



Pursuit of Housing Partners Meeting

Date: January 4, 2017

Time: 11:00 AM

Location: Thurman Brisben Center

MEETING CALLED BY	Kate Gibson (GWRC)
TYPE OF MEETING	Monthly Meeting
NOTE TAKER	Danielle O’Leary
ATTENDEES	Kate Gibson (GWRC) Danielle O’Leary (GWRC) Kim Lally (TBC) Kathy Anderson (Empowerhouse) Lisa Crittenden (Loisann’s Hope House) Meghann Cotter (Micah) Tara Best (Loisann’s Hope House) Shelly Shipman (TBC)
ABSENT	Tammy Torres (Empowerhouse)

DISCUSSION	
<p>Introductions</p> <p>Approval of September 7, 2016 Meeting Minutes</p> <ul style="list-style-type: none"> • Lisa Crittenden moved to approve the minutes and Kathy Anderson seconded the motion. The minutes from September were approved by all committee members. <p>Approval of December 7, 2016 Meeting Minutes</p> <ul style="list-style-type: none"> • Kathy Anderson moved to approve the minutes and Tara Best seconded the motion. The minutes from December were approved by all committee members. <p>Housing Assistance Snapshot</p> <ul style="list-style-type: none"> • This spreadsheet will be sent out to the POH partners prior to the monthly prioritization 	

meetings, and will be completed in order to inform decisions made during prioritization meetings.

- If an agency is unable to take on new cases, this tool can be used to understand why that is, and then determine as a community how to solve that issue.
- This will be a snapshot for a specific time frame, with the understanding that things change daily within partner agencies.
- This snapshot allows partners to see Empowerhouse data.
- This process will ensure transparency for the prioritization process.
- The group agreed on the following additions to this spreadsheet:
 - Further instructions on how to fill in the numbers.
 - Other funding sources that agencies may have.
- This group discussed the possibility of rethinking the prioritization process:
 - More case conferencing needs to take place.
 - Group needs to ensure that all clients are getting what they need.
 - Micah is currently working on entering most vulnerable clients into their Street Management project; once this is done the list will be much shorter and will include the community's most vulnerable individuals.
 - VI-SPDATs will be completed 2 weeks after a client/household entry date.
 - This group may need to implement a policy that case management/financial assistance always come from the same agency.
 - The group briefly discussed the idea that all RRH dollars geared towards families go to one agency; other communities have RRH providers that are separate entities from shelter providers.
- POH partners set a time to complete a walk-through of the homeless crisis response system – this will help identify where the gaps in this system are and determine how to address these gaps.
 - Meeting time – January 18th, 2:30PM – 4:30PM @ GWRC
 - Kate will put together questions for POH partners to discuss with their respective staff beforehand.
- Ultimately, this group needs to be aware of what we are able to provide and this spreadsheet can help us get there.

Coordinated Assessment Updates

- The assessment is split into two sections – the pre-screening and the full assessment.
 - There will be a few more questions added to the full assessment at the request of Loisann's Hope House.
 - Once the full assessment is completed and a client is being referred to a specific agency, the assessment is used as the referral (Full assessment = referral).
- There are steps explaining how to add assessment into HMIS.
 - Referral instructions through HMIS are also included, but the group is not yet using this.
- POH partners discuss how they are completing this assessment at their agencies.
 - Micah staff is completing these assessments in real time, into HMIS. Kristen and

sometimes volunteers complete the assessment.

- TBC staff is filling out the paper form and Alicia is entering the assessment into HMIS at a later time.
- Hope House also completes a paper form and then enters the data after.
- Once prevention is up and running, assessment form will need to be revised again.
- POH partners expressed issue with collecting full social security number from clients. Kate responded that SSN is a universal data element required to be collected by HUD.
 - This could be another reason for the push to complete assessments and referral through HMIS.

National Alliance RRH Benchmarks

- Danielle briefly went over the 3 National Alliance RRH Benchmarks.
- POH partners were provided information on what these benchmarks are, how they will be calculated, and where we stand in determining how to come up with these numbers.

CONCLUSION		
ACTION ITEMS	PERSON(s) RESPONSIBLE	DEADLINE
Continue working on RRH Benchmark Reports	Danielle	
Send out questions for POH partners to discuss with staff	Kate	
Discuss questions regarding homeless crisis response system with staff	POH partners	