**Agency Admin Meeting**

March 25, 2020

3:00 – 4:30

Via Webinar

**Attendees:** Melissa Coloma, Lise Stuart, Tim Weese, Marie Hickman, Casi Totten, Bonnie Haight, Pam Nyburg, Carrie Copeland, James Ewell, Alex Dreher, Cassidy Cockle, Mike Fleck, Raquel Diaz, Daina Davisson, Adele Berlinski, Dana Peterson, Ana Contreras, Sophie Stipek, Leonie Daniels, Mirtha Strugo, Foster Martinez, Kayla Pollard, Alyssa Hoekman, Amy Cook, Marci LeCompte, Danielle Bautista, Katie Giles

* **COVID-19**
  + Provider call every Wednesday 3:00. Melissa will forward the call in information.
  + White Bird is keeping track community resources in operation during COVID-19 www.whitebirdclinic.org/covid. If your agency has modified hours and services, please let them know [info@whitebirdclinic.org](mailto:info@whitebirdclinic.org)
  + LC is in the process of purchasing the Community Resource module this is the WellSky public facing resource. This will be turned on for all Emergency Shelter, D2D type projects, day access and Street outreach programs
    - Melissa will send out an email asking for contact information for the specific project. Please respond ASAP
    - The project contacts will receive and email from WellSky asking for updated information in regards to that project. Please respond to this ASAP
* **Census – Alex Dreher**
  + Please tell everyone you know, especially clients to fill out the Census. It takes just a few minutes.
  + Posters in offices and flyers
  + Email signatures such as “Please complete the Census at [www.My2020Census.gov](http://www.My2020Census.gov) Every survey brings $3,400+ federal and state funds to our community every year for the next decade.”
  + Tell your coworkers to spread the word as well!
* **TAC update – Sarai Johnson/Joint Shelter and Housing Strategist**
  + moved to May agenda
* **MLK Commons update – Dana Peterson/ShelterCare**
  + Construction is happening
  + Start leasing – Jan 1st 2021
  + Fully leased – May 2021
  + 51 units. First floor all common area
  + ShelterCare providing services
  + FUSE is priority into these units
* **By Name List – Daina/Lise** 
  + Daina showed Tableau visuals hoping this will be available soon to everyone.
* **HUD CoC Evaluation – Update from Amanda**
  + The timeline for the HUD CoC Evaluation submission has been pushed back to May 1st.
  + You are still encouraged to run your reports early and submit when you are able to.
  + There were a couple of items updated on the reporting end, if you ran yours in the first week or so, please run it again. (if you guys have better updates for this, that would be helpful)
  + If you have questions about the Evaluation, please submit them via email only. I will do my best to respond. If it is an HMIS related question, please submit to the Helpdesk.
  + The outcomes for the Evaluation are based on the previous calendar year, which should not be impacted by the current situation. However, we will consider the impacts on the following year.
  + When it comes to contracts with Lane County, we are considering all circumstances and will have a consistent policy regarding contract compliance, spend down, and outcomes. We have not yet released any specific policy update, but this is on our radar. We understand these are unusual and unprecedented circumstances and will be flexible as much as we are able to be.
* **Housing projects Exit to Homeless but still enrolled in RRH and PSH** 
  + **DO NOT**
    - Go into the Entry and remove the Housing Move-in Date or add an Interim review and remove the Housing Move-in Date
    - By removing the Housing Move-in Date it removes the history and will never show the client was housed in your project.
  + **DO**
    - Exit your client out of the project the day you learned they lost their housing to
    - Re-enroll your client into your project same date as the Exit date.
* **Next Meeting – May**
  + Doodle poll will be sent out soon