Coordinated Services Committee
Continuum of Care Board
August 23, 2017  10:00 AM – 11:00 AM
MEETING MINUTES

Attending: Co-Chairs: Deirdre Henriquez and Susan Wright, CoC board members, Cynthia Latcham/Anawim, Dan Zahn/St. Joseph’s Emergency Family Shelter, Jan Zeleke/Central Iowa Shelter Services, Jim Cain/Family Promise, Kiana Hines/New Directions Shelter, Sadie Gasparotto/Home Inc., Eileen Mitchell, Dave Nelson & Shawn McCanich/Institute for Community Alliances, Shelby Ridley/Primary Health Care, Latoya Lewis/United Health Care, Carole Bodin & Danell Vaughan/West Des Moines Human Services, Toby O’Berry & Kate Polush/Youth & Shelter Services/Iowa Homeless Youth, Mark Phillips & Jane Fogg /Polk County Continuum of Care

I. Sue opened the meeting at 10:00 AM. Those in attendance were welcomed, a round of introductions was completed.

II. NOFA timeline
Mark reviewed the timeline for application to HUD. He included the program funding recommendations of the CoCB grant committee which have been approved by the CoCB. These recommendations will go before the Des Moines City Council on Aug. 28th. The full application will be posted on the CoC website for public review and comment Sept. 11-18. The goal is to submit the application on Sept. 26th.
Jim asked members a question about discharge planning.

III. Data dashboard/Use of data
Eileen shared the following:
- As we look at the trend data for Point In Time (PIT), it’s important to remember that the number of Transitional Housing (TH) beds has been reduced because projects have closed which is the main driver of the trend. TH is about as low as it can go unless additional units are developed.
- At the same time, Emergency Shelter (ES) numbers have increased.
- It should be noted that there is really no relationship between the numbers reported by Coordinated Intake (CI) and the PIT count. More individuals and families are on the waiting list. Our family shelters are always full so there isn’t much of a chance those numbers will be reduced. However, no families are left on the street.

Jim suggested that ICA generate a set of talking points to accompany monthly data reports to interpret the data accurately and to inform the CoC and community about the impact on goals.

Members commented that the CoC should talk about “hidden homelessness” (numbers on waiting lists and those doubled up) as well as to keep the challenge before the community on reducing the number of persons in emergency shelter.

Ultimately we need an increase in affordable housing, specifically created for this population. Talk about how many affordable units have been taken off-line by redevelopment.
IV. Update work of CI (Centralized Intake) Work Team
Mark and Jane provided C.S. members with a quick overview of the composition and purpose of CI Work Team. The small group meets monthly, reporting and advancing key elements of the implementation of CI to the C.S. committee.

V. CI Network Partners MOU & CoC Non-discrimination policy
CI Network Partners MOU – an agreement between the CoCB and community partners using CI. The document describes elements necessary for informed and consistent implementation. A motion to approve the document and send to the CoCB for consideration was approved.

CoC Non-discrimination Policy – Members were asked to review and provide feedback on a draft. Following this meeting Mark will send to the Directors’ Council and other partners for their review. C.S. members can expect a copy showing changes. Ultimately the document will go to the CoCB for consideration and adoption.

VI. Update CoC strategies for income
Mark and Jane informed C.S. members about the evolution of bringing forward a CoC strategy which integrates the efforts to obtain affordable, safe & secure housing with efforts to obtain income which helps to support sustained housing. Income includes both earned income and the use of public and private benefits. The CoCB has partnered with United Way to convene related organizations to discuss resources and approaches which might increase the use of mainstream job readiness and job placement pathways. In the near term, this work will result in the CoCB considering the adoption of a strategy statement. On-going conversations and discovery will continue.

VII. Announcements & Information sharing
IFA State Housing Conference will be held Sept. 4,5 & 6 in Cedar Rapids.

Future C.S. Meeting Dates: 4th Wednesday of each month.
September 27, Oct. 25, Nov. 22, Dec. 27

VIII. The meeting was adjourned at 11:00 AM
Memorandum of Understanding
Coordinated Intake Network Partner
Polk County Continuum of Care

This Memorandum of Understanding (MOU) is made between the Polk County Continuum of Care Board ("CoCB") acting on behalf of the Polk County Continuum of Care ("PCCoC"), and the Centralized Intake Network Partner set forth below (the "CI Network Partner").

