



Core Committee Meeting Minutes
Thursday, February 1, 2024 (1:00 pm – 2:30 pm)

Meeting Facilitator: Kristina Dux (Co-Chair)

Attendees: Karen Andro (Housing Initiatives), Derek Blum (Tellurian), Katrina Burnett (Urban Triage), Nicole Christen (The Road Home), Sarah Churchill (Tellurian), Stacia Conneely (Legal Action of Wisconsin), Kirsten Conrad (The Salvation Army), Patrick Duffie (ICA), Kristina Dux (Dane County), Holland Dvorak (End Domestic Abuse Wisconsin), Fred Foster (Urban Triage), Jodie Haas (Lutheran Social Services), Michelle Hemp (UnityPoint Health-Meriter), Angela Jones (United Way of Dane County), Takisha Jordan (Lived Experience Council), Brenda Konkel (Madison Street Medicine), Torrie Kopp Mueller (City of Madison), Sarah Lim (City of Madison), Melissa Mennig (Dane County), Michael Moody (Catalyst for Change), Jill Pfeiffer (Briarpatch Youth Services), Maureen Quinlan (New Bridge), Hannah Renfro (Tenant Resource Center), Andrea (Community Action Coalition), Alicia Spry (Lived Experience Council), Zach Stephen (ICA), Kim Sutter (Porchlight), Chara Taylor (Lived Experience Council), Willie Watkins (Briarpatch Youth Services).

1. Meeting Minutes and Attendance: Karen Andro (Co-Chair)

29 individuals present, 21 agencies represented

2. Introductions and Announcements

Kristina asked for introductions to raise hands located under the Emotions button in the Zoom menu, and asked participants to share their name and agency.

3. HUD NOFO Funding Announcement – Torrie Kopp-Mueller

Fiscal Year 2023 Continuum of Care Competition Homeless Assistance Award Report:

https://www.hud.gov/sites/dfiles/CPD/documents/CoC-2023-WI_Press.pdf

Torrie Kopp-Mueller shared the funding announcement made this week by HUD and excitement of our COC receiving all of the funds applied for (Tier 1 and Tier 2) which does not happen often. This year, we received all funding including Tier two new projects: The Salvation Army Rapid Re-Housing project with the Domestic Violence bonus funds; Urban Triage was awarded a joint Transitional Housing Rapid Re-Housing project that will serve youth who are fleeing domestic violence. Dane County and Housing Initiatives, Inc. expanded the Rental Assistance program to add staff for support services serving individuals in the Rental Assistance program. These projects will begin when HUD gets the grant agreements to the agencies, and agencies complete all the paperwork.

Kristina Dux acknowledged Torrie for all of her work on the NOFO for this funding.

Melissa Mennig asked for a status update on unsheltered NOFO. Torrie responded that we received unsheltered funding through the Special Notice of Funding Opportunity (SNOFO); a Planning Grant for the City of Madison, and Madison Street Medicine (MSM) was awarded three projects: 1.) Services at Dairy Drive Campground; 2.) Street Outreach Coordinator; 3.) Unsheltered Rapid Re-Housing. The

Madison Street Medicine Board of Directors decided they did not have capacity at this time to operate the Unsheltered Rapid Re-Housing program. HUD authorized funds can be transferred to another agency. A Review Committee has met and made a recommendation to the HSC Board who will be voting on the recommendation during their meeting on Wednesday, February 7.

Madison Street Medicine (MSM) Funding – Brenda Konkel

First, to have two staff people at the Dairy Drive Campground to replace COVID funding which started on August 1. The Outreach Coordinator position started on December 1; however, the person was not hired until the 29th. Brenda mentioned there have been a series of difficulties in January. On a positive note, there is Joe who is working on training and getting things up to date. MSM will be working on moving the Outreach Case Conferencing spreadsheet to a new format and will be working with ICA to have reports generated from Clarity Homeless Management Information System (HMIS).

