

# Chittenden County Homeless Alliance Coordinated Entry Committee Retreat, Part 2

Thursday, August 10, 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), Meghan Morrow (Institute for Community Alliances), Caitlin Ettenborough (Institute for Community Alliances).

### 1. Welcome and review previous meeting (Chris Brzovic, CVOEO)

### 2. Prioritization Review

**See agenda packet and Appendix A: Prioritization and Referral Overview.** Note that some of the slides were borrowed from Aspire Consulting LLC.

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

### 3. Break

### 4. Referral Review (See agenda packet and Appendix A.)

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

## 5. Final discussion and voting on Review and Referral issues

**VOTE: The CCHA will use a Master List for prioritization and referral (with the caveat that there will be a special process to protect the privacy of domestic violence survivors and other people with safety or privacy concerns), and the list can be filtered as needed for prioritization and referral.**

Motions: Margaret Bozik (CHT)  
Seconds: Sarah Phillips (VT DCF OEO)

Yes: 15  
No: 0  
Abstain: 0

**Motion Passes.**

**VOTE: The CCHA will use ServicePoint to support referral to, and implementation of, the Master List.**

Motions: Erin Ahearn (Safe Harbor Health Center)  
Seconds: Jane Helmstetter (VT AHS)

Yes: 13  
No: 1 (Stephen Marshall – Homeless Community)  
Abstain: 3 (Adam Wager, Nicole Kubon, and Vicki Fewell – all from COTS)

**Motion passes.**

**VOTE: The CCHA will use the existing review committees, modified or supplemented as necessary, to help manage the coordinated entry referral process.**

Motions: Sarah Phillips (VT DCF OEO)  
Seconds: Erin Ahearn (Safe Harbor Health Center)

Yes: 17  
No: 0  
Abstain: 0

**Motion Passes.**

**VOTE: The CCHA will not make rules of prioritization with respect to access to emergency shelter and other emergency services.**

Motions: Stephen Marshall (Homeless Community)  
Seconds: Margaret Bozik (CHT)

Yes: 17  
No: 0  
Abstain: 0

**Motion Passes.**

There was some discussion about permanent supportive housing (PSH), rapid rehousing (RRH) and how to measure vulnerability.

People agree that for PSH, the most vulnerable would be prioritized.

For RRH, it's more tricky.

Some feel the VI-SPDAT is too intrusive/not trauma-informed.

Some say the VI-SPDAT 2.0 is better/more trauma-informed.

Sarah Phillips (VT DCF OEO): Some communities have modified the VI-SPDAT.

Sharon Rotax (Steps to End Domestic Violence): The VI-SPDAT is not a good tool for assessing domestic violence clients. They might need to do a lethality assessment instead.

**VOTE: For rapid rehousing (RRH), the CCHA will prioritize based on vulnerability and likelihood of housing stability.**

Motions: Margaret Bozik (CHT)

Seconds: Will Towne (Spectrum)

Yes: 16

No: 0

Abstain: 1 (Sharon Rotax – Steps to End Domestic Violence)

**Motion passes.**

## **6. Meeting Review, Administration/Implementation Discussion, and Next Steps (Chris Brzovic, CVOEO)**

This was brief and mostly amounted to agreeing to keep discussing coordinated entry at the next standing CCHA CE committee meeting.

Jane Helmstetter (VT AHS) mentioned that the CCHA Quarterly Meeting Planning Committee is probably going to make Coordinated Entry the focus of the September 27, 2017 Quarterly Meeting.

*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, note that there is no whiteboard). 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 – 2<sup>nd</sup> floor conference room.

*\* 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.

**CCHA Quarterly Meeting: Wednesday, September 27, 2017, 6:00 PM – 8:00 PM, location TBD.**  
The focus will likely be on coordinated entry.

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**