

CAPE COD & THE ISLANDS REGIONAL NETWORK TO END HOMELESSNESS

MEETING SUMMARY

DEPARTMENT/COMMITTEE: Policy Board
RECORDING: Alan Trebat, Coordinator

DATE: August 24, 2009
MEETING PLACE: Rms 11/12 – Superior Courthouse
TIME: 8:30 AM
NEXT MEETING: 9/28/09

PRESENT: Bob Murray, Sheila Lyons, Claire Goyer, Brenda Swain, Chris Austin, Allison Rice, Tom Ryan, Cheryl Bartlett, Connie Teixeira, Estella Fritzinger, Merrill Blum, Donald Brown, Rick Presbrey, Alan Trebat

1. Approval of Minutes of Meeting of July 27th

One correction was noted, in paragraph 4.c). The names shown as leads under i) and ii) should be reversed to read: Family Innovations: Chris Austin & Allison Rice; Individual Innovations: Claire Goyer and Estella Fritzinger. Brenda Swain moved, Sheila Lyons seconded and the minutes of the July 27th meeting, as amended, were unanimously approved.

2. Report of the Network Coordinator

Alan Trebat reported that he received positive feedback from evaluation team members after the ICHH site visit. On August, 10 Alan and Beth Albert attended an ICHH Regional Network Conveners and Coordinators meeting. Future meetings will be held via conference call, and there will be ongoing communication among regions by Email and an electronic bulletin board set up by One Family. On September, 10 ICHH is holding a Peer Learning session. Alan and Beth will attend. Allison Rice is presenting and will stay for the day, along with Dolores Barbati from HAC. On September 17, Massachusetts Coalition for the Homeless is holding a statewide meeting with Bob Pulster. Regional Network representatives have been invited to attend and discuss our Network's work. Sheila Lyons and Rick Presbrey will attend.

3. Report on the State's Evaluation Meeting

Bob Murray reported that the Executive Committee members expressed various opinions about the evaluation meeting including that the breakout session for individuals was poor but the one for family was good. The one for the Network was also rated as poor. Overall the evaluation by the members of the Executive Committee for the day was somewhat negative. Despite that, however, the members felt the network is valuable and we needed to have the sub-committees establish reasonable goals.

4. Executive Committee Report

- a.** A letter of support from the Convening Agency in support of the Nam Vets application for funds from the Essential Services Grant Funds was approved by the Executive Committee and has been sent.
- b.** The Executive Board recommended to the Policy Board sending a letter in support of the HPRP grant applications. Merrill Blum moved and Connie Teixeira seconded. Unanimously approved.

Executive Committee Report (*continued*)

- c. The Executive Board recommended to the Policy Board that Alan go forward with the blog idea and also spend some time with the designer of the Western Massachusetts Regional Network “blog”. Claire Goyer moved and Estella Fritzinger seconded. Unanimously approved.
- d. Alan reported on being approached by Fireman Foundation’s representative about the possibility of the Network piloting case manager mediation training. Funding would be available, and, if so, the Executive Board members felt we should do it since it would be a good addition in the prevention effort as well as the rapid re-housing effort.

5. Progress on HMIS Data Admin Position

Beth has been working with HAC and they developed a job description for the new position and a draft contract with HAC to move forward. The Executive Board recommended to the Policy Board that the \$37,500 budgeted for the position be divided as follows: 20 hours for the new position and 12.25 hours of the current HMIS person at HAC to cover the shortfall HAC has been experiencing with this position that works with all the agencies receiving federal funds. This scenario would have the \$37,500 last about 12 months instead of the 18 months originally proposed. However, we are currently almost 4 months into the 18 months and there are contingency funds available in the budget. Estella moved, Connie seconded and the motion to adopt 12-month budget as proposed was approved unanimously.

6. Data Committee Recommendations

Alan reported that the Data Committee recommended that the Draft Assessment Tool provided by ICHH should be used now to collect data for ICHH grant funded interventions, effective as of the May 15, 2009 grant start date. Data will be collected manually and entered into the computer at a later time when the state’s computer systems are ready. The members discussed the recommendation and felt there should be some cut off in terms of funds spent, both for assistance and personnel, below which the case would not have to go through the comprehensive assessment tool. The members agreed the Draft Assessment Tool was much too involved for many of the cases they see and they saw no point in completing the Tool for these cases. Clair and Estella raised concerns that this tool was designed and intended for use by DTA and DHCD for families receiving EA prevention only, and questioned whether this is the right tool for less intensive interventions such as Main Street Hyannis. Alan will seek further written clarification and guidance from ICHH. It was agreed that a short form alternative should be developed and presented to ICHH.

7. Progress on the Triage Phone Intake System

Alan distributed two scenarios for the Triage Phone system, both using an answering service, rather than an automated system. One scenario had four agencies (upper, mid, lower/outer Cape and Islands) responsible for night, weekend and holiday coverage and the other had just one agency. Nights, weekends and holidays, the answering service would contact the on-call staff for emergencies and during normal business hours and non-emergencies, would contact the appropriate agency. Two budget scenarios were presented showing the cost difference between having on-call staff coverage from four agencies versus one. Proper training for the answering service and on-call staff will be required. Claire raised and the members discussed a hybrid option of using one on-call staffer and rotating the coverage responsibility among agencies. Estella moved and Sheila seconded the motion to move forward using an answering service for initial call intake, and using rotating on-call coverage rather than a single agency. Voted unanimously.

8. Client Coordination Council

The Client Coordination Council Steering Committee will meet today and discuss intake and developing a form to be used for lower level interventions. The Committee will be planning a first meeting of the Client Coordination Council to be held in September. Agencies represented on the Policy Board that provide case management type services will each designate two or three individuals who will be part of the Council.

9. Sub-committee Reports

- a. **Main Street Committee** Estella reported that all is progressing smoothly.
- b. **Data Collection Committee** Discussed above.
- c. **Client Coordination Council Steering Committee** Discussed above.
- d. **Grant Committee** The Committee is beginning its work.
- e. **Media and Communications Committee** The Committee recently met for the first time. David Willard has expressed his willingness to work on reaching out to the various Chambers of Commerce. The idea of doing a media update on the evaluation event was discussed and dismissed due to the fact that nothing substantial enough to report happened at the evaluation meeting.

10. Other business None

11. Next Meeting---Time & Place: The next meeting of the Policy Board is scheduled for Monday, September 28th @ 8:30 AM, Rms 11/12 @ the Barnstable Superior Courthouse.

12. Adjourn: Estella Fritzingler moved, Clair Goyer seconded and it was unanimously voted to adjourn the meeting at 9:30 AM.