

Home Team
General Membership Meeting Minutes
Thursday, January 11, 2018, 1:30 p.m.
at Erie County Care Management

Attendees: Chris Tombaugh, Danielle Szklenski, Autumn Wilcox, Lisa Karle, Krissy Dimitrovski, Shelby Karns, George Fickenworth, Sean O’Neill, Barry Kohler, Mike Wehrer, Ashley Franklin, Betsy Wiest, Mary Fromknecht, Jennifer Malone, Clifton McNair, Diana Ames, Margaret Simms, Dierdre Tate, Nicole Johnson, Gina Allison, Maureen Dunn, Kathy Hubbard, Linda King, Jesse Hayward, Mark Alexa, Jennie Hagerty, Eddie Martin, Kate Schaaf, Kurt Crays.

This regular meeting of the Home Team General Membership was held Thursday, January 11, 2018 at the Erie County Care Management at Griswold Plaza in Erie, PA. The meeting was run by Chris Tombaugh, Chair and the Secretary, Danielle Szklenski, was present. The meeting was called to order at 1:32 p.m. Introductions were completed.

I. Consent Agenda

A motion was made by Mark Alexa and seconded by Sean O’Neill to approve the consent agenda. All attendees were in favor with zero opposed and zero abstained. The motion carried. The agenda is as follows:

- (I. Consent Agenda)
- II. Treasurer’s Report
- III. Committee Reports
- IV. Update on Strategic Plan
- V. Coordinated Entry Update
- VI. HMIS Report
- VII. Other
- VIII. Adjourn

II. Treasurer’s Report

Linda King gave the treasurer’s report. \$4,930.

III. Committee Reports

Committee Reports were called for.

Info/Gaps Committee (Mark Alexa)

Data Report from HMIS was included in the materials emailed to the Home Team prior to today’s meeting and handouts were available today at the meeting. Mark emphasized that the data shows we need to work with consumers who exit a level of care to prevent re-entry to homelessness. Data shows persons are most vulnerable to re-experience homelessness within 6 months of exit. It was also stated that the Median is often a better representation of the data as the Mean can be skewed by a single outlying number. LOT stands for Length of Time. The data in several of the Metrics was discussed. The group was pleased to have data shared. The information will be used as a part of our strategic planning efforts.

Membership Committee (Kathy Hubbard)

Kathy reported that the Membership Committee was stepping back until the Strategic Planning was complete. It was discussed that the timing of election of officers will be taken up at the Executive

Committee and may occur following completion of the new strategic plan. The current officers were elected in March 2017.

Housing

Dave Woledge was not present, but Gina Allison reported this committee is holding to completion of strategic plan.

Children and Youth

Liz McCormick was unable to be present; however, the minutes of the Children and Youth committee were shared and distributed in advance of today's meeting. This is a very active committee looking for options and ideas to better serve young homeless persons.

Discussion occurred around how to better capture data on homeless youth, perhaps in the overflow shelter. It was asked if the shelter staff is reporting unaccompanied youth to OCY. The overflow shelter is not knowingly serving any unaccompanied youth. Although it is possible some consumers may present as older than they actually are. Mark Alexa reported most served do have identification. The overflow shelter doesn't report information in HMIS. It is staffed by volunteers and moves from church to church. Persons volunteering may not have mandated reporter training and may not be associated with the church building that is hosting the shelter. Mark Alexa reviewed the primary goal of the overflow shelter which is to provide a place for people to get off of the street in the winter to prevent freezing to death. It was intentionally designed with minimal barriers. Additional services are offered, but not forced. Several felt that overregulating may result in people not coming in and dying on the street. When the clients welcome it, they are referred to additional services and supports including permanent housing.

Outreach (Grace Kennedy)

On December 21st at 11:30 a.m., a Memorial Service was held for people who died while homeless at the Episcopal Cathedral across from the Court House. Media covered the event. Reaction to the new location was very positive. The service was held outside in front of the homeless persons' memorial statue. The statue served as a powerful visual reminder of persons impacted by homelessness. All Home Team members were encouraged to see the statue, if they hadn't already, and were reminded that Home Team made a donation to its creation.

IV. Strategic Planning – George Fickenworth

The next strategic planning meeting will be held on January 31st from 1:00 to 4:00 p.m. A location is still being sought. An email will be sent announcing the location so please watch for it.

V. Coordinated Entry Update

Lisa Karle shared with the group her excitement about the pending implementation and the importance of keeping a positive attitude about the upcoming switch to Coordinated Entry on January 23rd. There will be bumps at first, but let's focus on how the new system will improve things for the clients we serve.

