**MUSKEGON COUNTY HOMELESS CONTINUUM OF CARE NETWORK**

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**Coordinated Entry Committee**

**March 24th, 2021**

***9:30 am – 11:00 AM***

**Via**

**GoToMeeting**

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| --- | --- | --- | --- | --- | --- | --- |
| **Representatives** | **Present** | **Absent** |  | **Representatives** | **Present** | **Absent** |
| Brendon Baskin Health West, Chairman | x |  |  | Kim Dimmett, EWP |  | x |
| Kiara Scott, Community enCompass, Co - Chairman |  | x |  | Dan Moran, HMIS Administrator | x |  |
| Alicia Cox, Coordinated Entry Coordinator | x |  |  | Michael Ramsey, Community enCompass |  | x |
| Marian McDermed, Family Promise |  | x |  | Judy Kell, CoC Coordinator | x |  |
| John Peterson, Planning Consultant | x |  |  | Chris Shepherd, Pine Grove Housing |  | x |
| Mike Baauw, Veterans Center |  | x |  | MariSue Ingersoll, Pioneer Resources |  | x |
| Yolanda Hall, Rescue Mission |  | x |  | Amiya Ezell-Taylor, EWP | x |  |
| Angela Mayeaux, Muskegon Housing Commission | x |  |  | Dan Skoglund, Rescue Mission | x |  |
| Ebony Crane, VA | x |  |  | Josh Kell, Intern | x |  |
| Diana Stubbs, Mission for Area People | x |  |  | Arturo Puckerin, Muskegon-Oceana Community Action Partnership | x |  |
| Cherri Swanstra, Mid-Michigan Community Action Agency |  | x |  | Kristin Turegon, MAP | x |  |
| Terry Walker, Muskegon County VA | x |  |  |  |  |  |

**Minutes**

1. Call to Order

The meeting was called to order at 9:35 AM.

II. Approval of Minutes of February 24th, 2021

Mr. Arturo Puckerin made a motion to approve the meeting minutes from February 2021. The motion was supported by Ms. Alicia Cox and Mr. Brandon Baskin. The motion passed.

III. Coordinated Entry Coordinator Report

1. Voting on the Coordinated Entry Policy

The committee voted on the Coordinated Entry Policy. Mr. Arturo Puckerin made a motion to approve, and Mr. Brandon Baskin supported it. The motion passed, and the policy will be presented for approval at the Network's executive committee in April 2021.

IV. Reports from Committees

1. Outreach Subcommittee
2. Ms. Judith Kell reported that the Outreach is a sub-committee under coordinated entry. Mr. John Peterson provided an overview of the Outreach document that was sent out before the meeting. Four sub-committees fall under Coordinated Entry, including Outreach, Discharge Planning, Special Populations, and Data Committees. The document sent focused on Outreach and the expectations of what the committee will do and accomplish. Mr. John Peterson spoke about the two primary functions of the Outreach Committee in the past. The functions include the Point in Time Count (PIT) and the network's participation in community events (Veterans Stand-Down or Project Homeless Connect). The importance of these functions was outlined and discussed. These are some ways we have increased efforts to provide access to resources for the homeless and build public awareness. Mr. John Peterson reported on the work being done to engage inactive participants of the special population's list. This process will consist of checking in with inactive participants and checking into ways to connect with them. We will be looking for a chair, co-chair, and person to take notes. The chairs do not have to be appointed by the Executive Committee and can be handled internally by the Coordinated Entry Committee (Mr. Brandon Baskin can nominate, or the Coordinated Entry Committee can vote). There were discussions about who should be in attendance at the Outreach Committee, including the shelters, HARA, law enforcement, human service organizations, McKinney-Vento).

If you are interested in the leadership of this committee or membership, please let Ms. Alicia Cox know (alicia.cox001@mercyhealth.com or [johnpeterson@triton.net](mailto:johnpeterson@triton.net)).

1. Special Populations Sub-Committee (By-Name List) – veterans, chronic homeless, youth/young adults, and homeless families
2. Dan Moran reported on how participants are currently pulled for the BNL. Six providers enter into HMIS, and when a report is conducted, the participants the providers enter into the system are pulled. They are then found eligible based on their VI-SPDAT score of 8 or higher, whether they have a disability, or if they are literally homeless, and if they have been active with one of the six providers in the last 120 days. For the veteran's list, any veteran will be deemed eligible, and they do not have to have a disability. When someone is interacting with one of the six providers, the case manager will create a service transaction, and this is how HMIS pulls the participants. In regard to Community Encompass, there was a transaction needed for a particular patient. The issue was worked out and successfully remedied. Mr. Dan Moran told the group to contact him if any problems arise.
3. Ms. Angela Mayheaux asked if she could be added to the Veterans BNL due to the VASH vouchers' commission. There was a mention about the sharing QSOBAA to be completed.
4. Alicia Cox reported 31 singles, 15 families, and 8 veterans not currently housed. There will be approx. 9 openings with Healthwest PSH and 4 openings with EWP PSH. Mr. Brandon Baskin reported having new units as well.

C. Data Committee

1. Marian McDermed, Chair, Dan Moran, Co-Chair

Mr. Dan Moran reported on the Executive Committee wanting a quarterly dashboard report. It was found that these were not completed at all in 2020. Mr. Dan Moran is going back and generating dashboard reports for the missing quarters.

It was noted that the vendor had removed the entry/exit reports. MCHA has created a new set of entry/exit in the ART system. Mr. Dan Moran will provide more information about these reports at the following data meeting.

1. Discharge Planning Sub-Committee

No current updates, but this will be tabled in the future.

V. CERA Program Report

           Ms. Kristin Turegon reported CERA funds would be providing funds for rental arrearages and utilities. Ms. Kristin will assist people with the application if they cannot fill it out online. Online applications are strongly preferred as paper applications take a significant amount of time to process. Community Health Workers and MOCAP can assist with the applications as well.

Mr. Arturo Puckerin reported that approx. 30% of participants at MOCAP have issues with online applications. To remedy the situation, MOCAP stays open late once a week.

Ms. Judith Kell reported that the AMI is stratified and eligible for 80%. Landlords can apply on behalf of tenants. Late fees will not be paid, and it is recommended that this be discussed during negations. The internet is included in the utility portion, and there is an option for assistance with future payments. Also, there is no need for an SER or Notice to Quit as any ledger will suffice.

VI. MOUs

           MOUs will be voted on at the next Executive Committee meeting. They will be sent out and returned to Ms. Judith Kell. They will then be sent to Ms. Jamie Hekker to sign.

VII. Old Business

1. Point in Time (PIT)

Mr. Dan Moran reported that he is working with MCHA on submission.

VIII. New Business

1. How to engage active non-housed on the by-name lists

Reported on by Mr. John Peterson.

1. Youth Advisory Board
2. Alicia Cox reported a Youth task force on April 21st, 2021, at 11:00 AM. for recruitment for the Youth Advisory Board. Youth is considered young adults aged 18-14. The participants needed are preferred to be currently, have had, or at risk of homelessness.

1. Alicia Cox asked the group to let her know if they had any interest in participating in the Veterans Stand-Down.

 VIII. Adjournment

Mr. Arturo Puckerin made a motion to adjourn, and Mr. Brandon Baskin supported it. The motion carried, and the meeting adjourned at 10:24 AM.