**Coordinated Entry & Assessment Committee**

**March 1, 2016**

|  |  |  |  |
| --- | --- | --- | --- |
| **Member/Agency** | **Present** | **Excused** | **Absent** |
| Corin Tubridy – West CAP |  | **x** |  |
| Karen Roehl – LAW | **x** |  |  |
| Maggie Carden – ICA | **x** |  |  |
| Leigh Polodna - ICA | **x** |  |  |
| Lisa Sanders – Shalom Center | **x** |  |  |
| Emily Pope – Edgerton Outreach | **x** |  |  |
| Melissa Randall – CAP Services | **x** |  |  |
| Sarah Rodefer – NAMI Waukesha | **x** |  |  |
| Sue Sippel –The Family Center | **x** |  |  |
| Carrie Zinda – Forward Service Corporation | **x** |  |  |
| Barb Fischer – Advocates of Ozaukee | **x** |  |  |
| Tony Gibart – End Abuse WI | **x** |  |  |
| Jeanette Petts - CACSCW | **x** |  |  |
| Debbie Bushman - NEWCAP | **x** |  |  |
| Becky Piper – Career Development Center |  | **x** |  |
| Holli Fisher, Golden House | **x** |  |  |
| Joe Locher – House of Mercy | **x** |  |  |
| Kalee Luedtke – Family Services of North East WI | **x** |  |  |
| Olivia Lee – West CAP | **x** |  |  |
| Karen Alcantar – Golden House |  | **x** |  |
| Julie Faust - ADVOCAP | **x** |  |  |
| Sarah Williams – Edgerton Outreach | **x** |  |  |
| Martha Pearson - YWCA | **x** |  |  |

**TEAMS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Member/Agency** | **Implementation** | **Marketing/Outreach** | **Youth** |
| Corin Tubridy – West CAP | **x** |  |  |
| Karen Roehl – LAW |  |  |  |
| Maggie Carden – ICA | **x** |  |  |
| Leigh Polodna - ICA |  |  |  |
| Lisa Sanders – Shalom Center | **x** |  |  |
| Emily Pope – Edgerton Outreach |  |  |  |
| Melissa Randall – CAP Services |  | **x** |  |
| Sarah Rodefer – NAMI Waukesha |  |  |  |
| Sue Sippel –The Family Center |  | **x** |  |
| Carrie Zinda – Forward Service Corporation |  |  |  |
| Barb Fischer – Advocates of Ozaukee |  | **x** |  |
| Tony Gibart – End Abuse WI |  |  |  |
| Jeanette Petts - CACSCW | **x** |  |  |
| Debbie Bushman - NEWCAP | **x** | **x** |  |
| Becky Piper – Career Development Center |  |  |  |
| Holli Fisher, Golden House |  |  |  |
| Joe Locher – House of Mercy |  |  |  |
| Kalee Luedtke – Family Services of North East WI |  |  |  |
| Olivia Lee – West CAP |  |  |  |
| Karen Alcantar – Golden House |  |  |  |
| Julie Faust - ADVOCAP |  | **x** |  |
| Sarah Williams – Edgerton Outreach |  | **x** |  |
| Martha Pearson - YWCA |  |  |  |

**MINUTES**

* Jeanette and Carrie gave an Implementation Team Report.
* Volunteers were sought for: Marketing and Outreach Team (See above chart for members)

Youth Team (Meika will work on a team; Lisa and Melissa agreed to engage a few folks they knew in their areas)

* The group discussed two policies and agreed on:

1. Programs should make 3 contacts in a minimum of 3 business days up to a maximum of 2 weeks in an attempt to contact a household before moving on to the next highest prioritized.
2. A program should wait 90 days without contact before removing the referral from the prioritization list.

* Jeanette and Carrie gave a report on the National CE call.
* Carrie gave an update on the upcoming Non-WISP trainings

1. March 10 – Prioritization for Non-WISP – should be viewed by DLA’s only
2. March 14 – Adding to the Non-WISP Prioritization List (Google Form) – should be viewed by everyone that will add names to the Non-WISP list

* The group discussed timelines and made a few alterations:

1. Proposed Implementation of Emergency Shelters – changed to TBD \*following approval of Shelter Standards
2. Proposed Implementation for Homeless Youth – changed to July-September 2016

* The group discussed the appropriate method of prioritization of couples without children. Most recommended that each adult be given the VI-SPDAT and the one with the highest score be used for the list.
* Meeting adjourned.

List of trainings for Committee Completed

Non-WISP Google Form

Youth

Marketing & Outreach

Screening

Referrals

Trauma Informed Care {PowerPoint completed}

Evaluations

Fair Housing and Confidentiality

Administrative LCA training

TH Prioritization

PH Prioritization

Chronic Homelessness

Prevention and Diversion

CE System for Shelters

CE System for Mainstream Resources