Autumn Wilcox presented the Policies and Procedures for Coordinated Entry for Erie County PA Continuum of Care. The Draft was emailed out in advance. These policies and procedures were

developed with the assistance of the Housing Alliance of PA and have been revised with provider feedback from meetings held in November.

A few additional revisions were proposed beyond the draft including:

- 1) The note highlighted in yellow on page 9 will be deleted.
- 2) On page 18 the first bullet will be changed to reflect that “feedback will be solicited on an ongoing basis” for coordinated entry rather than “at least annually”, and feedback shall be given to the Chair of the Coordinated Entry Subcommittee.
- 3) There was question about the use of both the terms subcommittee and committee regarding if there was a difference. This will be changed for consistency; it was thought the technically correct term in this case is subcommittee.

It was discussed that Coordinated Entry will become a standing Sub-committee of the Home Team. The process for this change will occur in conjunction with the other potential changes that result from strategic planning.

A question was raised about the scores listed on page 13 for the VI-SPDAT, regarding whether these were for individuals or families. This will be explored by Autumn Wilcox.

A script for the VI-SPDAT is being developed. The script will be shared with SafeNet and the VA who are the only two entities besides ECCM who will be doing the assessment.

There was discussion about the categories listed on page 13 for types of Service Intervention Recommendation. Three categories (None, Rapid Re-Housing, or Permanent Supportive Housing) are listed. A question was raised about whether referrals will be given to Transitional Housing such as Erie Dawn or Mercy Center. These entities and all providers were encouraged to provide the eligibility criteria for their programs to Lisa Karle so referrals could be made.

All persons already residing in shelter on the implementation date January 23, 2018 will need to have a VI-SPDAT assessment done. A process is being developed to get these assessments completed and providers will be contacted about this process soon. Three providers are trained to do the assessments: (SafeNet, the VA, and ECCM).

A motion was made by Jesse Hayward and seconded by Mark Alexa to accept the Erie County PA Homeless Continuum of Care Coordinated Entry Policies and Procedures with the revisions noted above. All attendees were in favor with zero opposed and zero abstained. The motion carried.

As with any policies, these will be discussed ongoing basis and may include changes in the future.

VI. HMIS Report- Lisa Karle

HMIS data was reviewed earlier in the meeting.

The Point in Time (PIT) and Housing Inventory Count (HIC) will be January 26, 2018 and will include current unit and bed counts for each project.

The Point-In-Time count will be January 26, 2018 from 9 pm. – 4 a.m. Volunteers are still being sought to help count unsheltered homeless persons. Please sign up. You can sign up for the full night or for half of the night. Any provider who is a county funded CoC agency is strongly encouraged to have at least one representative take part in the unsheltered count. More people are needed than we have had in the past to do a full and accurate count across the entire county. This impacts our funding.

There will be training by Mercyhurst Civic Institute on how to complete the updated forms. A handout was distributed noting the one-hour training on January 17 at either 10:00 a.m. or 2:00 p.m. at St Peter and Paul Social Hall on 34th and Wallace. It was noted that HIC data will be collected only from the following: Emergency Shelters, Transitional Housing, and Permanent Housing Programs. Data will not be collected from Supportive Services this year.

VIII. Other

This is the last Home Team meeting before Coordinated Entry is initiated. Please know that on January 23rd all intakes will be through ECCM. It is business as usual until that date. The universal intake phone number that is being sought is **814-SHELTER**. There is a small chance that the number is unavailable in our region, however it appears that ECCM has been able to overcome this with Verizon and we will most likely be able to have that phone number. ECCM will know for sure on January 16th and will notify all providers of the actual phone number at that time. Marketing materials will be printed once we have confirmation of the number.

Lisa Karle noted the Coordinated Entry subcommittee has been meeting weekly with a closed group of people. However, all Home Team members are invited to attend the next subcommittee meeting which will take place next Tuesday, January 16th at 10:30 am at ECCM on Sassafras Street. Lisa encouraged all providers to have at least one rep within their agency who fully understands the coordinated entry process and has all questions answered prior to the implementation date. Any new questions can be addressed at the meeting on Tuesday.

Sean O'Neill shared how ECCM will work with clients on housing referrals and also connecting them with other services they may need. Sean wants to make sure everyone has the information they need. He shared his cell phone number and encouraged anyone with questions to contact him at 814-434-2298.

IX. Adjourn

A motion was made by Linda King and seconded by Sean O'Neill to adjourn at 3:05. The motion carried.

Minutes respectfully submitted by:
Danielle Szklenski, M.A.
Home Team Secretary