**Hennepin County**

Coordinated Entry System (CES) Leadership Committee

**Date and Time:** Tuesday, July 7, 2021 11:30am to 1:30pm

**Location:** Virtual

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[Join Microsoft Teams Meeting](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZWVhOTQwNzgtNzNmZC00YjFiLTllZDEtNzE0YzgwNzJhODg0%40thread.v2/0?context=%7b%22Tid%22%3a%228aefdf9f-8780-46bf-8fb7-4c924653a8be%22%2c%22Oid%22%3a%2243b8958b-321a-4eb8-bdb6-7978c6782a3f%22%7d)

[+1 612-263-6117](tel:+1%20612-263-6117,,951778374# )   United States, Minneapolis (Toll)

Conference ID: 951 778 374#

### Attendance:

**Committee Members**: Lucy Bullock. Cherita Tenhoff, Zarita Hester, Kim Lieberman, Susannah King, Mark Miller, Stacy Sweeney,

**Hennepin County Staff**: Eric Richert, Amy Donahue, Tracy Schumacher, Katie DeSantis, Reneea Stewart, Lindsey Anderson

**Not in Attendance:** Tim Deen,

### Guiding Principles

1. Ensure service accessibility
2. Prioritize swift exit from homelessness
3. Align services to client need
4. Prioritize services for clients with the greatest need
5. Build a system that works efficiently and effectively for clients, referral sources, and receiving programs
6. Invest in continuously strengthening the system

**Agenda items**

1. Welcome
2. Ice-Breaker-Introductions
3. Membership applications
4. Questions/Discussion?
   1. An application is expected to be submitted to fill Travis’ slot
5. New Membership Voting
   1. Committee reviewed the results of the ballot vote
   2. Discussion around the need for diverse applicants (diversity in experience and demographics)
   3. **Motion was made to approve applicants that received over 50% of votes.**
   4. **Motion was approved – J.R.’s application was approved.**
6. New Member Application revision workgroup
7. 2021 Workgroup Update
   1. Communications (Kim) – Updates
      1. Communications subcommittee is creating a quick CES 101 type video
      2. Currently there is a draft of a power point that is created
      3. The Comm’s committee is hoping to have a video complete by august or September
   2. Assessor policy workgroup (Susannah/Tracy) – Updates
      1. Working on how to better monitor and ultimately improve the work of assessors
      2. There likely will more assessors added, so this work is important
   3. Intersystem (Stacy) – Updates
      1. Working on document ready initiatives project implementation
      2. Going to start working with ICA to build a workflow in HMIS
      3. Next steps: develop training, communication plan, and a monitoring and evaluation plan
      4. There could potentially be a pool of money to help agencies help clients obtain documentation
      5. There will be a roll out before any policy is made to prioritize those that are “document ready”.
   4. Evaluation (Tim/Amy) – Updates
      1. Data discussion
      2. Access discussion
8. Meeting format discussion – (Susannah/Zarita)
   1. Day of the week and time
   2. In person or continue teams?
9. Update on performance, policy and trends
   1. Highlight sections of P&P and discuss annual review process (Amy/Tracy)
   2. Leadership Committee Calendar (Tracy)
      1. A draft of a calendar of events for each month was created
      2. The idea is to be better organized with annual events or topics
      3. The draft will be shared with the meeting notes
   3. RRH PSH Transfer policy update (Tracy)
      1. It was proposed that the threshold for the length of time a household works with a family will be lowered from 18 months to 15 months.
      2. **A motion to approve the proposal was made.**
      3. **Motion was Approved**
   4. C4 update  
      i. C4 is leading the assessment revamp work
      1. C4 is taking over the evaluation of ces from Dwell. They will review HMIS data and complete interviews with service providers and service consumers
   5. Emergency Housing Voucher update (Amy)
      1. The EHV need case managers to be paired with the vouchers
      2. Communication went out to identify case managers. So far Hennepin County’s Homeless Access team, Hotels to Housing case managers, and health care for the homeless have been identified.
      3. HMIS will be ready to go within two weeks
   6. Data- Provider level demo (Amy)
      1. Tabled
   7. HC Data (Rennea)
      1. Shared with the agenda
10. Agenda items for next meeting (all) Any topics committee members want to address?
11. Recruitment for committee members.

**Future Agenda items**

Policy/strategy around sharing policy changes with the community.

Requirement for youth providers to do HMIS

**Acronyms**

* **AMI:** Area Median Income.
* **CES:** Coordinated Entry System, a process operated by CoCs to assess and connect people residing in shelters and/or on the streets with homeless-designated housing programs
* **CoC:** continuum of care for the homeless; funding made available by HUD via the annual CoC program competition process
* **DHS:** Minnesota Department of Human Services
* **FHPAP:** Family Homelessness Prevention and Assistance Program; biannual grant from MHFA for homelessness prevention and rapid rehousing
* **EA:** Emergency Assistance for families
* **EGA:** Emergency General Assistance for single adults
* **ESG:** Emergency Solutions Grant; annual grant from HUD used by Hennepin County and City and Minneapolis for rapid rehousing
* **FMR:** Fair Market Rent, a calculation completed by the federal government
* **GRH:** Group Residential Housing, a State benefit that pays for housing and some services for people with disabling conditions, also called Housing Support
* **HMIS:** Homelessness Management Information System; database and reporting application
* **HUD:** United States Department of Housing and Urban Development
* **LTH:** Long-term homeless, a Minnesota designation of people who have been homeless or doubled-up for 12 continuous months or for 4 times in the last 3 years
* **MFIP:** Minnesota Families Investment Program, Minnesota’s Temporary Assistance for Needy Families (TANF) program
* **MHFA:** Minnesota Housing Finance Agency
* **PIT:** point in time count, a required count of people experiencing homelessness every January
* **PSH:** permanent supportive housing
* **VI-SPDAT:** Vulnerability Index – Service Prioritization Decision Assistance Tool, the tool used in Hennepin County’s Coordinated Entry System to prioritize households for different housing programs