



**Sonoma County Continuum of Care Coordinated Entry Committee
 Agenda for November 1, 2023
 12:00pm-1:30pm Pacific Time**

Zoom link:

<https://sonomacounty.zoom.us/j/92281657937?pwd=SW42V2tOcHdIY0o5OStQNFk3WUY4UT09>

Passcode: 710577

#	Agenda Item	Packet Item	Presenter	Time
1.	Welcome, Roll Call and Introductions		Committee Chair	12:00pm
2.	Approval of agenda and minutes (Action Item)	1,2	Staff	12:05pm
3.	Coordinated Entry Self-Assessment	3	Staff	12: 10pm
4.	Public Comment on non-agenized items		Public	1:20pm.

PUBLIC COMMENT:

Public Comment may be made via email or during the live zoom meeting. To submit an emailed public comment to the CE committee email Thai.Hilton@sonoma-county.org. Please provide your name, the agenda number(s) on which you wish to speak, and your comment. These comments will be emailed to all Board members. Public comment during the meeting can be made live by joining the Zoom meeting using the above provided information. Available time for comments is determined by the Board Chair based on agenda scheduling demands and total number of speakers.



Sonoma County Continuum of Care Coordinated Entry Advisory Committee (CEA)

Lauren Taylor | Robin Phoenix | Mary Haynes | Margaret Sluyk | Ben Leroi | Matthew Verscheure | Justin Milligan | Susan Pierce | Kathleen Pozzi | Tomas Phillips | Sasha Cohen | Mildred Williams | Wendell Coleman | Sara Hunt | Heather Jackson

Meeting Minutes

DRAFT October 4, 2023: 12:00pm-1:30pm.

Meeting Recording:

https://sonomacounty.zoom.us/rec/share/GyloCZzG5MpYEqXU2B_pcpBc_3tJVfu0uVXlaDp8BIO4BUQtEJ8PGQVH-BWTu6l.INq4oDEYdj5-soe?startTime=1696446124000

Passcode:

%R9?wV^?

1) Welcome, Roll Call and Introductions: (00:00:29 – 00:03:06)

Matthew Verscheure called the meeting to order at 12:02pm; Thai Hilton went over Zoom rules around public comment and Brown Act guidelines.

Roll Call:

Present:

Lauren Taylor, Robin Phoenix, Ben Leroi, Matthew Verscheure, Kathleen Pozzi, Tomas Phillips, Sasha (Cohen) Brown, Mildred Williams, Wendell Coleman, Heather Jackson.

Joined Meeting after Roll Call: Margaret Sluyk, Justin Milligan, Sara Hunt

Absent: Mary Haynes, Susan Pierce, Tomas Philips, Wendell Coleman

2) Approval of agenda and minutes (Action item): (00:03:08– 00:04:23)

- **Motion:** Sasha moved to approve 8/2/23 meeting minutes and 10/4/23 agenda; Robin seconds.

Public comment: None

Opposed: None

Abstain: None

Motion passes unanimously.

3) Update on Coordinated Entry Redesign Working Group: (00:04:25 – 00:08:30)

- Thai Hilton provided a progress update on the formation of a redesign working group. Five additional members have been added, for a total of 20.

Thai presented on the working group at the 9/27/23 Continuum of Care Board meeting.

Technical assistance providers developed a work plan, but their services are no longer available. The anticipated working group meeting schedule is every two weeks for 1½ hours, for approximately 11 meetings. Thai will facilitate the meetings. Regular updates will be provided to the Coordinated Entry Advisory Committee.

Public Comment: None

4) Changes to Coordinated Entry Policies and Procedures. (00:08:31 – 00:26:07)

Stage 2 of Dynamic Prioritization

- Hunter Scott presented a recap of the key components of Dynamic Prioritization, and the objectives and improved efficiencies that might be realized by implementation of the system.
 - Stage 1, the Data Collection Stage, was initiated in May 2023. Stage 3, the Improvement Stage, would further refine the process, and will be presented to the committee at a future date.
 - Stage 2, the Implementation Stage, would change policy so that referrals within each priority group would be sent only to those with verified contact information until the following month's group is established.
 - "Verified Contact Information" is defined as:
 - contact with the participant within the last month through a phone # or email address or secondary contact (must actually speak with primary participant),
 - or physical location verified within the last week
 - Those without verified contact information will be assigned to CE Outreach to locate. If the Minimum Contact Standard is exhausted, the participant would be made inactive.

Approval for Stage II is requested today, for implementation in November 2023.

Approval would serve to implement the following policy language:

- Only participants with ‘Verified Contact Information’ will be referred to housing opportunities going forward
- Defines Verified Contact information, and codifies existing process to collect this information
- Directs HomeFirst to proactively search for participants up for referral without this information so that as few people are skipped as possible

Motion: Kathleen Pozzi moved to approve the policy revision as presented. Ben Leroi seconded.

Public Comment: None

Vote: Thai took a roll call vote.

Ayes: Lauren, Robin, Margaret, Ben, Matt, Justin, Kathleen, Sasha, Mildred, Sara, Heather.

Nays: None

Abstain: None

Motion passes.

5) Coordinated Entry Self-assessment: (00:26:10 – 01:05:50)

- Thai Hilton provided an update on the self-assessment process. There are seven sections of the assessment. Sections A & B (Planning, Access) have been completed.
- Today’s focus was on Section C (Assessment). Questions 1 through 4 had been addressed previously. Thai led the committee through a review of the statements and staff responses in Questions 5 through 14.

Public Comment: None

6) Public Comment on non-agendized items: (1:05:54 – 1:06:15)

Public Comment: None

Note: (1:06:16 – 1:06:45):

Matt Verscheure stated that he will be out of town for the November meeting. Graham Thomas, Director of Housing Services for Catholic Charities, will act as his proxy and Chair for the upcoming meeting

Meeting adjourned at 1:08 pm.



**Sonoma County Continuum of Care Coordinated Entry Advisory Committee
Executive Summary**

Item: 3. Coordinated Entry Self evaluation

Date: November 1, 2023

Staff Contact: Thai Hilton thai.hilton@sonoma-county.org Hunter Scott: hscott@homefirstscc.org

Agenda Item Overview

The Sonoma County Coordinated Entry (CE) policies and procedures state that the Coordinated Entry Advisory Committee (CEA) will complete HUD's CE self-assessment annually. This self-assessment is sometimes required for funding applications. The CEA will continue this assessment in this meeting. In this month's meeting, staff will cover the remainder of the Assessment section and begin the Prioritization section.

Lead-agency and HomeFirst staff will guide the committee through several questions. Lead agency staff has created a slide deck that will help you understand what each question. Each question will be listed and in red below is information on the local CE system that responds to it.

Recommendation

None. Information only