Coordinated Services Committee
Continuum of Care Board
October 25, 2017  10:00 AM – 11:00 AM
MEETING MINUTES

Attending: Chair: Susan Wright, CoC board member, Cynthia Latcham/Anawim, Leslie Van Der Molen, Dan Zahn/Catholic Charities, Jan Zeleke/Central Iowa Shelter Services, Mach Slater/Habitat for Humanity of Iowa, Lynn McCormick, House of Mercy Eileen Mitchell, Ehren Wright & Gary Wickering/Institute for Community Alliances, Kiana Hines/New Directions Shelter, Shelby Ridley & Bernadette Egger/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

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

II. Minutes from the September meeting were approved.

III. Evaluation of Centralized Intake
- Sue reviewed the Evaluation requirements contained in HUD documents and the current statements in the Polk County Coordinated Services CI Policies and Procedures.
- The CoC Board, through the Coordinated Services Committee, is charged with carrying out regular evaluations of CI.
- The requirement that “A forum, hosted and convened by the Continuum of Care Board, with people experiencing homelessness who have been through the coordinated assessment process will take place every six months” has not been carried out.
- Discussion ensued about possible approaches to collecting data. It was decided that a small subcommittee should convene and develop a proposal for procedures. Those who volunteered for the committee are: Shelby Ridley, Ehren Wright, Gary Wickering, Jan Zeleke, Leslie Van Der Molen, Danell Vaughan. Sue Wright will convene the group.

IV. Process Questions
- Due Diligence:
  - Shelby discussed the difficulties that relate to due diligence in certifying someone as homeless. CI needs to be in compliance with HUD requirements. Currently, CI is required to outreach to a 3rd party for confirmation of homelessness for individuals not in shelter. The order of consultation and time frame required leave homeless individuals and families out of housing for weeks.
  - After meeting found out that request for technical assistance was denied by HUD. A group will be convened to try to determine how to address these concerns. Further efforts will be made to resolve these procedures.
- VI SPDAT Script
  - Shelby discussed the need to ensure that all clients are receiving the same information about VI SPDAT before it is administered. She shared a copy of a script that PHC has developed to be used by all who are administering VI SPDAT.
  - Some discussion ensued, with a concern that perhaps the script is too long.
Eileen indicated that the script could easily be inserted into the online program.
Agreed that the script will be inserted and tried for a few weeks. Feedback will be brought back to the CI Work Group.

- Defining Major Life Changes
  - Discussion has revolved around what has to occur to trigger a new administration of VI SPDAT. Generally major life events including birth, death, permanent housing, homeless-again have been the triggers.
  - Some discussion ensued particularly focused on whether major medical issues should be included.
  - PHC will develop a proposed statement concerning life changes that trigger a re-administration of VI SPDAT and will bring the December Coordinated Services Committee meeting.

- Family Shelter Waiting Lists
  - The number of days on the waiting list, under current guidelines, can be up to 90 days.
  - Shelby proposed a change: After 3 contact attempts to shelter a family, if the family does not respond for shelter, the family will be taken off of the list. Family can be added back on this list after contact with PHC stating continued need for shelter. Cynthia Latchem seconded the motion.
  - Motion passed

- Consultation requirement
  - Shelby discussed the need to require consultation in cases in which families are frequently entering shelters.
  - Motion: Families who enter second shelter within 12 months are required to enter consultation. Ehren Wright seconded the motion.
  - Motion passed.

V. HMIS Data
- With Eileen Mitchell’s retirement Ehren Wright is taking over Coordinated Intake Quarterly Summary.
- Ehren reviewed the distributed October 2017 Coordinated Intake Quarterly Summary.
  - Intake downtrend partly an issue of low staffing at PHC. New staff member has been hired.
  - Downward trend on referrals due to lack of PSH and permanent housing.
  - Shelby noted that CI has seen 2200 households in first 9 months of 2017, compared to 2080 total in 2016.

VI. Announcements & Information sharing
- Patrick Shocker will be joining the Institute for Community Alliances, taking the position vacated by Eileen Mitchell with her retirement.
- Jorie Hidri has been hired as the new Intake case manager at Primary Health Care.
- Anawim has two new members joining the staff – Jeremy Orcutt and Ryan Laudick. A third staff member will start in December.

Future C.S. Meeting Dates: 4th Wednesday of each month: Dec. 27, Jan. 23, Feb. 28
There will not be a meeting in November.

VIII. The meeting was adjourned at 11:05 AM