

## Service Provision Committee Meeting

115 Chatham Street  
~ The Buggy Building ~

Monday, November 06, 2017  
3:00 PM

In Attendance: Kendra Martin, Lesa Price, Heather Garrity,  
Dick Poletti, Jeffrey Rawlings, Tami Carter, Karen Kennedy, Brad Simon

I. Meeting Called to Order - 3:15p.m.

II. Old Business

A. Review of Meeting 10/23/2017

B. Submission of Request to HAVEN for Partnership – letter was submitted to Sherry on 10/18/2017 for presentation to board on 10/19/2017. No response at this time; however, it does not look favorable.

III. New Business

A. Coordinated Assessment

Jeffrey Rawlings presented the most current information referencing the Regional Coordinated Assessment Tool. There were changes made just prior to meeting that hindered discussion. We will discuss at our next meeting on 11/20/2017. We decided at that this time, in order to be prepared to utilize the assessment tool as of 1/1/2018, we would need to identify key agencies to be responsible to enter the data into the HMIS. It was decided that at our next meeting to be held on 11/20/2017, Jeffrey would offer training to selected individuals from the agencies identified to be trained. I will begin contacting the agencies on Monday 11/13/2017. We will continue to push forward in our planning to identify a more permanent and streamlined method.

We also decided to purchase Food Provision (2meal) Boxes for the next PIT count to distribute after completion of the questionnaire with information about S3 included.

We are requesting \$1000 to purchase up to 120 boxes. We will use any remaining funds to purchase other items to utilize during the count.

B. Service Provision Committee Goals –

Reviewed Terry Allenbaugh's letter of request for committee goals to be submitted by December 1, 2017 for inclusion in the 2018 S3 Housing Connect Overall Plan. We began our discussion of the importance of bringing all service providers to the table for inclusion in the conversation regarding services available to the homeless population. We discussed the need of representation from all agencies, especially those not currently represented at our meetings. Our committee should consist of the director or an appointed representative that has authority to share agency policy and/or can make decisions in order to move forward in

an efficient manner. We identified a couple of goals; however, we decided to bring our ideas and suggestions to our next meeting for a more in-depth discussion. Chairperson is to meet with Jeffrey Rawlings and Terry Allenbaugh to discuss goals prior to S3 Housing Connect meeting on 11/09/17.

#### 1. Short Term Goals

- Coordinated Assessment in place by January 2018.
- Food Provision Boxes
- Identify all service providers to be invited to join committee
- Invite agencies to send rep to meetings
- Develop an inclusive plan to ensure coordinated assessment is accepted and utilized correctly by all service providers.

#### 2. Long Term

- Host regular meetings and/or training in effort to keep all agencies in the loop.
- Seek feedback and stay in touch with changing needs of community.
- Build connections
- Join forces with other committees to identify an overflow shelter for use during emergency situations.... Churches, etc.

#### IV. Other Discussion

Invitations were distributed to the committee for attendance at the Open House for The Bread of Life, location of the “Extreme Weather Shelter for the Homeless”. The Open House is planned for Wednesday, November 15, 2017 at 1:00p.m.

#### V. Adjournment – 5:00p.m.

Next meeting

Monday, November 20, 2017

3:00 PM

The Buggy Building – Conference Room 1<sup>st</sup> Floor