I. Background

Provisions in HUD's Continuum of Care Program and Emergency Solutions Grant Program interim rules require that all Continuums of Care establish a coordinated entry system. The PCCoC has established a Centralized Intake (CI) system meeting the applicable requirements. In addition, other Polk County funders of homeless and housing assistance have adopted the CI system requirement for their grantees.

The CI system represents a PCCoC-wide process for facilitating access to all homeless designated resources, identifying and assessing the needs of persons experiencing a housing crisis, and referring clients to the most appropriate service strategy or housing intervention. The PCCoC's CI system will enable the PCCoC and the community at large to document needs and enable comparison and analysis to allocate limited resources to achieve the most effective results.

II. Guiding Principles of the Polk County Continuum of Care

- Right resources – Right time
- Client-centered
- Prevent and divert when possible
- Real-time data and inventory
- Sustainable system with continuous evaluation and redesign as needed

III. Agreement

The CoCB and the CI Network Partner (together, the "Parties") agree as follows:

- To implement and operate the CI system as established by the PCCoC.
- To read and adhere to the policies and procedures established by the CoCB for the CI system.
- To prioritize clients based on "vulnerability" as the primary factor among many considerations to direct limited resources to the most "vulnerable" as defined by HUD's Continuum of Care Programs's Housing First orientation.

Approved PCCoCB (insert date)
• To recognize CI as the single point of entry as referral for individuals or families who are homeless or at risk of being homeless with exceptions for those fleeing from domestic violence, youth under the age of 18 and veterans.
• To promote client-centered practices treating all clients with respect and kindness
• To accept referrals established through the CI system.
• To follow the denial procedures established through the CI system.
• To provide all related program eligibility criteria to the CoCB.
• To provide up-to-date availability information within the guidelines of each related program.
• To use available client information obtained during the CI system and discourage staff from administering any assessments that duplicate questions asked during the CI system’s assessment.
• To exercise continuous quality improvement efforts by actively engaging with PCCoC partners to evaluate and improve the CI system.
• To the extent allowed by each organization, to join with other partners of the PCCoC to advocate for expanded affordable housing and needed resources for homeless individuals and families in our community.

IV. Terms of the Agreement

This MOU shall be effective upon execution and adoption by each CI Network Partner and will remain in effect unless terminated by either Party under the following conditions:

1. Upon 90 days written notice by one Party to the other Party;

2. Immediately upon mutual consent of both Parties;

3. For good cause by either Party if the other Party breaches the terms of the MOU. However prior to any such unilateral termination of good cause, the Party wishing to terminate must give the other Party written notice of the alleged breach and an opportunity to cure the alleged breach within 30 days before termination becomes effective; or

4. Upon filing of bankruptcy, liquidation, or cessation of operations by any Party.

Amendments

This MOU may be amended only in writing signed by the Parties. The Parties agree to make a good faith effort to agree on any amendments as may be necessary to achieve the goals and purposes set forth herein.

Notices

All notices required herein must be in writing and served on the other Party at the current mailing address for each Party.

Approved PCCoCB (insert date)
Non-exclusive

All Parties agree that this MOU is non-exclusive in that each Party retains the right to provide services to other entities and receive services from other entities independent of the CI system.

Confidentiality

The Parties agree to comply with any and all applicable laws and regulations concerning confidentiality of client records, files or related confidential communications in connection with participation in the CI system.

Nondiscrimination

All Parties agree to operate the CI system in compliance with applicable law, including laws concerning civil rights, fair housing and equal access laws and requirements as stated in the CoCB’s policies and procedures governing the CI system.

CI Network Partner Signature: __________________________
Print Name: _________________________________________
Title: _______________________________________________
Date: _______________________________________________

Board President Signature: _____________________________
Date: _______________________________________________

Polk County Continuum of Care Signature: 
____________________________________________________
Print Name: _________________________________________
Title: _______________________________________________
Date: _______________________________________________

Approved PCCoCB (insert date)