

Minutes

MO BoS Coordinated Entry Committee

Tuesday, March 4, 2025,

WebEx 9:00am – 11:00pm

- **Introductions:** Tammie Bratton, Maggie Thomas, Amanda Stadler, Belle Delacruz, Calvin Garner, Carrie Flagg, Ann Gosnell, Vielkis Gonzales, Rebecca McKuin, Denise Trout, Brittney Mahon, Carter Stephenson, Christina Cherry, Jenifer Davis, Kyle Peek, Leah Woods, Martha Sanders, Scott Miniea, Shammy Johnson, Tamara M., Yolanda Redd, Michelle Sumner,
- **YHDP** – Maggie Went over the work group notes. Standards were written for YHDP stand alone. These recommendations would mean that we would have to re-write the standards for YHDP. Calvin would be the current Regional Lead for region 1. However, CPSEMO would be level four for the statewide PL pull. Regional case conferencing would be held monthly for YHDP staff to sit in, regional leads will conference youth within the first part of the meeting for regional grant funds. CPSEMO will be doing as needed statewide case conference for their own statewide grant funds. YHDP providers need to give Regional Leads an education of what is needed at the case conference. [YHDP CE Policies July 2024 - NEED UPDATED.pdf](#) Maggie will clarify the language in the addendum and send it through email to the committee. We will then recommend this to the YAB for approval. It will then go to policy and planning for approval then to the board.
- **ICA Updates-** Potential updates to data collection, YHDP the sexual orientation question for intakes. Potentially do we want to continue to collect this data during intake? We should collect it until we are told not to. Or stop collecting it immediately. What would be the best interest as it is not a requirement for any data standards.
- **Other business** – City of Columbia requested a CE Only license. They are appealing against the decision of ICA, from their UAR is for a case coordinator through the DIVERT program. They want to have individuals from their homeless court be assessed and have opportunities for housing. The issue is without court order their privacy will not be filtered. They are forced to be put on PL. Martha motions to remove the data from the CE intake in HMIS, Shammy seconds. All in favor, motion accepted. Effective as soon as the board approves.

○ **Next meeting – April 1st, 2025**



Minutes

Grants Committee

March 20, 2025

Attendance

Ann Gosnell, Patti Brayfield, Reginald Jennings, Leah Woods, Martha Sander, Kelli Kemna, Amanda Stadler, Susan Cox, Janelle Williams, Michelle Sumner, Kaitlyn Poepsel

Call to Order

12:35 PM

President Reginald outlined our tasks in preparing for the NOFO. First order of business was looking at agency spend down. Currently we do not know if an agency is behind until the NOFO. The committee needs to implement a policy to be proactive. Reginald will send the committee data on this subject for further review. Rank and Review work will start in April. Janelle provided a link to the Ozark Alliance to End Homelessness (covering Springfield, Green, Webster & Christian Counties) Quarterly Monitoring Guide for reference.

Reginald noted the need for an accurate membership list for the grants committee. He will confer with Patti to create a formal list.

The rest of the meeting was with membership and Kaitlyn Poepsel from ICA to look at ways to prepare for our gap analysis. She outlined that the numbers needed can be reported in many different ways, depending on exactly what criteria are needed to determine where resources are geographically as compared to demographic needs. It was pointed out that just using HMIS data from ICA would leave out a large number of women and children and skew the data. It was agreed that non-HMIS numbers would be included in the report. The report needs to be presented at the next membership meeting in June. She will take this committee input to the upcoming board meeting where it will be decided for next steps, cost determined between the two agencies, and contracts negotiated and signed if the board approves. This will be done as a Scope of Work, not a Request for Proposals.

