

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

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

DATE: July 27, 2009
MEETING PLACE: Rms 11/12 – Superior Courthouse
TIME: 8:30 AM
NEXT MEETING: 8/24/09

PRESENT: Claire Goyer, Sheila Lyons, Beth Albert, Brenda Swain, Alan Trebat, Paula Schnepf, Chris Austin, Bob Murray, Allison Rice, David Willard, Elizabeth Bridgewater, Steve Jochim, Tom Ryan (for Diane Casey Lee)

1. Approval of Minutes of Meeting of June 30th

Claire Goyer motioned, seconded by Dave Willard, unanimously approved the minutes of the June 30th meeting.

2. Report of the Network Coordinator

Alan Trebat reported on several topics and provided an update on this work during July. The Data Collection & Client Coordination Council sub-committees have met and are developing their work plans. With the help of Kathie Callahan a master directory is being created for those involved with the Regional Network. The ICHH will be meeting with the Regional Network on August 13 for their initial evaluation of the Network. Alan is also working on developing a means for efficient communication amongst members i.e. email, blog, newsletter etc. Alan is also in communication with DHCD, ICHH & the Lt. Governor's office. He has received positive feedback on the State level as to the progress the C&I Regional Network has made thus far. Alan also distributed copies of news coverage the Network has received recently.

3. Update On the Main Street Outreach RFP and Response

Beth reported that the Main Street Outreach RFP has been distributed. CACCI responded to the RFP and Beth is finalizing the details of the contract which will begin in August and run for 18 months. This funding will allow for a coordinated outreach response on Main St Hyannis by CACCI and the Council of Churches.

4. Upcoming Evaluation Meeting August 13th

Evaluation Group from state will visit for an all day meeting on August 13th. The goal of the visit is to get a baseline picture of network structure and innovations. In addition, the evaluation team will provide feedback and technical assistance to the Network. It was agreed that the Cape is in good shape if not "ahead of the game" in the planning and implementation process.

a) Time, & Site: HAC with host the meeting which will run from 9:00 AM to 4:00 PM.

b) Proposed Agenda: Alan distributed the proposed agenda via email. Full group will meet initially followed by break-out sessions (3) and then further group discussion.

c) Three Sub-Groups & Members Assigned to Each

i) Family Innovations: Chris Austin & Allison Rice - lead

ii) Individual Innovations: Claire Goyer & Estella Fritzingler - lead

iii) Network: Beth Albert, Alan Trebat, Bob Murray, David Willard and Sheila Lyons – lead. Alan will also contact new member Connie Teixeira and invite Rick Presbry to participate on Network Team.

d) **Pre-August 13th Planning:** Bob encouraged all groups to schedule a planning meeting prior to Evaluation Meeting on 8/13.

5. Executive Committee Report

a) Progress on HMIS Data Admin Position

Allison reported that Marc Israel is working to get all information into the system including Homeless Prevention Council and Pilot House. Beth has contacted Michael Sweeney at HAC regarding a response to develop a .50 FTE HMIS position. Allison will follow-up with Michael.

The overarching goal for data collection is to identify pockets of missing data (i.e. upper Cape & Islands) and ultimately develop an all-inclusive HMIS data system. This will be an on-going task and does not need to be done prior to the 8/13 evaluation meeting. HMIS data sub-committee met 2 weeks ago and will also meet today to continue to develop their plans. Marc is working to correct the data in the State Point-in-Time report. Marc also met with Main St. Outreach workers to discuss the collection of data.

The Goal of the ICHH continues to be to reduce the # of families in shelters. It was suggested that measuring the # of nights in shelters over a 6 month period may be a good indicator of outcomes. However, it was noted that there will be 100% capacity of filled rooms on the Cape for the foreseeable future. Although the # of “Cape” families has been reduced by approximately half over the last few years, DTA determines placement and overflow from “off-Cape” residents needing shelter are placed wherever rooms are available including the Cape. It is important to distinguish on-Cape & off-Cape resident data whenever possible. Allison noted that with the information HAC collects it will be possible to identify the % of residents placed on and off the Cape. Bob also noted that the Cape should not be penalized for the numbers of off-Cape residents being placed here.

b) Progress on Client Services Sub-Committee

c) Progress on the Triage Phone Intake System

These two items were discussed together and Alan reported that the Triage Phone system is part of the Client Services sub-committee work. They are working to develop initial intake form and discussing protocol for assessment, intervention & immediate response to calls to the triage system will be routed. Alan is researching a dependable answering service. They would like to see an initial contact level comprised of HAC, CACCI, Duffy health Center and the Homeless Prevention Council. Subsidiary contact levels would include entities such as the churches and food pantries.

6. Sub-committee Reports

a) Main Street

Claire reported that the next meeting of the Main Street S/C is scheduled for August. Case managers group working on activity on Main St They are identifying a service team for each of the 92 identified homeless individuals, 8 or 9 of which are veterans, and will maintain database information on the status of each. Claire also noted that Chief MacDonald of the Barnstable Police has recognized a great improvement although there are some new faces. The goal of the case managers is to connect these individuals with services and agencies. The Executive Office of Health & Human Services is interested in learning how all the agencies are working together. Case Managers will meet on July29 at Duffy Health Center to discuss status of each client.

b) Data Collection

Discussed above.

c) Client Coordinating Council

Discussed above.

d) Grant Committee

Lee Hamilton has identified \$45,000 in new Super Nova funding for supportive housing efforts.

7. Creating a Media and Communications Committee

As discussed last month, Bob Murray & Sheila Lyons will be the primary media referral persons with support from Beth Albert, Alan Trebat & Dave Willard.

8. Other business

9. Next Meeting---Time & Place: The next meeting of the Policy Board is scheduled for Monday, August 24th @ 8:30 AM, Rms 11/12 @ the Barnstable Superior Courthouse.

10. Adjourn: Chris Austin motioned, seconded by Beth Albert to adjourn the meeting at 9:30 AM.