CoC Plan for Serving People with High Service Needs – Torrie Kopp Mueller

HUD has communicated that the plan should be put into action, so Torrie sent an email out to people who helped write the plan asking if interested in meeting quarterly and may make a broader ask.

Action Item: Identify team members to work on plan (Torrie)

4. Coordinated Entry Release of Information Policy & ROI: Update - Torrie Kopp-Mueller

The Coordinated Entry (CE) Release of Information (ROI) is complete, and Torrie acknowledged this group for having worked on it and Kim Sutter for her help to improve the formatting. Torrie sent the CE ROI to City of Madison staff who translated it into Spanish.

Action Items:

- a. Post CE ROI (English and Spanish versions) on the HSC website (Torrie)
- b. Send updated CE ROI to group of individuals who utilize the CE ROI (Torrie/Zach Stephens)
- c. Follow up with Written Standards to update the CE ROI policy (Torrie)

5. Reimagine Coordinated Entry: Update & Feedback - Sarah Lim & Chara Taylor

A thorough presentation was given and may be accessed online:

[Reimagine CE Workgroup Update 2-1-2024](#)

*Presentation Section Titles (*last three sections are included in meeting notes)*

- Background
- Workgroup Development
- Phase I & Phase II Workgroup Composition
- Key takeaways
- Objective for Change Statement
- *Recommendation for Change
- *Prescreen
- *Workgroup Next Steps

Recommendations for Change

- Move towards using third-party data (vs. self-report) for assessment in the long-term
- Implement an interim approach, as the CoC has limited access to third-party data at this time.
- Implement a pre-screen process to identify a smaller group of households who will receive a full screen to reduce unnecessary trauma by participants and achieve system efficiency.
- More to come!

Prescreen

- The goal is to screen in people who are most likely not able to resolve homelessness on their own and need support to obtain and maintain permanent housing.

- Prescreen will use: ○ Existing data in HMIS: History of homelessness (program enrollment number and length), income, age → a step towards using more 3rd party data ○ A few additional questions at shelter. and outreach program intake: family size, DV, behavioral health crisis program and ER utilization
- Still need to finalize how to incorporate DV related information, criminal justice system involvement question, point system, etc.
- Current draft version can be found here: [Reimagine Coordinated Entry Prescreen Datapoints](#)

Workgroup Next Steps

- Make recommendations regarding the full assessment, length of homelessness and chronic homeless documentation requirements.
- Present the draft recommendation to the HSC Board at March Meeting (3/6) to get the basic structure approved.
- Another update and feedback gathering at the Core Committee in March (3/7).
- Engage HSC members to provide feedback and work on finalizing the prescreen.
- Develop implementation plan, including communication and staff training plan, timeline for collection of data points for prescreen.

Post Presentation Dialogue

A question was asked about the history of parent(s) homelessness and housing insecurity for youth and if that will still count towards homeless history. Sarah Lim responded yes. Patrick Duffy elaborated that the way the Reimagine Coordinated Entry Workgroup landed on things was looking at two different windows of time, one being the last 12 months and one over the last three years. This will be based on data, so if a youth enrolled in services during that time period with their parents, then that information would be included. It's drawing on the history from HMIS, so they would not be reporting any information to us about their history or their parents' history.

All are encouraged to share feedback outside this meeting and perhaps attend a Reimagine Coordinated Entry meeting [2nd and 4th Friday of the month, 10 am to 11:30 am via Zoom]. This topic will be back on the agenda and provide another opportunity for updates, questions and feedback.

6. Recording and Use of Artificial Intelligence (AI) notetaking – Torrie Kopp-Mueller

The HSC does not currently have a recording and use of AI notetaking policy. Other CoCs are working on policies related to AI. Torrie will be sending out an email later today to receive feedback from individuals to aid in developing a policy that is transparent across the Board and all committees.

Torrie shared background that another CoC had to create policies because people were not attending meetings, and instead were sending AI to record meetings. So, they implemented policies about attendance and AI. Additionally, an HSC member has expressed concern about the use of AI recording and not understanding how recordings are being used.