With no further business, the meeting was adjourned at 1:57

Submitted by Committee Secretary
Patti Brayfield

MO-606

Policy and Planning Committee

Tuesday, March 11, 2025

ACTION ITEMS FOR THE BOARD:

- **Recommend Approval of Access Policy**
- **Recommend Approval of Gaps Analysis Policy**
- **Recommend Approval of Board Orientation Policy**
- **Recommend Approval of Anti-Discrimination Policy**
- **Submission of Committee Work Plan**

Present:

- Becky Poitras, MLM
- Ann Gosnell, House of Hope
- Michelle Sumner, Dept of Mental Health
- Martha Sander, Council on Families in Crisis
- Reginald Jennings, Cape Area Habitat for Humanity
- Sandy Wilson, ICA
- Leah Woods, ICA

Chair Poitras called the meeting to order at 9:05 am by virtual. The agenda was edited to add the Anti-Discrimination Policy after the Gaps Analysis policy. Gosnell made a motion to approve the amended agenda. Jennings seconded. Motion passed unanimously.

The minutes for January and February 2025 were presented. After review, Jennings made a motion to approve the minutes. Gosnell seconded. Motion passed unanimously.

The HMIS Manual was submitted by the HMIS Committee for review. One change will allow one Release of Information form for both the project and CES. Another change will provide processes for not allowing someone a HMIS license if they cannot pass the practice test. After much discussion, it was recommended to send the policy back to HMIS Committee to include the following in the policy:

- What is the number of attempts before the license is denied?
- What is the process and time frame to be able to try again?

The Access Policy was edited. Jennings made a motion to approve the Access Policy and send it to the Board for approval. Sumner seconded. Motion passed unanimously.

The Board Orientation Policy was edited. Gosnell made a motion to approve the Board Orientation Policy and send it to the Board for approval. Sumner seconded. Motion passed unanimously.

The Gaps Analysis Policy was edited. Jennings made a motion to approve the Gaps Analysis Policy and send it to the Board for approval. Sumner seconded. Motion passed unanimously.

Sander volunteered to edit the Anti-Discrimination Policy and send it back to Chair Poitras for email approval. Once approved, it is recommended to send to the Board for approval.

The Work Plan for the Policy and Planning Committee was reviewed and edited. Jennings made a motion to approve the work plan. Gosnell seconded. Motion passed unanimously.

Future policies the committee needs to draft include:

- Process for issuing contracts
- Defining good standing in the CoC
- Removal of board members not meeting expectations
- HMIS grant transfer clarity
- Branding policy
- People with Lived Experience Policy
- AI recording policy
- Review policy requesting Letters of Support

The Committee Roles and Responsibilities need to be reviewed. The committee decided it would be best to send these out to committees and have committees provide feedback on what needs edited and updated to more accurately reflect their committee's roles.

Gosnell made a motion to adjourn at : am. Jennings seconded. Motion passed unanimously.

Minutes recorded and submitted by Martha Sander, Policy and Planning Secretary

Minutes/Agenda

Youth Services Committee
3/11/25 10AM

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Attendance

Tim Shockley (P360), Beatrice Stewart (Flourish), Michelle Davidson (P360), Megan Orscheln (Flourish), Joy Owen (P360), Melissa Stickel (CPSEMO), Laire Valentine (CPSEMO), Reginald Jennings (Habitat for Humanity), Carrie Flagg (Hillcrest), Tasha Fisher (Love Columbia), Lola Love (YAB), Christian Freeman (CPSEMO), Logan Trammel (YAB), Dani Pickens (CPSEMO), Michelle Dooley (CPSEMO), Lesley Smith (CPSEMO), Kris Smith (CPSEMO), Alex Rees (YAB), Nikki Perry

Call to Order

Introductions

[Name, Organization, Question of the Day-?]

What kind of "desserted" island would you like to be stranded on?

Approval of Agenda

Comments, changes, or corrections?

