



# Coordinated Entry Workgroup

9830 Patuxent Woods Drive • Columbia, MD 21046

## Minutes of the June 11, 2019 Meeting

9830 Patuxent Woods Drive, Columbia, MD 21046

### **Attendance:**

Department of Community Resources and Services Staff: Cara Baumgartner, Jennifer Corcoran, Elizabeth Van Oeveren

Attendees: Colleen Baumgartner, Josh Bombino, Jen Broderick, Tifnie Criner, Do' Marcus Davis, Bitia Dayhoff, Ayesha Holmes

The meeting began at 10:30 am.

### By-Name List Clean Up

Jennifer has met with Keisha and the process of combining the waiting list with the By-Name List has begun. Names that were added to the By-Name List more than 90 days ago were provided to Grassroots, who has indicated which have and have not contacted hotline since. It will likely take more than one iteration and a few months to complete this work.

### PSH Transfer Request

The Committee reviewed a transfer request from a Case Manager at Leola Dorsey for a planned resident eviction. The Committee learned that property management staff at Leola Dorsey is changing, and that this resident's tenancy there might improve with a change in staff. The Committee decided the resident would be moved to an HSSP or McKinney opening if eviction proceedings had begun, but would otherwise deny the request at present if not to see if he could stabilize there and thus have a successful housing experience where there are already relationships and supports in place. He will be informed that he can access PRP through another community provider if he so chooses, and his Case Manager will be informed that he can appeal the (potential) denial.

### Policies and Procedures

The Committee began review of the complete Policies and Procedures document and began a discussion about how information on eligibility for the system, especially with respect to homeless status, should be disseminated. Three methods for communication were identified – materials provided to the general public, presentations to “helpers” in the community, and the conversation between callers and the crisis counselors at Grassroots. The Committee will discuss the content of these three methods at the next meeting. The need to clarify requirements for an affirmative marketing plan was also discussed. Jennifer is to contact our HUD Technical Assistance provider about this.

The meeting ended at 12:15 pm.