



## System Planning Committee Meeting

**Date:** May 16, 2018

**Time:** 3 PM

**Location:** George Washington Regional Commission

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

<b>DISCUSSION</b>	
<p><b>Introduction</b></p> <p><b>Approval of April 18, 2018 Minutes</b></p> <ul style="list-style-type: none"> <li>Kim Lally moved to approve the minutes and Lori Yelverton seconded the motion. The motion passed unanimously.</li> </ul> <p><b>Approval of April 26, 2018 Minutes</b></p> <ul style="list-style-type: none"> <li>Kim Lally moved to approve the minutes and Lori Yelverton seconded the motion. The motion passed unanimously.</li> </ul>	

### Case Management Learning Series

- Upcoming training sessions were discussed. The possibility of having SPDAT training provided by Org Code was also discussed. GWRC is willing to use funds to pay for the training as long as all partners are on board to go forward with the training. All partners agreed that the training would be helpful and would like CoC staff to go forward with getting the training organized.
- CoC staff will work with Org Code to organize training and send a poll out to providers for possible dates for the training.

### Updates

- **Coordinated Assessment Working Group**
  - The Coordinated Assessment Working Group met for the first time on Monday, May 14, 2018 to discuss how to best prepare for centralized intake starting July 1<sup>st</sup>. The group discussed details that still needed to be decided and who would be involved in those discussions. The group will be meeting in a set of smaller groups to discuss specific details. All process decisions will be written down and compiled into a manual for the new coordinated assessor.
  - Lorena McDowell, NVFS, will be coming to the area on Monday, May 21<sup>st</sup> at 10AM to introduce the partners and CoC staff to the Housing and Homeless Services Director, Kathy Bridgeman. All partners are welcome to attend. Lorena announced that she would be leaving NVFS in the beginning of June. Kathy Bridgeman will be taking over programming in Lorena's absence.
- **Housing Locator Checklist**
  - Kelsey Holdway has updated the housing locator checklist based on conversation from last meeting. Additions were suggested from the group to address continuous refusal of units by clients and ramifications.

### Action Planning

- Using the list of potential focus areas from last meeting the group discussed priorities for the upcoming year:
  - Performance- what metrics to look at and how to provide context around data per population
  - Central Intake- ensuring that all tasks addressed in the working group are completed and running
  - Prioritization- updating list process, focusing on case conferencing, and in depth conversations around all clients.
- Staff will develop a draft Action Plan based on conversations to be shared with the group at the next meeting.

CONCLUSION		
ACTION ITEMS	PERSON(S) RESPONSIBLE	DEADLINE
Send Doodle for SPDAT	Staff	Next Meeting
Develop Draft Action Plan	Staff	Next meeting