Action Items:

- a. Email Core Committee members to ask for input on use of AI (Torrie)
- b. Develop an AI Policy to be presented to HSC Board (Torrie)

7. 2024 Work Plan & Group Discussion - Kristina Dux

There were a lot of questions from the Notice of Funding Opportunity (NOFO) and suggestions received from committee members by Tory Kopp Mueller who sent a survey to gather feedback. The [Core Committee Work Plan 2024](#) is a draft based on feedback and the purpose of the Core Committee. As a starting point, Kristina shared her screen to review the committee purpose.

Current Core Committee Description

Advise the Board of Directors on: annual CoC and EHH application requirements, issues related to operation and performance of the local coordinated entry system, HUD and local priorities for funding and issues related to managing the local homeless management information system (HMIS); remain informed of HUD priorities and requirements; responsible to identify and document gaps in service; complete an annual review of the Written Standards and create schedule for improvements; regularly examine systems performance measures and other identified data points; offer peer to peer technical assistance as needed; identify areas of needed professional development for the HSC; implement strategies that are outlined in submitted funding applications; prepare annual applications in cooperation with the Lead Applicant for CoC and EHH funds; agencies that receive CoC or EHH funds must participate in this committee.

Torrie Kopp Mueller and Sarah Lim shared a revised description which the Core Committee updated last year. Torrie explained the updated version has not been published because it has not been approved by the HSC Board needed to amend the Bylaws. Torrie emailed this revised description to the group during the meeting and Sarah Lim posted it in the Zoom meeting chat.

Core Committee Description Updated (pending approval by HSC Board to amend Bylaws)

Advise the Board of Directors on: 1) annual CoC and EHH application requirements, 2) issues related to operation and performance of the local coordinated entry system, 3) HUD and local priorities for funding, and 4) issues related to managing the local homeless management information system (HMIS);

- Remain informed of HUD priorities and requirements; prepare annual applications in cooperation with the Lead Applicant for CoC and EHH funds, and implement strategies that are outlined in submitted funding applications;
- Identify and document gaps in service;
- Identify areas of needed professional development for the HSC, and offer peer to peer technical assistance as needed;
- Regularly review each section of the Written Standards; draft updates as needed and provide to HSC Membership for feedback; respond to member requests for review of Standards;
- Regularly examine systems performance measures and other identified data points; provide regular presentations of data to identified groups in accordance with data sharing plan;
- Agencies that receive CoC and/or EHH funds must have a representative participate in this committee.

Discussion on Committee Description

A great example of the Core Committee's purpose is how Sarah Lim and Chara Taylor just provided a presentation on the Re-Imagine Coordinated Entry Workgroup for feedback to strengthen, identify if anything is missing, suggest changes, or provide feedback no changes are needed at this time.

It would be helpful to know how many of these things are assigned to us because HUD requires them such as the Gaps Analysis. Part of the committee's purpose is taken from the HSC Bylaws, and to know what has been added.

The Core Committee is a combination of former committees: HUD Application, Data, Written Standards, Performance Review, and Coordinated Entry. The same people were attending these committee meetings and didn't want that many committees. The Core Committee used to meet twice a month.

Kristina Dux shared gratitude for the feedback and affirmed we are on the right track to review the Core Committee Work Plan outlining meeting topics by month.

