## Agenda

<table>
<thead>
<tr>
<th>Time</th>
<th>Item</th>
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<tbody>
<tr>
<td>8:30 a.m.</td>
<td>Introductions and Approval of Minutes - Steve</td>
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<tr>
<td>8:35 a.m.</td>
<td>Report on Chicago/Minneapolis Trip – Kollin, Brian, Steve</td>
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<td>8:50 a.m.</td>
<td>Update on Landscape Assessment – Maggie, Annie Laurie, Steve</td>
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<td>9:20 a.m.</td>
<td>Update on Pillar Work Groups – Steve, Maggie, and Steering Committee Chairs</td>
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<td>9:35 a.m.</td>
<td>Strategy Development and Implementation Planning Phases - Steve</td>
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<td>10:00 a.m.</td>
<td>Other Business</td>
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<td>• Next Meeting is scheduled for Friday, July 24 at 8:30 a.m.</td>
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### Attendees:

- Bud Alkire
- Sue Ambler
- Annie Laurie Armstrong
- Allyson Benson
- Sarah Cotton
- Bob Davis
- Sue Dedrick
- Gwen Delp
- Mary Anne Dillon
- Steve Hanson
- Bill Humphreys
- Ranita Jain
- Dana Libby
- Susan Loreen
- Erin Shea McCann
- Maggie Milcarek
- Kollin Min
- Jerrilee Mosier
- Brian Parry
- Ed Petersen
- Mark Putnam
- June Robinson
- Ken Stark
- Casey Trupin
- Mary Jane Vujovic
- Dean Weitenhagen

### Notes:

**Welcome and Introductions** – Steve Hanson welcomed the Steering Committee and asked Kollin to introduce his guests, Casey Trupin and Erin Shea McCann from Columbia Legal Services.

**Approval of Minutes** – May minutes were unanimously approved.

**Report on Chicago/Minneapolis Trip** – Steve discussed the highlights of the trip that he, Brian Parry, and Kollin Min took to Chicago and Minneapolis to understand how these two localities have reformed their systems and implemented a range of innovative practices. Steve provided an overview of Chicago’s prevention call center. In Chicago, the city’s 311 Call Center screens all calls for housing stability assistance and immediately transfers those callers to a centralized homelessness prevention center. This program provides access to information about the full range of prevention
services available in a coordinated fashion. The center uses HMIS to take in callers’ information and refers callers to the next set of services based on eligibility determinations that are made during the telephone interview. If approval is granted by the caller, the HMIS information is shared with the referral agency. The data collected by the call center becomes a source of information that can be used to demonstrate need and to advocate for additional resources. This brought about discussion of a set of issues related to HMIS data collection, client confidentiality, and the sharing of information among providers. A question was raised whether or not there needs to be a separate work group that focuses on data system issues. It also prompted questions about the meetings that are being held as a follow-up to the data summit, and how those activities interface with the work of the Steering committee and the pillar groups. There were also questions regarding the type of data and reports that Westat would produce and whether their work overlapped the work being done for the Landscape Assessment. Steve will ensure that the Steering Committee members are kept in the loop regarding activities related to Westat and the data summit. It was decided that all five pillar groups need to address data issues in their recommendations and that this should be a particular focus for the Coordinated Entry group.

Steve will post electronic copies of the information presented on the trip to the website for everyone to access. Kollin also mentioned that it would be possible to invite the leaders from Chicago and Minneapolis out to do a presentation on their homeless systems or to invite people from other parts of the country where effective programs have been developed.

Update on Landscape Assessment – Maggie presented charts of demographic data on Snohomish County’s homeless families. She explained the sources as well as some of the discrepancies and biases in the information. She observed that in order to eliminate discrepancies there needs to be a single system capturing the data. One of the obstacles involved in getting data from the county’s HMIS system is the technical challenge involved in migrating data to the software program. If anyone has suggestions on other data sources or feedback on the data presented, please forward the information to Maggie or Steve.

Interviews – Annie Laurie presented information from the interviews she has been conducting. Thus far 32 families and 20 providers have been surveyed. Many families/individuals responded similarly that people need integrated housing/employment help when they are most vulnerable – when leaving hospitals, jails, mental health facilities, etc. Also, there needs to be more help available for in-school children who are not a part of the foster care system. She said housing, employment, workforce and child welfare systems need to be strongly integrated to support the self sufficiency needs of families.

Inventory – Steve is gathering information on major sources of funds. If you have any information or contacts please let Steve know.

WESTAT Update – Steve informed the group that WESTAT sent out surveys to providers and that responses were due today. It appears that Westat will need to send out a reminder to get more responses. WESTAT is completing an analysis of national indicators of economy. The turnaround time to complete the analysis of the survey results is July 10. However, that date may be pushed back in order to receive more surveys.

Update on Pillar Work Groups – All work groups have met and will meet again before the next Steering Committee meeting. All minutes from the work group meetings will be posted on the website.

Strategy Timeline – Steve presented a revised timeline and recommended that the new dates be used for future deadlines. The new timeline was approved.

Strategy Development and Implementation Planning Phases – Steve opened a discussion on the strategy development and implementation planning phases. There was discussion of whether the strategic planning phase could be done
concurrently with the completion of the landscape assessment phase, since some of the information needed for the landscape assessment is still being gathered. It was suggested that someone with “high performing systems” expertise be brought in to work with the Steering Committee as the next step in the strategic planning process. There was discussion about whether there really is an expert out there who can provide all of the answers to our questions about a “high performing system.” Jerrilee suggested Terryl Bailey, a “systems” facilitator who has worked with Edmonds Community College.

**Other Business** – The next meeting will be held July 24th from 8:30 – 10:30 a.m. at the WDC Board Room.