**Coordinated Assessment Committee-Shelter Standards Work Group**

**Meeting Minutes from 2/05/15**

Attendance: Barbara Fischer-Advocates of Ozaukee, Christa Grande-New Day Shelter, Cori Forster- Beloit Domestic Violence Survivor Center, Dan Robinson-Sojourner House, Danielle Barth-Hope House, Ellen Allan -Hope House, Erin Loveland-House of Mercy, Heidi Hooten-Stepping Stones, Jane Graham Jennings-The Women’s Community, Jennifer Allen-ICA, Mike Hogan and Jessi Traut-The Women’s Center, Laura Roenitz-Safe Harbor of Sheboygan, Lisa Sanders-Shalom Center, Reverend Barb-Harbor House Crisis Center, Sue Sippel-Manitowoc DV Shelter, Teresa Nienow-PAVE, and Jeanne Semb-Western Dairyland.

Excused: Carrie Schatzman-House of Hope, Jerome Martin-Emergency Shelter of the Fox Valley, John Pfleiderer-Beloit Domestic Violence Survivor Center, Karla Breister-Solutions Center, and Kelly Isaacson- Harbor House Crisis Shelters.

Absent: Ed Wilson-Salvation Army of Wausau, Jane Benzschawel-CAP Services' Family Crisis Center, Jen Kunath-PAVE, Kathy Bolling-SA of La Crosse, Liz Beard-New Horizons, Naomi Cummings-Bridge to Hope, Robyn Davis-Freedom House Ministries, Siobhan Allen-Hope House, and Tammy Modic-Frederick Place.

Jeanne started the meeting by taking attendance. She reminded everyone about the Board Policy and unexcused absences at committee meetings. Members are allowed 2 unexcused absences before being removed from the committee roster. She encouraged members to contact her if they had questions about their attendance record.

We then resumed working on the Shelter Standards where we left off at the January meeting. We completed the “Health” section. We had a good discussion about prescription medications, OTC medications, the collection and storage of the aforementioned meds, insurance issues. In the end, it was decided that shelters should have policies regarding prescriptions, but to leave out the mention of OTC medications.

Under the “Operations” section, there was a statement about providing the basics to the sheltered guests including showers and food. It was agreed to remove those two items because not all shelters provide both. In order to accommodate all types of shelters,we changed the wording to read, “1. In addition to sleeping arrangements, the shelter shall address the following basic needs:  
 a. the right to individual dignity;  
 b. a clean environment;  
 c. reasonable security;  
 d. referrals to other agencies.”

Also under “Operations”, there was discussion about policies and procedures in regard to admitting people. All agreed it was appropriate for all types of shelters. We then talked about an attendance sheet for residents, and what data was necessary to be on it. In the end, we agreed to the following, “The shelter shall maintain a daily census of shelter residents” without committing to any specific required data elements. Service Point will track data for most agencies and certain information is required for entry. DV providers have different criteria for what needs to be tracked. Since there is a variation, it was agreed to leave it vague. We went on to discuss how we make known the rules and regulations governing each shelter, and in the end it was decided that staff would use the most appropriate form of communication for each resident. We made that decision based on the fact that some people cannot read, others read at a very low level, and still others may have poor eyesight. These people would not benefit from having rules given to them on a pamphlet or hanging on the wall. They will need them read to them.

We ended the meeting with a discussion about child abuse and reporting. We will pick up where we left off at our next meeting.

Members agreed that a doodle poll works best for determining meeting times, so Jeanne will send one out for the next meeting.