| Core Committee Work Plan |
|---|
| <p>January 4, 2024</p> <ul style="list-style-type: none"> • Coordinated Entry Release of Information, review draft and finish up |
| <p>February 1, 2024</p> <ul style="list-style-type: none"> • Coordinated Entry Release of Information Policy and ROI Form – Update • Reimagine Coordinated Entry - Update and provide feedback • Recording and Use of AI notetaking - Provide feedback • 2024 Work Plan - Review topics from NOFO and suggested ideas for tasks from members |
| <p>March 7, 2024</p> <ul style="list-style-type: none"> • Presentations <ul style="list-style-type: none"> ○ Reimagine Coordinated Entry Final Assessment (HSC Board approval (03/06/24) ○ Community Plan to Prevent and End Homelessness (HSC Board approval 03/06/24) • Prioritization Survey Results: Work Plan - Recommendations |
| <p>April 4, 2024 (Hybrid meeting, United Way, 2059 Atwood Ave., Conference Rooms A&B)</p> <ul style="list-style-type: none"> • Work Plan - Finalize Topics • IT Policy Review and Feedback |
| <p>May 2, 2024 (Zoom meeting)</p> <ul style="list-style-type: none"> • Strategic Plan Discussion (Topic #1) • Finalize IT Policy Recommendations |
| <p>June 6, 2024 (Hybrid meeting)</p> <ul style="list-style-type: none"> • Strategic Plan (Topic #1) continued • Review agencies on CE ROI |
| <p>July 4, 2024, Reschedule for July 11</p> <ul style="list-style-type: none"> • Finalize Strategic Plan Topic #1 recommendations |
| <p>August 1, 2024</p> <ul style="list-style-type: none"> • NOFO Discussion and Questions |
| <p>September 5, 2024</p> <ul style="list-style-type: none"> • NOFO Discussion and Questions |
| <p>October 3, 2024 (Hybrid meeting, United Way, 2059 Atwood Ave., Conference Rooms A&B)</p> <ul style="list-style-type: none"> • Strategic Plan Discussion (Topic #2) |
| <p>November 7, 2024</p> <ul style="list-style-type: none"> • Strategic Plan (Topic #2) continued |
| <p>December 5, 2024</p> <ul style="list-style-type: none"> • Finalize Strategic Plan (Topic #2) recommendations • Year in review - Start discussing 2025 Work Plan • Review agencies listed on Coordinated Entry Release Of Information (CE ROI) |

Kristina Dux shared her screen to review the [Core Committee Parking Lot for Meeting Topics](#) which she organized by resounding themes between the NOFO, suggestions, opportunities, gaps, cross sector relationships, and Domestic Violence.

Core Parking Lot for Meeting Topics

Funding Opportunities and Gaps - Topic #1

Suggestion: Funding Committee spreadsheet to identify gaps in the system and make recommendations to the Board. Funding priorities delivered to the board and made available to potential applicants prior to competition.

Suggestion: Discuss how to implement or ask for CoC funded agencies to help support LEC in our HSC to learn and figure out ways to make sure that they are able to continue to be a part of the HSC without having to worry so much about fundraising on their own.

1D-12: engage with elected officials about zoning and affordable housing

Cross Sector - Topic #2

1C-1: Include the following entities in the coordination, planning, and operations of projects that serve individuals, families, unaccompanied youth, persons who are fleeing domestic violence who are experiencing homelessness, or those at risk of homelessness: Indian Tribes & Tribally Designated Housing Entities

1C-4a: Formal partnership with Youth Education Provider, State Education Agency, Local Education, Agency & School Districts. Torrie writes about the MOU with HEN, but it could use a review.

1C-4c: Develop MOU/MOA or other formal agreement with the following: Birth to 3 years, Childcare and Development Fund, Early Childhood Providers, Federal Home Visiting Program (including Maternal, Infant and Early Childhood Home and Visiting), Healthy Start, Tribal Home Visiting Program, Public Pre-K (currently say that we have this due to HEN MOU), Early Head Start/Head Start - we have an old MOU with them, need to revisit

Other formal agreement =

agreements to attend each other's planning meetings or conduct formal cross training

Coordinating housing in a joint rapid rehousing pilot/program that includes early childhood services and supports for families

Support and document referral processes between Coordinated Entry providers and early childhood services and supportive services providers

Involve United Way? Opportunity to connect with the County's Early Childhood Initiative?

Domestic Violence - Subgroup?

1C-5: start collaborating with state domestic violence coalitions and state sexual assault coalitions

1C-5a: Collaborate with DV service providers on updating CoC-wide policies and ensuring all housing and services provided in the CoC's geographic area are trauma-informed and can meet the needs of survivors

1C-5b: Schedule 2024 training for project staff and coordinated entry staff: safety planning protocols

1C-5d: using data to address the needs of domestic violence, dating violence, sexual assault and stalking survivors - current answer feels a little weak.

