**Executive Committee Minutes**

1:30pm   **Welcome**

1:35pm    DHS Updates

* Krissy's job has been posted
	+ Peter and Lisa doing their best to fill gaps
* Discussions about how DHS can support ONP taking place
	+ Hoping to set up similarly to Avalon
	+ Looking into some funds for supporting including with a paid coordinating position
* Pat from MHA looking into logistics of keeping the Warming Center open during winter months
* Lots of rental assistance funds in Erie County via different local agencies (SMC, GECAC, etc.)
	+ Referrals should go through CE
* PHFA rental assistance funding through Lawrence County CAC available as well
	+ Referrals through CE
	+ DHS to coordinate in order to avoid duplication of services

1:50pm    Committee Updates

   \* Coordinated Entry – Sean O’Neill – soneill@Eccaremgt.org

* In process of trouble-shooting everything prior to cold weather transitions
* A lot of vacancies (15-20 per night) at ECM currently
* Looking forward to discussions for referral processes for ONP and Warming Center
* Working with SMC to coordinate Hotel/Motel voucher program currently
* CE Screening process tweaking for COVID in an ongoing basis
* Master List meeting TBD
	+ COC still working to place transition Finally Home clients
	+ 5 clients left who need to be transitioned into PSH programs
		- Sean requested that these clients be connected with CE so that we can move forward with initial case management.
* CE Committee meetings TBD as well

   \* Project ranking/Application Review – Liz McCormick - lzmccormick@gmail.com

* No meeting took place with Krissy in order to initiate committee work
* Peter to support Liz and team on getting up to speed

   \* SPIT Count – Mike Wehrer - michael.wehrer@va.gov

* Mike looking for guidance in terms of how to proceed in pandemic environment
	+ Lisa attended webinar about this
		- May just be a shelter count
		- Not necessarily an unsheltered count

   \*Data Collection & Use – Josh Jager – jjaeger@stmartincenter.org

Sub-Committee Reports:

* Data Collection Tactical Plan – Objective #1, Strategy #2 (Megan, Missy):
	+ Megan and Missy still trying to connect in order to draft HMIS provider surveys. More to come.
* Data Collection Tactical Plan – Objective #2, Strategy #1 (Albert):
	+ Albert created a great first draft. Towards the end of the meeting, those in attendance had an opportunity to edit some of the providers on the list.
	+ Josh to attach the edited list to the team so that we can each add any providers that are missing.
		- <https://docs.google.com/document/d/17hjCHF1aGUncCiaJHqwaPdOzQITyKWB7qnbNU9YhiXU/edit?usp=sharing>
* Data Use Tactical Plan – Objective #4, Strategy #1 (Lisa, Emily, Mike W., Josh):
	+ Over the last month or so, this subcommittee has met and achieved some success in developing a data scorecard (attached) for the entire CoC by provider, by project type. This will provide a common measurement of each provider/project over time, and against each other, on a minimal set of measurements that are tied to funding.
	+ While the project is still in the development phase, a draft of the scorecard has already been presented to the Executive Committee without challenge.
	+ Lisa and Emily continue to work on tweaking the tool to include rigorous definitions of the measures in the tool, as well as sensible additions and redefinitions of certain measures to better conform to the demands of specific project type.
	+ Lisa and Emily are also working with the HMIS vendor on a process for easily populating the data in the CoC scorecard, and also on separate scorecards for each provider (example attached), in order to send these reports out periodically.
	+ These scorecards will provide a common scale upon which to measure success in some of the data collection occurring across the CoC, and puts us well on our way to satisfying a key portion of Strategic Focus Area 3.

Guest Speaker – Barb Lewis

* I invited Barb to address the committee in an effort to better understand how this committee can better support the Client Services Committee, from a data perspective, in achieving some of their programming goals in supporting the healthcare needs of individuals experiencing homelessness.
	+ Most of the discussion centered around the potential for replicating data sharing partnerships between the CoC and local healthcare providers. This is being done in other CoC’s in order to identify so-called high-frequency healthcare users who might also be chronically homeless, in order to apply for grant funding and programming to better support those individuals.
	+ While this is within the scope of Strategic Focus Area 3, Data Use Tactical Plan – Objective #3, Josh elected to explore next steps alone, in recognition of the time and efforts already focused on other committee work. More to come on this front.

   \*Client Services – Mark Alexa & Linda Lyons King - malexa@communityshelter.org & lking@safeneterie.org

* No update…Mark absent, Linda not present at last committee meeting.
* Peter missed the meeting, but has asked Mark to email update
	+ Peter to send along to team.

   \*Community Engagement & Marketing – Chris Tombaugh

* Colleen and Chris working together on Op Ed's and letters to the editor
* Josh asked about Press Release and/or opportunities to connect with media to get the word out to folks concerned about evictions
	+ Peter rightly suggested that we be sensitive to the burden that a spike in calls would create on CE and providers
	+ Perhaps there is a way to capitalize on the opportunity for exposure that wouldn't increase the demand on 814-SHELTER/CE
	+ Chris raised the question about whether anybody is aware of IF there is an eviction cliff is currently building in reality (or if the media is creating a hype that isn't matched in reality) and whether marketing is a need in the moment.
		- The real concern is that the pandemic might have caused people who wouldn't normally have a reason to know about 814/SHELTER, not know where to turn in a housing crisis.
		- Sean ok with telling the media about the number.
		- Chris to reach out to media properties.
	+ We will know more in time.

2:15pm   General Home Team Updates Related to COVID 19 or other Issues

* Should we reconvene in 2 weeks to discuss the strategic plan and whether/how COVID ties into it.
	+ Preliminary meeting to:
		- review Strategic Goals
		- How COVID might play into reprioritizing strategic goals
		- Answer other questions about moving forward
		- Just exec team
		- Peter to set up virtual meeting
	+ Question about venue for larger meeting?
		- Virtual
		- Library
		- CCBH
	+ Question about who to invite?
		- Should the shelter and rental assistance providers be invited?
		- Should Kurt (EUMA) and Pat (MHA) be invited?
		- Department of Health?
		- City of Erie?

2:30pm   Adjourn

**Next Home Team Homeless & Housing Coalition Meeting**

**Date:   10.08.2020**