angela.

Phase 2:
Once a family is added to BNL, they get a service transaction and HMIS entry when they are connected to a resource, either Supportive Solutions (up to 3 months) or a permanent housing resource. The type of resource, homelessness status, and assessment results are visible on the list. Those in need of a housing resource receive one through the reservation spreadsheet (working through this process). Clients who do not meet eligibility will be referred outward and exited. If a family receives a resource, becomes inactive, or moves out of the area, they are exited from the list. Exit destinations are detailed in the list.

Casey noted that the McKinney Vento definition of youth is those up to age 21 and asked whether a household with a youth ages 18-21 who is living with parents or guardians be included on the family BNL. This will need to be discussed further.

Data Dashboard
The data starts when the FF0 list was created in June of 2020 with only data from Community Rebuilders. Over the winter, additional agencies added their data to the set which explains much of the increase. In April 2021, 73 families were added to the BNL. Families who reengage after a period of inactivity can be added back to the BNL so there may be a small amount of duplication with monthly numbers. Actively homeless families shows the cumulative count of families who are actively homeless and on the BNL. On the referrals chart, Angela will be adding a information on which families are connected to Supportive Solutions (SS) versus a housing resource. This graph also shows whether any families are not connected to a resource.

Exits indicate that a family has had a SS resolution, has moved into housing, or is inactive. With SS resolution, the family would have to identify a long-term stay/resolution (90 days). The dashboard also shows exit destinations and the length of stay for stayers and leavers. Angela will look into adding detail on prior living situation to help with looking at resource streams. SS outcomes are documented in the GRACE network as either resolved or not resolved and can be modified at any point if they change. Staff are still working on the data reporting processes around outcomes, but it can be shared once finalized. This dashboard with 4 tables presented today can be displayed on the CoC website once finalized. Suggestion to add a note about the hover feature and fluctuation in data as a baseline was established in the narrative.

Action Items	Person Responsible	Deadline
Workgroup for DV BNL		

Discussion
It will be important for this group to ensure that those fleeing domestic violence are included in this process in an equitable way. In models across the country, this is often incorporated by the agency managing the workflow. Anna and Lisa suggest forming a small workgroup of the committee to discuss and work through process for DV providers and BNL processes/procedures. If you are interested in this workgroup, please let Anna or Lisa know. The goal is to have a report back to the larger group in the next few months. Interested workgroup members: Holly Wilson, Eileen McKeever, Zenaida Jimenez

Action Items	Person Responsible	Deadline

System Case Conferencing Introduction		

Discussion
System Case Conferencing (SCC) is a method of ensuring that the group is reviewing data regularly, looking at additional data points, and determining needs and gaps in resources. This could also include locating or connecting with households who are not connected to a resource. Confidentiality/ privacy forms would be in place. The co-chairs are looking to create a document or form for committee or community members to submit questions. This formal process for questions around the system and data will help identify whether something is a gap or a one-off, so the group is aware of the topic ahead of a meeting, and to ensure sufficient time is allocated on the agenda. Casey indicated hesitancy around an internal formal process for committee members. This topic will become a standing agenda item at the end of each meeting. If folks do not regularly work with consumers, they will be able to leave the meeting at this point. Many committee members are involved in similar work around subpopulation groups and Coordinated Entry (CE). Courtney shared that CoC staff will be working to update structure for CE committee to streamline these processes and reduce overlap.

Action Items	Person Responsible	Deadline

Community Partnership Agreement Update		

Discussion
The Community Partnership Agreement form will offer an opportunity for the group to understand and formalize the resources that are available for this effort. document is being finalized and the goal is to share it at or before the next meeting.

Action Items	Person Responsible	Deadline

Next Meeting Dates		

Discussion
Future meetings will be Tuesdays at 10:00am. Please share the invitations with other in your organization or in the community who may be interested in joining the conversation. Upcoming Dates: June 22, July 20, August 24, September 21