Coordinated Services Committee a sub-committee of the
Polk County Continuum of Care Board
Meeting Minutes for March 22, 2017

Members Attending: Sue Wright and Deirdre Henriquez Co-Chairs & CoC board members
Bill Swanson/Anawim, Leslie VanDerMolen & Dan Zahn/St. Joseph’s Family Shelter, Catherine Gerdes/ CFI Family Violence Center, Jim Cain/Family Promise, Pam Carmichael/HOME Inc., Lynn McCormick/House of Mercy, Charles Hill/IA Legal Aid, Eileen Mitchell/Institute for Community Alliances (HMIS), Margo Miller-Ramirez/Primary Health Care Centralized Intake, Kim Neal/VA, Carole Bodin & Danell Vaughan/West DM Human Services,

CoCB Staff: Mark Phillips, Jane Fogg

The meeting was called to order by Mark Phillips. He announced that Sue Wright has agreed to serve along with Deirdre Henriquez as a co-chair for the Coordinated Services committee.

1. Polk County CoCB Performance Targets have been established. Mark reported on progress toward those targets. Discussion surrounded Performance Target #4 dealing with Jobs and Income Growth. Committee members shared that employment may not be a requirement of their funding source. Other members gave examples where individuals come for shelter or service who are currently employed.
   The Coordinated Service Committee will return to this topic at another meeting. Mark will raise the issue with the Performance sub-committee.

2. Eileen walked the committee through various elements of the quarterly HMIS data for CI as required by the policies and procedures. She also providing a very helpful summary review of trends and some questions which arise as the data is studied.
   During the discussion a question was raised about the number of individuals at CISS who had not yet completed an intake via VISPDAT. A small work group from CISS and CI are convening to increase the percentage of completions. Any changes in protocol will be brought back to this committee.

3. The length and duration of individuals on waiting lists following intake was discussed at a recent CI Work Team. PHC/CI will review files to determine if a person on the waiting list should still be there or omitted making the list more accurate. In this way all members of CoC will be better informed about any actions they might consider.

4. One of the key roles of the C.S. committee is to recommend updates or additions to the CI policies and procedures then make recommendation to the CoCB for consideration. Three additions were reviewed.
   A motion was made by Jim Cain, seconded by Deirdre Henriquez to approve the language on Homeless Verification. The motion passed.
   Other changes will be coming to the committee either through suggestions for systems improvement or due to changing requirements from HUD.
5. In January 2017, HUD sent a notice establishing additional requirements for the Continuum of Care Centralized System (CPD-17-01). All requirements must be met by January 2018. Using a Self-Assessment tool sent by HUD, work is underway to review policies and procedures and current practice to ensure compliance. These changes will need to come to the C.S. committee for review & approval then go to the CoC Board.

6. Other:
   - Following conversations with House of Mercy it has been determined that not all programs exclusively take clients who are homeless.
   - Members had a brief discussion about the potential impact on programs funded by HUD if the federal budget is dramatically reduced. The current budget proposal is likely to change but it makes sense to see what the impact might be and prepare.

Announcements:
   - CI will be closed April 13th. Calls will be taken by 2.1.1
   - Affordable Housing Week April 3-8. See list of events on the Polk County Housing Trust Fund website. www.PCHTF.org

The meeting adjourned at 11:20 AM

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