

MEETING MINUTES

9:30am – 11:00am, October 29th, 2015

In Attendance: AG Huot, Carla Solem, Matt White, Laura DeRosier, Francie Mathis, Erin Sullivan Sutton, Eric Grumdahl, Abby Guilford, Jen Romero, Cathy ten Broeke, Lisa Koenig, Ji-Young Choi, Mike Manhard, Joel Salzer, Matthew Ayres, Zachary Hylton, Joel Salzer, Patty Beech, Pat Leary, Jim Anderson, Colleen O'Brien, Mark Herzfeld

On Phone: Justin Vorbach, Michele Reid, Mary Ulland Evans, Rachel Zetah

1. Welcome/Introductions/Agenda Review

2. Status of CES Implementation

Discussion	Actions Identified
<p>Handout provided</p> <p>Blue = in good status. Most CoCs have addressed</p> <p>Yellow = Should be done, but still in progress</p> <p>Pink = Things needing attention, musts that have not been accomplished.</p> <p>Main issues are:</p> <ul style="list-style-type: none"> ○ Outreach and marketing strategies ○ Data collection and sharing policies <ul style="list-style-type: none"> ▪ What will be collected? ▪ What will be shared? ○ Annual evaluation plan <ul style="list-style-type: none"> ▪ Evaluation plan is closely linked to #9 (what data will be collected and shared) ▪ HMIS doesn't yet allow CoCs to collect information needed ○ Other issues CoCs are dealing with <ul style="list-style-type: none"> ▪ Who is in charge at local level? Who holds folks accountable? West Central created a formalized CES board. How are all stakeholders included? ▪ Capacity More work to do than staff that can dedicate time 	

3. Report on CES Resource needs

Discussion	Actions Identified
<p>How do you manage CES once you have the core elements in place?</p> <p>Resource issue (time, \$\$, etc)</p> <p>CoCs identified the following as resource issues</p> <ul style="list-style-type: none"> ○ Data in HMIS (big) ○ LSA role ○ Information/peer sharing ○ Information on best practices outside of MN ○ What to do with new functions? Hire (where does the \$ come from) or volunteer (where is the accountability) ○ Money, staffing, knowledge <p>Hennepin is applying for HUD TA for metro youth solutions</p> <p>What next? Need to include in future discussions to ID which resources are best aligned to match the needs.</p> <p>Is there feedback that can be provided to HUD?</p>	<p>Joel and Cathy will ask the Funders Collaborative to think about the resource issues.</p>

Do start up fund lead to leveraged funds in the future? In some cases	
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4. Report on stakeholder engagement and feedback process (youth, DV, Tribes, Vets, Outreach)

Discussion	Actions Identified
<p>There are both state-wide conversations and local conversations happening DV meeting today and Monday Tribal meeting on Friday with Cathy, Matt, others Some discussion regarding whether a Victim Service provider CAN participate in HMIS. In MN, many do. Thank you to how folks responded to the crisis that arose from the lain issue.</p>	

5. Review and adopt CES Workgroup recommendation for implementation activities from 10/15-3/16

Discussion	Actions Identified
<p>Next stage of tasks that need to happen for state-wide CES implementation. Tweaking and expanding mode Handout provided Focus area #1 more work on documentation—existing practices and how to operate. Focus area #2: HMIS Data & infrastructure—What info we want to collect, share, resource needs, etc. Focus area #3: Management reports—improve inefficiencies (i.e. how to manage waitlists, etc), define length of time for each step of CE Focus area #4: Continuous quality improvement—based upon data from #2 and #3, make the adjustments Focus area #5: Build out toolkits—create and improve the forms and templates (currently hosted on MN Housing) Focus area #6: Ongoing focus on stakeholder engagement Focus area #7: CES Governance—who is in charge? How are decisions made? Meatiest item to work on. How to balance collaboration and required performance with autonomy and local control. Local control under the umbrella of state-wide structure/expectations/standards. IS there a need for a Board/group that will manage and oversee? Is it the IDG? Is it HMIS ATF? How does HMIS evolve and CE evolves? Questions/comments:</p> <ul style="list-style-type: none"> ○ Do we need different skills on the CES workgroup to accommodate these need focus areas? What support do we need beyond the CES workgroup? ○ Discussion about a CES lead staff at the state level responsible for implementation/coordination/oversight. CoCs will be part of a job description development with Cathy. 	

6. Report on integration of HMIS functionality into CES

Discussion	Actions Identified
<p>Urgency. Will be addressed in HMIS ATF meeting immediately following this meeting. Two handouts. Proposing to contract with MI. We already have a contract with them. They understand our system and players.</p>	

<p>Under the hood, what do we need done. Setting up assessments for people, etc. Could possibly do in scope of current contract. LSA roles—ensuring LSAs have capacity to play the role that they are capable of playing. Proposal includes identification of risk.</p>	
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7. Future IDG discussion topics

Discussion	Actions Identified
<p>Matt walked through the topics noted in the agenda</p> <ul style="list-style-type: none"> ○ November—CoC Policies and Procedures ○ December—CES HMIS Plan ○ January—CES HMIS Management reports ○ February—CES Evaluation and CQI ○ March—CES and HMIS Governance 	

Next Meeting: November 20th or November 13th. Ji-Young will confirm.