

Core Committee Meeting Minutes

December 19th, 2019

Attending: Kim Sutter, Shannon Ash, Maggie Carden, Casey Yanta, Molly Wells, Melissa Mennig, Kayalyn Broy, Matt Julian, Casey Becker, Sarah Lim

1. Introductions

2. Discussion of how the Written Standards will be reviewed in the upcoming year

Currently, the standards are broken into four sections and reviewed quarterly at Core Committee. The Committee decided that it should be broken into smaller pieces and reviewed at Core Committee monthly. The Committee will discuss when the proposed updates need to be reported and approved by the board based on significance or urgency.

Certain sections require more time and attention. The Committee decided that, when there are strong dissents and no conclusion is reached within the Core Committee, the Committee should write and send a memo to the Board of Directors summarizing the dissenting opinions and concerns, including the number of core committee members (present) for and against the proposed change.

Kim Sutter drafted a standards review schedule. See page 3.

3. CDA/DCHA roles in ending homelessness

Melissa Mennig described the positive developments TRH has had with CDA in partnering with Moving Up program and FY2019 mainstream voucher program application. TRH and a few other agencies will be meeting with CDA to plan for mainstream voucher program implementation. Melissa suggested that this and subsequent meetings may be a good place to further build partnership with CDA. The Committee discussed potential areas of improvements and partnership opportunities.

- TRC noticed that the CDA's attorney is more willing to work with eviction prevention program and is providing thoughtful stipulations, which is a positive change.
- CDA Housing Specialists do not seem to have the sufficient capacity to make timely follow ups regarding income changes, etc.
- Dispute resolution process is often not accessible for tenants. Can alternate dispute resolution process to prevent future evictions be considered?
- There have been complaints about CDA Intake meetings about not being respectful and accommodating—child care, scent, etc. We can review documents and provide feedback.
- We have shared goal of keeping people in permanent housing. How can homeless services supportive services help the public housing authorities (e.g. lease up, income updates, etc)?
- Can we partner with public housing for a rapid rehousing program? Homeless services providers providing supportive services, leveraging the public housing vouchers.
- Clarify homeless, residency, and other preferences and document requirements.

- Schedule regular (quarterly) meetings with CDA to share information and explore partnership opportunities.

Next meeting: 1/16 (Thu) 1pm, The Road Home. Dale Darrow from HUD Milwaukee will be at the January 16th Core Committee meeting.

Written Standards Review Schedule (proposed)

1. January → nothing
2. February
 - a. Introduction (2 pages)
 - b. Program Standards (1 page)
 - c. List of Acronyms and Glossary (2 pages)
 - d. Websites for Additional Information (1 page)
3. March
 - a. Prevention (3 pages)
 - b. Prevention Prioritization Tool (1 page)
4. April
 - a. Termination and Grievance Procedures (1 page)
 - b. Recordkeeping Requirements (1 page)
 - c. Definitions of Homelessness (3 pages)
5. May
 - a. Emergency Transfer Plan (3 pages)
 - b. Certification for Emergency Transfer (2 pages)
6. June
 - a. Case Management Services (1 page)
 - b. Personnel (1 page)
 - c. Housing First (2 pages)
7. July
 - a. Street Outreach (1 page)
 - b. Diversion (1 page)
 - c. Diversion Assessment Tool (2 pages)
8. August
 - a. Emergency Shelter (3 pages)
 - b. Transitional Housing (1 page)
9. September → nothing
10. October
 - a. Rapid Rehousing (2 pages)
 - b. Transfer Request Form (2 pages)
 - c. Exception Request Form (1 page)
11. November
 - a. Permanent Supportive Housing (7 pages)
12. December
 - a. Coordinated Entry (10 pages)