

CORE Committee Minutes

Thursday, December 7, 2023 1:00 pm- 3:00 pm

Zoom

Attending: Torrie Kopp Muller, Sarah Lim, Jodie Hass, Kim Sutter, Brenda Konkel, Patrick Duffie, Michell Hemp, Kristina Dux, Derek Blum, Stephanie Sayles, Sarah Churchill, Jill Pfeiffer, Johneisha Prescott, Melissa Mennig, Willie Watkins, Zach Stephen, Karen Andro, Kirsten Conrad, Zach Nichols, Cheryl Elkington, Katrina Burnett

1. Assign Notetaker : Sarah Lim
2. Introductions (make sure attendance is taken)
3. Announcements/Walk on Items

Sarah Lim asked for feedback about planning a HSC housing search training.

- JFF staff may be able to help with training. Johneisha spoke with Mike Bruce at JFF.
- Many agencies are interested in HSC organized housing search
- Looking at housing applications, hearing directly from property manager how the application should be filled out,
- NAEH RRH toolkit
- Understanding tax credit program applications- Kristina Dux was exploring the idea
- Case management compliance, how to take case notes → Torrie will recommend this to HUD Milwaukee as a potential training item
- Fair housing training, basics of tenant landlord law when you are applying for housing (credit checks, etc.) to know what the client rights are. Address discrimination during housing search process. Getting application fees back, appeal processes, etc.
- Different housing funding sources and requirements within an agency (YWCA Mifflin St, Porchlight), some HUD terms

Cherly Elkington from Vegan Haven Central asked if HSC could hire a receptionist to direct people to right meetings to make things more standardized, etc. It may be nice to have, but funding is an issue. It can be explored in future funding processes. There is no currently open funding process that can fund it. Cherly also announced that they are trying to open new shelters for people who are not able to access the current shelters.

4. Review DRAFT Coordinated Entry Release of Information Policy and ROI Form

The committee reviewed the draft and made updates.

Privacy concerns were discussed regarding the list of agencies, stated purpose. This is a Coordinated Entry, so there must be some release of information that will allow case conferencing, etc. How can we protect the privacy? The following suggestions were made:

- Edit the list of agencies to only agencies needed to be listed.
- Specify what specific unit within a big organization (e.g. School districts vs School district homeless liaison; Meriter vs Meriter HEALTH program; Tellurian vs Tellurian homeless services)
- Spell out basic demographic information

- Add a language about “only you need to know”. For example, “This Release of Information is executed with the understanding that only information deemed necessary for the purposes of Coordinated Entry will be shared among relevant housing and service providers.”
- Specify it’s used for case conferencing and define what that means.
- Take out Journey Mental Health – in crisis situation, staff can still consult with the Journey crisis.

Announcement

Annual HMIS security training is due 12/31/23.

<https://icawisconsin.helpscoutdocs.com/article/75-hmis-security-and-privacy-training>

7. Next Meeting: Thursday, January 4, 2023 1:00 pm- 3:00 pm