Old Business

- None

New Business

- DV resources for YYA:
 - Melissa sharing from case conferencing that Victim Services Committee asked to join
 - National Domestic Violence Hot line: 1-800-799-7233
 - National Sexual Assault Hotline: 1-800-656-4673
 - National Human Trafficking Hot line: 1-888-373-7888
 - Rosebrooks for counseling services for DV will be providing the link located in KC
 - <https://www.nationalsafeplace.org/teen-dating-violence>
- Tim shared his screen on the work plan and what our expectations are on attending time and the link will be checked that it is the correct one. Wanted to get the work plan finished to send to COC board.

- Went over motivating discussions to help YYA to find resources and link <https://safeconnections.org/> (24-Hour Crisis Helpline 314.531.2003)
- Melissa shared the CCP has to put together a resources binder she will look that up and see what's being requested. CCP: https://drive.google.com/file/d/1YW8NiSQRJr-o1Lnq4U_XvMPzBcsOJpHP/view?usp=sharing

Action Items

-

Next Meeting
April 8, 10am

Adjourned

Minutes

HMIS Committee

[1/27/25] [2:00]

[<https://zoom.us/j/94041863203>]

Attendance

David Henrion, Yolanda Redd, Lola Love, Michelle Sumner, Leah Woods, Jacquie West

Call to Order

2:04

Approval of Agenda and Minutes

Comments, changes, or corrections?

Motion to approve Agenda with changes (Leah / Michelle) – **Pass**/ Fail

Motion to approve November minutes (Yolanda / Michelle) - **Pass** / Fail

Old Business

1. HMIS Committee Leadership
 - a. All leadership positions were re-elected, as there were no other nominees.
2. HMIS Policy and Procedures Manual
 - a. David noted that there wasn't any conversation about the manual, so he asked members if they had any questions/concerns. Some committee members noted that there was a limited time to read things.
 - b. Leah said that there were not a ton of major changes, one exception being that ICA would reserve the right to refuse a license if someone is really failing the practice case. Michelle had she saw why that would be the case, Yolanda and David agreed.
 - c. David will talk to Martha about what happens next.
 - d. Leah mentioned the website is down, David will email Martha about that as well.
3. HMIS License policy discussion
 - a. Leah said she would bring the license request document to February, see if that should be updated.

New Business

1. Adding features on existing reports (specifically the PL)
 - a. David said that a few questions came up during the ICA evaluation, and that he had said that he would bring them up at the next HMIS meeting.
 - b. David outlined the topic that came up in the eval, how to request features on existing reports, specifically the Prioritization List.

- c. Leah said for any PL request, the first thing would be to talk to Belle. Depending on how that conversation would work, it would go to Leah and the ICA reporting team to determine if it's possible, and then to the CE Committee for final approval.
 - d. Leah said that there is a Data Request form, an online form that someone could fill out that would go through the process. She suggested talking to the requestee's System Admin first, but this includes custom data reports, report bugs, and feature enhancements. The result will depend on the specific request, the difficulty of the request, and how widely useful the request may be.
- 2. Agencies purchasing their own HMIS licenses
 - a. Leah said this is possible, but there are some caveats. If someone wants more licenses, you should talk to ICA first, because there could be paid licenses possible. Even if an agency is unfunded, the CoC may still cover the licenses, via the license pool for coordinated entry or in the general CoC pool (which we need to figure out a policy to cover these licenses in the pool). The CoC has invested in the HMIS staff, so ICA should be able to handle additional users.
 - b. Leah said an agency was asking about adding a license to someone in law enforcement/criminal justice, Belle is going to work with that agency and bring it to the CE Committee.
 - c. In terms of cost, Leah shared the current cost, there is a one time initial cost and a recurring fee afterwards.
- 3. Questions about current license requests
 - a. Leah has been accepting people to get into the system, but everything is going to Leah's judgement call.
 - b. Leah offered to come up with basic language for the next meeting.
- 4. Quarterly report to the HMIS Committee on HMIS usage
 - a. Leah was looking at old committee notes, back in May she looked at licenses for specific roles and how often people are logging in. Leah requested feedback for the next meeting.

Next Meeting

February 17

Adjourn

2:45