**Hennepin County**

Coordinated Entry System (CES) Leadership Committee

**Date and Time:** Tuesday, September 7th, 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   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,

**Not in Attendance:**

### 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, what is one thing you’ve seen/done to stay engaged in a virtual meeting
2. Danielle Werder Introduction
	1. Danielle is the new Office to End Homelessness Area Manager
3. Leadership Committee Matrix and Recruitment discussion
	1. Thank you, Kim, for serving 3 years on the committee!
4. 2021 Workgroup Update
	1. Communications (Kim)
		1. Continuing to work on the CES basics video. The video will be housed on the CES website.
	2. Intersystem (Stacy)
		1. Document ready update – HMIS has been set up to accommodate this initiative.
		2. Assesssors will be trained in the re-certification process in October to learn about getting clients document ready
	3. Evaluation (Amy)
		1. The Health of the System reports are quarterly data updates
		2. There is now access to CES data at the service provider level.
5. Update on performance and trends
	1. HC Data (Reneea)
		1. To be sent out with the minutes.
	2. Multiple declined policy data
		1. Tabled
	3. Priority List
	4. Provider level demo (Amy)
6. Applications revisions review (Cherita)
	1. The Family Leadership Committee made edits to the application. This application will be shared next month.
7. Highlight sections of P&P and discuss annual review process (Amy/Tracy)
	1. The Leadership committee reviewed the P&P manual as part of the annual review process.
	2. It was suggested that the membership categories be updated to reflect the membership matrix
	3. It was pointed out that “Youth” was often missing from headers and other descriptions
	4. A few other small changes were suggested. Edits will be finished up by next meeting.
8. Leadership Committee Calendar
	1. The leadership calendar lays out the regular tasks of the leadership committee
9. C4 update (Tracy)
	1. Client choice update / assessment revamp
		1. This work is wrapping up. Prompts and scripts will be shared with assessors. The stakeholder was very involved in formulating how the questions are asked.
	2. Assessor Role Expectations roll-out
10. Emergency Housing Voucher update (Amy)
	1. MPHA asked for 30 vouchers.
	2. Metro HRA will be asking for referrals soon.
11. Agenda items for next meeting (all)
	1. Laura DeRosier- CoC update

**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