

**REGIONAL NETWORK TO END HOMELESSNESS ON CAPE COD & THE ISLANDS
MEETING SUMMARY**

DEPARTMENT/COMMITTEE: Policy Board
RECORDING: Kathie Callahan, Admin Assistant BC Human Services

DATE: June 1, 2009 **TIME:** 8:30 AM
MEETING PLACE: CACCI
NEXT MEETING: JUNE 30, 2009 @8:30 AT CACCI

PRESENT: ESTELLA FRITZINGER, SHEILA LYONS, BOB MURRAY, DAVID WILLARD, CLAIRE GOYER, ALLISON RICE, PAULA SCHNEPP, DIANE CASEY-LEE, CHRIS AUSTIN, BETH ALBERT, KATHIE CALLAHAN

TOPIC/AGENDA	FINDINGS/DISCUSSION	RECOMMENDATION/ ACTION	FOLLOW-UP
<p>Introduction and Approval of Minutes</p>	<p>Following introductions, meeting began with discussion on voting at meetings.</p> <p>May 18th Minutes</p>	<p>Motion by Bob Murray, seconded by Claire Goyer that individuals attending meetings as a representative from their agency should have voting rights for agency at the meeting which they are attending. Motion unanimously approved.</p> <p>Motion by David Willard, seconded by Sheila Lyons to accept the May 18 minutes as written. Motion unanimously approved.</p>	
<p>Update on status of Network Coordinator</p>	<p>Beth reported that the offer of the Coordinator position to Ron Bergstrom was rescinded prior to signing of contract and after seeking legal advice from County Attorney. The Assembly of Delegates Charter prohibits delegates from holding any appointed compensation office, position or employment in or under the Cape Cod regional government.</p> <p>Discussion on handling press and spokesperson for the Regional Network.</p>	<p>The interviewing committee will resume looking at other candidates.</p> <p>It was agreed that in the future the co-chairs are the designated spokespersons for the Regional Network.</p>	<p>Meeting directly following this meeting</p>

<p>Report on ICHH Training in Boston</p>	<p>Beth, Claire, & Sheila & Ron attended ICHH training conference in Boston. ICHH will offer evaluation and technical assistance as well as additional \$25,000 to hire an evaluator to look at the Network's workplan, impact of funding on individuals & families, process & outcomes on evidence based practices. There are data collection instruments in place through ICHH and the Network should begin collecting data now – may need to add add'l data fields. Mark Israel (HAC) and Beth will meet to discuss. In addition, peer learning sessions will be offered quarterly.</p> <p>Discussion: importance of training “front door” staff using a standardized intake form that is clearly defined.</p> <p>Allison noted there is a HMIS conference on Tues & Wed in Worcester at the Hogan Center which Marc Israel will attend.</p>	<p>Info will be forwarded by Allsion to Beth who will forward to group. Request made that Marc bring information back to group.</p>	
<p>Criteria for Main Street Outreach Worker</p>	<p>Beth has composed an RFP for outreach worker position – will be forwarded to Policy Board in next few days and issue RFP ASAP. \$45,000 from grant for 18 month position with matching funds. Discussion: importance that outreach worker be connected to existing groups, have visibility in the community, will require clinical support and supervision and be efficient in reporting outcomes and doing discharge planning. All responses to RFP will be reviewed by Executive Committee. Bob noted that the funds allotted will not be enough for 24/7 coverage but suggested other groups i.e. towns, vets etc. contribute to this pot of money.</p> <p>Sheila noted that Tom Naples current contract will be ending soon and he may be a possible candidate. Diane noted difficulties with funding but the goal is to keep Tom on streets if possible.</p> <p>Estella & David met with Merrill Bloom (Vets)- will not be able to match funding at this time.</p> <p>CACCI has Stimulus funding for Main St. outreach worker until 9/10 and this position may be able to be incorporated with Network outreach work.</p>	<p>Bob suggested that CACCI might be a lead agency (since they had funding until 2010) and sub-contract with an agency that could assist in keeping Tom Naples on the street.</p>	

Proposed Additions to the Policy Board	<p>Discussion: add members to Policy Board. Candidates discussed include:</p> <p>Dan Wolf Don Brown Elizabeth Bridgewater Brenda Swain Irene Rabinowitz Carey Murphy</p> <p>Estella will forward name of new Martha's Vineyard Homeless Commissioner</p>	<p>David Willard motioned, seconded by Sheila Lyons to invite the listed candidates to the Policy Board, unanimously approved.</p> <p>Bob will draft invite letter and forward to Beth to distribute.</p>	
Progress on Reporting Issues	<p>Intake form needs to be developed, case workers should review. Goal: well defined info, user friendly, all encompassing triage service, include info for HMIS data needs, builds on itself as individual agencies become involved in each case.</p>	<p>Estella Fritzingler motioned to table further discussion for 1 month, seconded by Paula Schnepf, unanimously approved.</p>	
Triage System	<p>Discussion: The EC has started a discussion on how to operationize the triage system. Begin on Cape ASAP and next step – include Islands.</p>		
Accessing Prevention/Diversion Funds	<p>Beth has requested information from HAC on reporting template for Prevention contract – waiting for response so contract can be completed.</p>	<p>Allison will forward HAC's tracking form to Beth.</p>	<p>Beth will also F/U to ICHH about status of this funding.</p>
Other	<p>Next meeting of the Executive Committee is scheduled for June 22nd</p> <p>Sheila will look into the Cape Cod Commission Conference Room for meetings on the 1st & 3rd Monday of month</p>		