**Hennepin County**

Coordinated Entry System (CES) Leadership Committee

**Date and Time:** Tuesday, April 16th, 2024 10am-12pm

**Location:** ***Endeavors – Elliott Park (IN PERSON)***

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### Guiding Principles

1. Ensure service accessibility
2. Prioritize swift exit from homelessness
3. Align services to client need
4. Prioritize services for clients with the greatest need
5. Build a system that works efficiently and effectively for clients, referral sources, and receiving programs
6. Invest in continuously strengthening the system

**Committee Agenda**

1. Welcome Everyone! - (Susannah King, Chair)
2. Looking for a new co-chair – (Susannah & Tenzin)
	1. We still need another co-chair
3. New membership committee applications – (Susannah)
	1. CES Leadership Committee Application Review/Vote
	2. Discussion about two committee applications from Agate – whether the CES LC should approve more staff from Agate given that we already have one staff member from Agate on our committee and the two family assessors. Decision to approve given the different experience each applicant brings to the committee. Recommend reviewing the CES member roster at the next meeting to see who the committee may want to reach out to for an application to the CES LC.
		1. Kassandra Baker @ Agate Rapid Rehousing – committee approved 4.16.24
		2. Sara Wenzel @ Supervisor Agate – committee approved 4.16.24
		3. Dee with HC LEAG – committee voted and approved application 4.16.24
4. C4 Evaluation – review and discussion (Amy)
	1. Started to review, but ran out of time before reviewing the entire evaluation.
5. Transfer policy revisions (Amy & Hans)
	1. Reviewed transfer policy revisions/updates based on feedback from the housing provider community. Good discussion about changes made to the transfer policy. Recommendation to loop DAP into emergency transfer policy/procedure. Concern about transferring cases within HC to get benefits moved with the client – larger issue that HC CES, but does slow down the process and harm that client and provider. Approved by LC CES 4.16.24
6. CES LC meetings – Menti Meter (Hans)
	1. In person, format, frequency?
	2. Feedback –
		1. Do not want to rely solely on virtual meetings = 3
		2. In-person meetings = 7.8
		3. Alternating In-Person/Virtual Meetings = 8
		4. Hybrid idea – could be done well, but normally it is not executed well– more people virtual than in person. Maybe accommodate an extenuating circumstance, but not presented as a choice.
		5. Can a member send someone else in their place if they are unable to attend? Group agreed that we could talk more about that, but that it would be difficult for a staff member to step into the committee and know what is going on with the CES LC.
		6. Maybe consider in person meetings for 2 hours, virtual for 1 hour every other month.
		7. Virtual meetings don’t really work for conversation. In person meetings are better for discussion and conversation.
		8. Maybe two hour meeting where one hour is the full committee and second hour as workgroup meeting.
		9. **Most common vote for monthly meetings – alternating 2 hours in person and 1 hour virtual meetings.**
7. HSS focus group volunteers (Tenzin & Amy)
	1. Volunteers needed to talk through the intersection of HSS and CES
	2. CES planner discussed the issue regarding making referrals to Housing Support providers that use HSS. If providers are interested in participating in focus group, please let Amy know.
8. CES P&P volunteers needed (Hans)
	1. Housing provider
	2. Family rep
	3. Youth rep
	4. Singles rep
		1. Laurie (CC) volunteered!
		2. Nick agreed hesitantly to review and make comments.
9. Workgroup Updates – (15 min)
	* 1. Communications
		2. Evaluation Committee
		3. Intersystem
10. Review Data –
	1. DAP
	2. Priority list updates
	3. Assessor report
	4. Family shelter update (Ian)