1C-5f: proactively identify systemic barriers within your homeless response system that create barriers to safely house and provide services to survivors of domestic violence, dating violence, sexual assault or stalking

Core Parking Lot for Meeting Topics

1C-5g: ensure survivors with a range of lived expertise are involved in the development of your CoC-wide policy and programs; and accounted for the unique and complex needs of survivors

Strategic Planning

- Workplan** Suggestion: 12-month plan for meeting which includes specific items for each month related to goals/mission of this committee with room for adhoc topics, special guests to share best practices related to goals/mission of this committee.
- Agenda Mar 2024** Suggestion: Look at the Community Plan when it gets done and make sure we have plans for follow up for items that might slip between the cracks. Core should take some time to do strategic planning on big picture items that we want to address.
- Liz&Melissa @County** Suggestion: Review the gaps analysis and look at what our obstacles would be to having a data warehouse that include - jail, hospitals, etc. Aging population and how to find long term placements for our folks.
- YHDP?** Suggestion: More youth concerns. More discussions around incarceration and life after incarceration

Written Standards

1C-4b: Review written policies and procedures the CoC uses to inform individuals and families who become homeless of their eligibility for educational services. This is p.6 on the Written Standards, this language should be reviewed by Written Standards workgroup, school folks, relevant case managers. Language is currently Madison specific, need to broaden.

1D-9b: review process for filing complaints re: fair housing & CE, need to include County process....currently only lists info for City of Madison

Education or Funders?

1C-3: Conduct an optional training for all CoC- and ESG-funded service providers to ensure families are not separated. Must be done in 2023. In 2024, should this be made mandatory?

1C-6: Need to be done in 2023. Training on:
Training with providers on how to effectively implement the Equal Access to Housing in HUD programs Regardless of Sexual Orientation or Gender Identify (Equal Access Final Rule)
Training with providers on how to effectively implement Equal Access in Accordance with an Individual's Gender Identity in Community Planning and Development Programs (Gender Identity Final Rule)

1D-6: Annual training on: Food Stamps, SSI, SSDI, TANF, Substance Use Disorder Programs, Employment Assistance Programs.

1D-6a: work with projects to promote SOAR certification with staff

Community Plan

1E-2b:
How your CoC analyzed data regarding each project that has successfully housed program participants in permanent housing
How your Coc analyzed data regarding how long it takes to house people in permanent housing
How your CoC considered the specific severity of needs and vulnerabilities experienced by program participants in preventing rapid placement in permanent housing or the ability to maintain permanent housing when your CoC ranked and selected projects
Considerations your Coc gave to projects that provide housing and services to the hardest to

Core Parking Lot for Meeting Topics

serve populations that could result in lower performance levels but are project your CoC needs in its geographic area

2A-5a: Transitional housing bed coverage rate is 83.08%, needs to increase, follow-up with YWCA

1C-7a: Talk with CDA about adding a homeless preference for public housing

Suggestion: The data workgroup has identified some topics for further analysis at Core.

Comm Plan - Race & Equity Comm

1B-2: Invite organizations serving culturally specific communities experiencing homelessness in the geographic area to address equity (e.g., Black, Latino, Indigenous, LGBTQ+, and persons with disabilities)

1D-10b: potential strategies to consider:

CoC's board and decision making bodies are representative of the population served in the CoC - engage in specific recruitment?

The CoC is training staff working in the homeless services sector to better understand racism and the intersection of racism and homelessness.

