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