

# WI BOSCOCE CE Committee Minutes

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*Date: April 24, 2024*

*Time: 2:00 PM*

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- I. Welcome/Attendance – Holly called the meeting to order at 2 pm
  - a. Member or Participant confirmation – Be sure to check if you are marked Member or Participant. If you are highlighted yellow – let us know which.
- II. Meeting minutes and attendance
  - a. March 2024 Minutes – Motion by Cheryl Kobs and 2<sup>nd</sup> by Stacey Feidt to approve 3/27/2024 meeting minutes as written and attendance. Motion passed.
- III. CE Committee Chairs – Wendy Schneider & Stephen Smith
  - a. Any updates – thank you all for your hard work and dedication.
- IV. Work groups with current projects
  - a. **Prevention** - Chair: Katie Schumer (meets 2<sup>nd</sup> Thurs. at 11AM)
    - i. Review and provide feedback on the new prevention screen that was created. The Prevention Screen tool was discussed. Everyone has a Prescreen done and this will determine if client is entered into prevention or homeless CE. Chat notes are available for review. Anyone presenting as prevention should go on the list even if no housing is available to track. People Fleeing DV may be on Prevention and Homeless lists. Holly will pull data and make changes to wording for the next meeting. If anyone has input or questions, please send to Katie Schumer or Holly. It was discussed that all questions have a weight of 3 points – why not 1 each. There may be some questions that will have a different weight between 1 and 3 so they are different. Back to the team.
  - b. **Implementation** – Chair: Corin Tubridy
    - i. Working on CE policy & procedure manual – team meets bi-weekly.
    - ii. Discussing having the CE referrals limited to 3 coalitions. Provide feedback. Many like the idea of limiting coalitions. It was discussed to limit to 5. Education for the people putting clients on the CE list was talked about. Some feel it is good. Depends on who receives the education. The Coalition Map should be added to the Prescreen form so clients can make informed decisions. Some have it posted in their

offices. Holly can run the list showing who enters people into CE and how many lists they are on. They may require additional education. If we see this occurring, can send Holly an e-mail letting her know who they are so she can touch base with them. If limit passes, may need to look at “Rights and Responsibilities”. If someone changes coalitions, please put in the notes in Clarity. It was suggested that this may be reviewed during the monitoring process to see if education is needed and who is putting clients on all lists. Chat notes are available.

- c. **Domestic Violence (DV)** – Chair: Holland Dvorak (meets 3<sup>rd</sup> Thurs. at 1PM)
    - i. Discussing changing the DV RRH order of priority. – Currently: 1. Actively Fleeing, 2. Longest time fleeing, 3. Most times attempted to flee, tie breaker: Barrier score. Because so much time was spent putting together the Barriers Assessment, the DV team would like to move it to #2. They are working with ICA and others to assure this is a good thing to do.
    - ii. DV trainings hosted by End Abuse WI are held bi-monthly on the 4<sup>th</sup> Thurs at 10:00AM (Jan, March, May, July, Sept, Nov)
      - 1. Next training is May 30<sup>th</sup> at 10:00AM
      - 2. If you’d like a calendar invite to the DV trainings, please let Holly know.
  - d. **Emergency Shelter** – Chair: Stephenha Smith (bi-weekly on Thurs at 10AM)
    - i. Developing a training for Emergency Shelter Standards – Stephenha reported they have gotten some feedback on the Emergency Shelter Standards, so if anyone has questions, comments, concerns, need clarification, etc., reach out to Stephenha. They are also in the process of asking questions at all the coalition meetings: an email will be sent out to the leads this week to ask for it to be added to their agendas. After this, a training will be developed to address issues.
- V. CE Committee Charter
- a. Review and provide feedback. Discussed attendance requirements for Participants. Should we change “Teams” to “Work Groups”? Have requirement for participants on “teams” but not for the committee as a whole? Discussion tabled at 3:30 pm.
- VI. HMIS Updates – Jennifer Allen, Stephanie Van Hulst, Katie Spaeth – ran out of time.
- VII. CE Conversation – Suggestions, concerns, what is going well, etc. – ran out of time.

VIII. Next Meeting – May 22, 2024 at 2:00 PM

Don't forget to fill out your match!

*CE Committee Match Form Link:* [CE Committee Match Form - Google Forms](#)

Meeting adjourned at 3:29 pm.