The CoC is educating organizations, stakeholders, boards of directors for local and national nonprofit organizations working on homelessness on the topic of creating greater racial and ethnic diversity

1D-10d: How are we tracking progress on preventing or eliminating disparities in the provision or outcomes of homeless assistance

1D-11c: routinely gather feedback from people experiencing homelessness, routinely gather feedback from people who have received assistance through the CoC or ESG programs

1C-6a: need to regularly collaborate with LGBTQ+ and other organizations to update its CoC-wide anti-discrimination policy, as necessary to ensure all housing and services provided in the CoC are trauma-informed and able to meet the needs of LGBTQ+ individuals and families

-assist housing and service providers in developing project level anti-discrimination policies

-evaluating compliance with anti-discrimination policy

Sarah Lim shared positive support of the list and commented that the Core Committee is where most agency coordinator, director level people come and mostly CoC *EHH like funded agencies. All the items listed are because there were so many committees when we combined into one to form the Core Committee because most of the same people were going to all of the meetings. So, if we are shedding anything, we probably need to think about who else can accomplish initiatives.

*EHH = Emergency Solutions Grant (ESG), Homelessness Prevention Program (HPP), and Housing Assistance Program (HAP) collectively referred to as the EHH Program.

Kristina brought up the Written Standards Committee and relationship to Core Committee. Torrie Kopp Mueller stated that she gives reports to the HSC Membership and receives feedback from membership as a whole. Torrie offered to provide a report on Written Standards to the Core Committee if helpful.

Kristina identified overlaps in the Core Committee's work such as the Gap Analysis the Funders Committee has been working on including suggesting training to assist with grant applications.

Patrick Duffy shared in the past this group has looked at system performance and system review. A bullet point addressing the following from the committee description is missing from the Work Plan: “Regularly examine systems performance measure and other identified data points; provide regular presentations of data to identified groups in accordance with data sharing plan.”

Brenda Konkel recommended a poll to receive feedback to help identify priorities as a group.

Chara Taylor recommended having space for people to add items as well as part of the survey

Action Item:

Kristina Dux and Karen Andro will send out a Poll/Survey to gather feedback from Core Committee.

8. Next meeting – Thursday, March 7, 1:00 pm to 2:30 pm. Zoom

Discussion took place about the value of in person meetings and the idea of offering them. Feedback received from the group emphasized the importance of offering hybrid when in person meetings are planned. Discussion supported individuals who work remote permanently or are unable to attend in person meetings for various reasons.

| Upcoming Core Committee Meetings | | |
|----------------------------------|----------------------------|-------------|
| <i>Date</i> | <i>Time</i> | <i>Mode</i> |
| <i>Thursdays</i> | | |
| March 7 | 1:00 pm to 2:30 pm | Zoom |
| April 4 | 1:00 pm to 2:30 pm | Zoom |
| May 2 | 1:00 pm to 2:30 pm | Zoom |
| June 6 | 1:00 pm to 2:30 pm | *Hybrid |
| July TBD | <i>Tentatively July 11</i> | |

| Upcoming Core Committee Meetings | | |
|----------------------------------|--------------------|-------------|
| <i>Date</i> | <i>Time</i> | <i>Mode</i> |
| <i>Thursdays</i> | | |
| August 1 | 1:00 pm to 2:30 pm | Zoom |
| Sept. 5 | 1:00 pm to 2:30 pm | Zoom |
| Oct. 3 | 1:00 pm to 2:30 pm | *Hybrid |
| Nov. 7 | 1:00 pm to 2:30 pm | Zoom |
| Dec. 5 | 1:00 pm to 2:30 pm | Zoom |

**Hybrid = Zoom option or in person at United Way, 2059 Atwood Avenue, Board Rooms A & B*

Documents Reviewed During Meeting:

Fiscal Year 2023 Continuum of Care Competition Homeless Assistance Award Report
https://www.hud.gov/sites/dfiles/CPD/documents/CoC-2023-WI_Press.pdf

[Reimagine CE Workgroup Update 2-1-2024](#)

[Reimagine Coordinated Entry Prescreen Datapoints](#)

[Core Committee Work Plan 2024](#)

[Core Committee Parking Lot for Meeting Topics](#)

If you need meeting materials in another format, please contact Kristina Dux at dux.kristina@countyofdane.com or Karen Andro at kandro@housinginitiatives.org