

MEETING MINUTES

Tuesday, February 20, 2018 (11:00 a.m.)
Case Management, Inc.

CoC Planning Committee Meeting

MEMPHIS & SHELBY COUNTY HOMELESS CONSORTIUM



Call to Order

The meeting was called to order at 11:00 a.m. by Alan Butson.

Approval of Minutes

The minutes of the last meeting were reviewed. With a motion from Elizabeth Fletcher and a second by Kate Jones, the minutes were approved with no corrections.

FY2017 NOFA Awards

Dana announced that all of the programs in the TN-501 Continuum of Care (tier 1 and tier 2) were funded in the 2017 NOFA competition. In addition to receiving full funding, each program received an increase from the US Department of Housing and Urban Development (HUD).

Memphis 3.0 Focus Group Sessions

Dana announced that a total of 13 sessions will be held in 2018. Louis Faulkner sent out an e-mail containing details regarding this process. The focus groups are being held as a part of the City's plan and we are working to build attendance and involvement since our community's input is important to the overall process. Dana concluded by informing the group that each focus group will be different and that all sessions will be interactive. Please come out to take part in this initiative.

Coordinated Entry MOU

Dana announced that the Memorandum of Understanding has been adopted by the Governing Council, which gives the expectations and guidelines for participation in the Coordinated Entry system. Everyone will receive a copy of the MOU via e-mail within the next few days. The authorized representative for each organization is to sign the document and return it by March 30th.

Coordinated Entry Policies & Procedures

Dana announced that the Policies and Procedures for the Coordinated Entry system have also been adopted by the Governing Council. Basically, this document is a summary of the Coordinated Entry manual for the TN-501 Continuum of Care. The signed document will be placed on the CAFTH website for review. The updated manual is available on the website as well.

Coordinated Entry Grievance Policy

This policy has also been adopted by the Governing Council, and it outlines the process that clients and/or programs should use to file a grievance. There will also be an online option which will be distributed to the appropriate parties for review and follow-through.

Update from the HMIS Committee

Dana reported that the MSCCoC Coordinated Entry module for families is near completion. Also, the partner MOU will be released soon along with an end-user agreement. Other documents are also scheduled to go out which are crucial to the processing of important data for our continuum. Signatures on these documents will also be due back by March 30th.

New Rating & Review Tool

Dana announced that HUD released a new tool for rating and ranking applications for the CoC Funding Competition. Upon approval from the Governing Council, this tool will replace the current scorecard that has been used for the last few years.

Herman gave an overview of the tool using pre-populated data from the Housing Inventory Count (HIC) and data from the 2017 competition submissions. At the conclusion of the presentation, Herman announced that an Ad-hoc committee is being formed to perform further testing and feedback on the tool and how it will best work for our community. A sign-in sheet was passed around for those who would like to offer their input.

Other Announcements

Kaelin Large gave an overview of the recent Code Enforcement training that was hosted by the Housing & Supportive Services Workgroup.

Dana announced that the first Single Adults Committee meeting will be held this Thursday at 1:30 p.m. at Catholic Charities. Also, Melinda informed the group that the date for the Outreach Committee meeting may change to 2/27. Confirmation will be provided via e-mail after this meeting.

Melinda announced that she and Brandy are working on a date to host a community-wide SOAR training session. Details will be announced at a later time.

Lawrence Wilson announced that DHS is moving. Stephanie Williams agreed to send the notice to Herman for distribution to members of the CoC via e-mail.

Dana announced that site visits will begin in April and encouraged members to schedule a date using the online scheduling tool if they haven't already done so.

Lawrence added that his office has now moved to 1331 Union Avenue in the office building next to Methodist Hospital (Union & Cleveland) in Suite 935.

Al announced that the full Consortium will meet on March 20th at 11:00 a.m. The CoC Planning Committee will meet again on the third Tuesday in April.

Kaelin asked if there would be an opportunity to address questions regarding the recent changes to the Coordinated Entry manual. To this, Dana replied that she is working with Louis. There will be a kickoff

meeting to launch a new ad-hoc committee for the manual and policies. Dana is evaluating the potential need for a larger meeting space. Confirmation will be given soon.

The meeting adjourned at 11:27 a.m. with no further discussion.

Minutes Approved By:

Date: ____/____/____

DRAFT