

Shelter Services Committee Minutes

Wednesday, April 2nd, 2025 9-10:30 AM

1. Introductions

2. Coordinated Entry Updates- Zach Stephen

- Tier 2 invitation gets sent out 1st Monday of each month. Specific staff gets an email from Zach.
- Zach shared the report of the number of people who were referred for Tier 2 (52 completed out of 106 total). It is important to connect with participants and complete VI-SPDAT.
- It is not expected that 100% of the referrals will complete the assessment, as people may have moved, etc.
- If the person is no longer in the shelter, etc., contact Zach back and let him know.
- If you are not finding the person at the shelter, there should be a note in HMIS at least once a week.
- How do we look up in HMIS if someone has Tier 2 invitation? You can look at the manual event created by ICA in the Client Profile History section.
- Is there a way to automatically remove someone from the list of Tier 2 invitation if someone moves to permanent housing? ICA will work on it. It is a smaller group of people for Zach and program staff to keep track.
- Public alerts can be used- We can't set different types of alerts (suspension alert, Tier 2 alert). But the alert messages can say "Staff name (***) is looking for you to complete Vi-SPDAT." "Joe cannot use the shelter until 4/3". If a shelter or outreach staff is not finding a person referred for Tier 2, add an alert in HMIS. Beacon or other providers may find it and tell them.
- ICA made a request to build a report to find the client's last use of the system if their VI-SPDAT was not completed.
- Porchlight reported that connecting with Zach at ICA and outreach providers have been working well.
- We will do a quick check-in about Coordinated Entry at the next meeting.

3. Shelter utilization and other updates

- a. City: RFP for City homeless services will come out end of this month. Working with shelter providers about faster exits to permanent housing to reduce the number of people in the shelter.
- b. County: RFP for the County will come out end of this month. Medicaid 1915i
- c. Porchlight Men's Shelter
Things are going well. Good security company. Not as many suspensions. Trying to get people to housing. Trying to build a more cohesive community. Since December average 310 or higher. Highest number - 363 in Feb. The new shelter is being built for 250, and that's a big concern. Hoping to have an overflow shelter.
- d. Salvation Army Women's Shelter and Family Shelter
High utilization- around 100 women, 130 beds available
Working on increasing service engagement with shelter guests who don't want to meet.
 - Meeting with families who have been in the shelter for 6 months with case manager and supervisor. Ask participants to sign an ROI with schools, they may refuse. We let families know who the case manager is. Case manager introduces themselves the next day. Try to accommodate available hours by flexing hours.
 - Women's shelter – case managers go to people and offer to meet. Setting expectation that shelters are temporary setting and we want to work with you on finding housing at intake.
 - Town Hall meetings at both shelters
 - There used to be a time limit. Considering participant agreement with expectation for case management meetings (vs length of stay limit).
 - Group members shared their thoughts: Need to set expectations for service engagement. Required check-in seems reasonable. But also need to think about providing services that people would want. Number of people who are seeking shelter is so high, we need to make tough decisions, what can we do to make the stay shorter.
- e. YWCA Family Shelter- No update.
- f. Healing House- They are full.
- g. The Beacon
Averaging 254 in March
In- Service Day is tomorrow.
 - Shelters have been provided with bus tickets to hand out tomorrow.
 - Porchlight will be cabbing individuals to Central Library in the morning.
 - YWCA will be picking up those with mobility issues in the afternoon.

Family room is back open. There is a family who's using the room today.

h. DAIS

i. Briarpatch: Briarpatch Youth Shelter, we currently have 2 youth in shelter.

j. Safe Haven

k. Off the Square Club

l. Schools

- Sun Prairie School: We surpassed 300 students identified as homeless last week. We are very worried about another increase after the 15th when the heat moratorium ends. Seeing a major increase of working families losing housing and moving into hotels.
- MMSD is at 1,192 students as of this morning... adding more everyday... hasn't slowed down, mostly doubled up families.

m. JFF

n. Others

4. Community Plan- Year 1 Implementation Review

We didn't get to the agenda topic. Next month, we will start with this agenda topic and do check ins through chat. (We started with the presentation last time and didn't get a chance to do the check ins/updates, so we will rotate.)

5. Cold Weather Night Conversation

Didn't get to the agenda.

6. Miscellaneous/ walk on items

We may want to consider monthly meeting instead of bimonthly. Melissa will bring it up at the next time.

Next meeting – Wednesday, June 4th 9-10:30 AM

If you need meeting materials in another format, please contact Melissa Mennig at mennig.melissa@danecounty.com