



System Planning Committee Meeting

Date: February 07, 2018

Time: 1 PM

Location: George Washington Regional Commission (GWRC)

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| MEETING CALLED BY | Kate Gibson (GWRC) |
| TYPE OF MEETING | Monthly Meeting |
| NOTE TAKER | Sam Shoukas |
| ATTENDEES | Kate Gibson (GWRC) Sam Shoukas (AmeriCorps VISTA) Tara Best (Loisann's Hope House) Kim Lally (TBC) Kathy Anderson (Empowerhouse) Lori Yelverton (Micah) Lorena McDowell (NVFS)- on phone Michele Porter-Will (Volunteers of America)- on phone Brian Sangutei (VA)- on phone |
| ABSENT | Tammy Torres (Empowerhouse) Lisa Crittenden (Loisann's Hope House) Meghann Cotter (Micah) |

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| DISCUSSION | |
| <p>Introduction</p> <p>Approval of January 03, 2018 Meeting Minutes</p> <ul style="list-style-type: none"> Kathy Anderson moved to approve the minutes and Tara Best seconded the motion. The motion passed unanimously. <p>Committee Purpose and Duties</p> <ul style="list-style-type: none"> Kate discussed changes to the meeting topics/composition as a result of the Bylaws update passed in January by the Full CoC membership. | |

Case Management Learning Series (CMLS)

- The CoC kicked on the CMLS on 1/30/2018 with a presentation on case management basics. Future trainings have already begun to be scheduled, including Domestic violence, trauma informed care, youth homelessness, and Fair Housing/Landlord Tenant Law.
- Kathy Anderson requested training on the SPDAT to see if that may be useful in for future use of the CoC.

Committee Chair Elections

- The group discussed the need to elect a committee chair. The group decided to wait until the next meeting before making the election so that missing persons can be consulted.

Standing committee Meeting Time

- Standing meeting time was changed in order to accommodate the schedules of new members. The new standing meeting time is the Third Wednesday of each month at 3pm at GWRC.

Coordinated Entry Discussion

- **Non-Discrimination Form**
 - CoC staff reached out to HUD consultant to discuss concerns regarding a corrective action plan and to be provided advice on the best route to take. CoC was advised that along as clients are aware that there is a process to address issues, there is no need to hand out a form each time.
 - The CoC will be working with the GWRC Title staff to update the non-discrimination policies to include the required titles for HUD. CoC non-discrimination complaints will then use the same process established for other issues and the form will be located on the website for all those wishing to make a complaint.
- **One Number**
 - Infinity Technologies has created a one number for the CoC to test. Testing has begun this week and will continue until all kinks are worked out. Some minor issues with scheduling have been confirmed and are being troubleshot with Infinity as they arise.
- **Google Form**
 - The new google doc for the coordinated assessment process went live on 1/29/2018. So far, there has been the need for minor changes to accommodate user friendliness. Ongoing feedback on possible future changes is welcome
 - The new assessment process has also increased transparency and communication among providers as well as created a more client centered process for coordinated entry.

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| CONCLUSION | |
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| ACTION ITEMS | PERSON(s) RESPONSIBLE | DEADLINE |
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