

# **Chittenden County Homeless Alliance Coordinated Entry Committee Retreat, Part 1**

Tuesday, August 8, 2017

12:30PM –4:30PM

Champlain Housing Trust, 88 King Street, Burlington, VT – 2<sup>nd</sup> floor board meeting room

## **MEETING MINUTES**

**Attendees:** Chris Brzovic (Champlain Valley Office of Economic Opportunity, committee chair), Paddy Shea (Chittenden County Homeless Alliance, meeting note taker), Sharon Rotax (Steps to End Domestic Violence), Sarah Phillips (VT Agency of Human Services - Department for Children and Families - Office of Economic Opportunity), Adnan Duracak (VT Agency of Human Services - Department for Children and Families - Economic Services Division), Jane Helmstetter (VT Agency of Human Services – Field Services), Margaret Bozik (Champlain Housing Trust), Erin Ahearn (CHCB Safe Harbor Health Center), Marcy Esbjerg (Community & Economic Development Office), MaryEllen Mendl (Vermont 2-1-1), Adam Wager (Committee on Temporary Shelter), Vicki Fewell (Committee on Temporary Shelter), Nicole Kubon (Committee on Temporary Shelter), Lindsay Casale (Pathways Vermont), Will Towne (Spectrum Youth & Family Services), Jason Brill (U.S. Department of Veterans Affairs), Stephen Marshall (Homeless Community), Elaine Soto (Howard Center), Steve Lunna (Supportive Services for Veteran Families at UVM).

### **1. Welcome and Introductions**

### **2. Review of the Agenda and Meeting Purpose (Chris Brzovic, CVOEO) (See agenda packet.)**

### **3. Overview of Coordinated Entry and Recap of Progress of CCHA Coordinated Entry Committee (Chris Brzovic, CVOEO)**

**See Appendix A: Coordinated Entry Overview.** Note that many of the slides were borrowed from OrgCode/Community Solutions CES Learning Clinic Presentation and Pathways to Home Ventura County CoC Presentation.

### **4. Overview of Coordinated Entry Notice, elements of Coordinated Entry (Access, Assessment, Prioritization, and Referral) and preview of key points to decide on (Chris Brzovic, CVOEO)**

### **5. Access Review (See agenda packet.)**

Access is talked about in the large group, then the attendees break into smaller groups and each group discusses some of the access questions from the agenda packet. Afterwards, we reconvened and reviewed the group discussions.

The group decides to wait until the end of the afternoon to have any votes, since decisions about access are so closely linked to decisions about assessment.

### **6. Break**

## **7. Assessment Review (See agenda packet.)**

Assessment is talked about in the large group, then the attendees break into smaller groups and each group discusses some of the assessment questions from the agenda packet. Afterwards, we reconvened and reviewed the group discussions.

## **8. Final discussion and voting on Access and Assessment issues**

**VOTE: For the CCHA Coordinated Entry system to allow for up to 5 separate assessments (for the 5 sub-populations: DV victims, youth, families, single adults, at risk).**

Yes: 16

No: 0

Abstain: 1 (Stephen Marshall – Homeless Community)

**Motion Passes.**

**VOTE: For the CCHA Coordinated Entry system to be a hybrid model with multiple hubs and 2-1-1, and that there may be special sub-populations, and that there will be phased assessment.**

Yes: 17

No: 0

Abstain: 0

**Motion passes.**

*See the next page for a list of upcoming CCHA Coordinated Entry Committee meetings.*

## **Upcoming CCHA Coordinated Entry Committee Meetings:**

**CCHA CE Half-Day Retreat, Part 1\***: **Tuesday, August 8, 2017**, 12:30-4:30 PM, at Champlain Housing Trust, 88 King Street, Burlington, VT in the board meeting space on the 2<sup>nd</sup> floor (not our usual meeting space). Enter the main reception area, walk left past the reception desk, up the stairs, and turn right at the top of the stair. You don't have to sign in, but let the staff at the reception desk know that you are attending the "CCHA retreat" as you walk in.

**CCHA CE Half-Day Retreat, Part 2\***: **Thursday, August 10, 2017**, 12:30-4:30 PM, at Champlain Housing Trust, 88 King Street, Burlington, VT in the board meeting space on the 2<sup>nd</sup> floor (not our usual meeting space). Enter the main reception area, walk left past the reception desk, up the stairs, and turn right at the top of the stair. You don't have to sign in, but let the staff at the reception desk know that you are attending the "CCHA retreat" as you walk in.

*\* Please attend both Part 1 and Part 2 of the retreat if you can.*

Regular CCHA CE committee meeting: **Wednesday, August 23, 2017**, 8:30 AM – 10:00 AM, at Champlain Housing Trust, 88 King Street, Burlington, VT – 2<sup>nd</sup> floor conference room.

Regular CCHA CE committee meeting: **Wednesday, September 27, 2017**, 8:30 AM – 10:00 AM, at Champlain Housing Trust, 88 King Street, Burlington, VT – 2<sup>nd</sup> floor conference room.

Regular CCHA CE committee meeting: **Wednesday, October 25, 2017**, 8:30 AM – 10:00 AM, at Champlain Housing Trust, 88 King Street, Burlington, VT – 2<sup>nd</sup> floor conference room.

*(The CCHA Steering Committee will be updated on Coordinated Entry info. during the November 2, 2017, Steering Committee meeting: 9:00 AM – 11:00 AM, at Champlain Housing Trust, 88 King Street, Burlington, VT – 2<sup>nd</sup> floor conference room.)*

Regular CCHA CE committee meeting: **Wednesday, November 22, 2017**, 8:30 AM – 10:00 AM, at Champlain Housing Trust, 88 King Street, Burlington, VT – 2<sup>nd</sup> floor conference room.

**Special meeting for the presentation and feedback of the coordinated entry plan (for the broader community): November 2017 (Date, time, and place are all TBD)**

*(The CCHA Steering Committee will be updated on Coordinated Entry info. during the December 7, 2017, Steering Committee meeting: 9:00 AM – 11:00 AM, at Champlain Housing Trust, 88 King Street, Burlington, VT – 2<sup>nd</sup> floor conference room.)*

Regular CCHA CE committee meeting: **Wednesday, December 27, 2017**, 8:30 AM – 10:00 AM, at Champlain Housing Trust, 88 King Street, Burlington, VT – 2<sup>nd</sup> floor conference room.

**VOTE on coordinated entry plan at CCHA Steering Committee Meeting: Thursday, January 4, 2018**, 9:00 AM – 11:00 AM, at Champlain Housing Trust, 88 King Street, Burlington, VT – 2<sup>nd</sup> floor conference room.

**HUD Coordinated Entry deadline: Jan 23, 2018**