**Hennepin County**

Coordinated Entry System (CES) Leadership Committee

**Date and Time:** Tuesday, September 7, 2021 8:30am to 10:30am

**Location:** Virtual

[Join Microsoft Teams Meeting](https://urldefense.com/v3/__https%3A/teams.microsoft.com/l/meetup-join/19%2A3ameeting_OTNkMmZiYTgtN2JlYy00MDVjLWE1YjctNmJjYzIwYWRlMWE0%2A40thread.v2/0?context=*7b*22Tid*22*3a*228aefdf9f-8780-46bf-8fb7-4c924653a8be*22*2c*22Oid*22*3a*22317d2633-0208-41be-a30d-5705a9bced4c*22*7d__;JSUlJSUlJSUlJSUlJSUl!!MxD8lHs9xPYQ!ewKrcBfzNwEJVOrHyJFBrg-qlfv5YjKMt0Od-0B1Dzap_njr-8CDSqlY7fnbrCRzFvZe5kHPaTzrGw$" \t "_blank)

+1 612-263-6117   United States, Minneapolis (Toll)

Conference ID: 962 727 644#

**Members in attendance:** Charlotte Moris, Charlotte Kinzley, Jess Nelson, Tenzin Banari, Laurel Lilligren, Lisa Williams-Rolle, Shae Roberts

**Hennepin County Staff:** Amy Donahue, Eric Richert, Tracy Schumacher, Danielle Werder

**Members not in attendance**: Sue Hackett, Laura Knips

### 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

**Follow up items:**

* Members will **consider co-chair role** and will be prepared to respond next meeting with any thoughts/considerations on their own ability to step into leadership role **(all)**
* Update representation survey and share out with voting committee members to fill out (Charlotte K will send out once finalized)
* Review P&P and calendar/timeline draft before next meeting and be prepared to discuss (all)
* Welcome and orient Kayona to the committee. (Charlotte M, Tracy/Amy)
* Recruit a **new youth with lived experience representative** on the committee. Ivy will help identify interested youth. (all + Eric include in Scoop)
* Recruit a domestic violence rep (all + Eric include in Scoop)
* Workgroup will meet to discuss defining due diligence related to referrals. (Katie, Laurel, Charlotte M inviting others)
* Follow up regarding CFR (Tenzin coordinate a meeting with Camarra, Amy, Tracy)

**Agenda items**

1. Welcome, what is one thing you’ve seen/done to stay engaged in a virtual meeting?

Welcome to:

* 1. Kayona Adams, ~~Child Welfare Rep~~
		1. No longer in child welfare. Has moved to a new position with Front Door
		2. She will be asked to fill the System Partner role
	2. Welcome and Congratulations to Danielle Werder, new Office to End Homelessness Area Manager
1. Membership Updates—Ivy stepping down
	1. Open spots: Domestic Violence, Youth/Youth Provider, Black/Indigenous/POC rep
2. Last month action items
3. Co-chair role- what would it take to make this role work for you?
4. 2021 workgroups
	1. Communications (Jess)
		1. Continue to work on the CE basics video
		2. Looking into different language options
	2. Intersystem (Sue)—document ready initiative
		1. The assessor re-certification training has been updated. It is now online.
		2. Assessors will be trained in the duties required of assessors.
		3. Assessors will be trained on how to help clients become “document ready”
		4. A resource will be created to highlight places that help with obtaining vital documents.
	3. Evaluation (Charlotte M)
		1. The plan is to review the Health of the System metrics. This data is released on a quarterly basis.
		2. The next meeting is Friday.
		3. CE data is available by each Service Provider
5. Update on performance and trends
	1. Assessor Data –
		1. 27 assessments completed in the month
	2. ~~DAP data~~
	3. HC Data –
		1. 33 families on the priority list at end of July, Average of 36
		2. Vacancies: 24 RRH, 24 PSH
	4. Priority List
6. Applications revisions review (Tenzin)
	1. A small committee has been working on drafting a new application.
	2. The committee reviewed and suggested changes for the application
7. County of Financial Responsibility follow-up (Tenzin)
	1. The Shelter Team and CE Leadership are considering a change to the rules around the County of Financial Responsibility (CFR).
	2. The group reached out to Ramsey County to get their policy
	3. A group will continue to meet work through possible solutions
8. Policy to define due diligence related to referrals follow-up (Charlotte M./Laurel/Shae/Katie)
	1. Tabled
9. Review Policy & Procedures manual (all)
	1. Annually the Leadership Committee reviews the P&P manual and makes any updates that are needed.
10. Review Committee calendar (all)
	1. Tabled
11. C4 update (Tracy/Amy)
	1. Assessment revamp, client choice questions
	2. Tabled
12. EHV update (Amy)
	1. Tabled
13. Agenda items for next meeting (all)

**Future Agenda items**

October- review MPS data

CoC update

Guidance for assessors regarding households involved with Child Protection.

Policy/strategy around sharing policy changes with the community.

Requirement for youth providers to do HMIS

Transfers between CoCs

**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