Coordinated Entry Committee Meeting Notes

Monday, May 18

PRESENT: Kelly Dougherty (WHBW); Jessica Bernard (COTS); Marcy Esbjerg (Community & Economic Development Office, City of Burlington); Margaret Bozik (Champlain Housing Trust; Meg MacAuslan and Jan Demers (Champlain Valley Office of Economic Opportunity); Chris Brzovic (Burlington Housing Authority); Erin McSweeney (Economic Services Department); Elaine Soto (Howard Center); Lindsay Casale (PathWays) ; Sunnie Lobdell, Leslie Ferrer (Spectrum)Jane Helmstetter (Agency of Human Services)Note taker

**Agenda for the meeting:**

Referral process for permanent supportive housing, no more common entry form?

Finalize the HIC chart

Discuss the prioritization of PSH beds for chronically homeless, plan to vote on a prioritization recommendation by the end of the meeting

Discuss what tool works for DV and youth populations

Continue to discuss work flow, who does entry, assessment, referrals, manages the waitlists?

1. **DV & Youth Population** - Kelly shared thoughts from WHBW in regard to the use of the VI-SPDAT for use with victims of domestic violence. They had reviewed this in concert with the tool used by the National Alliance to End Homelessness tool and discussed the possibility of adding additional questions upfront to the VI-SPDAT to screen for this. Following some discussion, it was agreed we could use the VI-SPDAT with this clientele and that we just need to keep a separate data base for DV. The tool will be scored and results brought to the “oversight” group meetings for consideration. For now – tool will only be used for permanent supportive housing slots.

Sunni and Leslie – speaking for Spectrum – agreed this tool will work with their Youth population as well.

1. **Housing Inventory** – The group reworked/refined the HIC. Margaret will attach with notes from meeting. Highlights/tasks assigned from discussion:
* Chris will follow up for additional information regarding PSS status from BHA on 30/42, S+C New Horizons, Housing First and So. Willard St.
* Beacon Place will open in the Fall
* Do we want to prioritize more beds from the list to PSS?
1. **Prioritization Process** – Discussion ensued regarding possible process for allocating PPS beds. Many suggestions were given and all agreed we need to put something in place we think has the best chance to work, with the understanding we will also set up an ongoing review process to monitor effectiveness.

Margaret made motion; seconded by Jan – “To Recommend to the CoC that all Permanent Supportive Housing (PSH) beds in our Housing Inventory Chart be prioritized for Chronically Homeless and when a PSH bed opening occurs, candidates who are prioritized through the assessment tool (VI-SPDAT) AND meet the basic eligibility requirements for the bed – will be given first consideration for the opening by the program.” It was acknowledged by the group there will be some minority of the population who refuse to take part in the VI-SPDAT and we need to make a plan to deal with this. This will become part of the annual review process.

Motion carries with 11 yes and 2 abstentions.

1. **Next Meeting** – Agenda to include:
* Referral Process
* Consent form
* Work flow
* Creating a committee to address the process as it moves forward.

**Next meetings scheduled for Monday, June 15 and Monday, June 29 – both 9:30 – 11:00 at CHT**