

**HOMELESS SERVICES OVERSIGHT COUNCIL (HSOC)  
COORDINATED ENTRY COMMITTEE MEETING MINUTES**

**Date**

October 23, 2024

**Time**

11:07am-12:08pm

**Location**

Room 356, Department of Social Services, 3433 S. Higuera St., San Luis Obispo, CA 93401

**Members Present**

Jack Lahey  
Janna Nichols  
Lawren Ramos  
Lisa Fraser  
Liz Smith  
Mark Lamore  
Morgan Torell  
Scott Collins (Zoom)  
Jennifer Adams (alternate for Susan Lamont)  
Wendy Blacker

**Members Absent**

Linda Belch  
Wendy Lewis

**Staff and Guests**

Laurel Weir  
Merlie Livermore  
Nathan Rubinoff  
Russ Francis

**1. Call to Order and Introductions**

Jack called the meeting to order at 11:07am.

**2. Public Comment**

None presented.

### **3. Consent: Approval of Minutes**

Janna made a motion to approve the minutes, seconded by Lawren. Voice vote was taken. The motion passed with all in favor.

### **4. Action/Information/Discussion**

#### **4.1. Information Item: Coordinated Entry Guidance Updates**

Jack mentioned that in the Matching and Referrals guidance (Attachment B), the pre-check step was removed due to staff capacity. With this change, they are directly doing the matching process based on available HMIS data.

Jack also mentioned that the Coordinated Entry Policies and Procedures (Attachment A) has errors that need to be discussed and revised.

#### **4.2. Information Item: Update on Current Coordinated Entry System Activities**

Jack reported on the Coordinated Entry project enrollment dashboard from June 1-October 22, which showed 1,252 active enrollments.

#### **4.3. Action Item: Approve Coordinated Entry Access Policy**

Janna moved the motion to approve the item, seconded by Lawren. All voted in favor, Coordination Entry Policy was approved.

#### **4.4. Action Item: Coordinated Entry Assessment Policy**

Janna moved the motion to approve the Assessment Policy, seconded by Jack. Roll was called. All were in favor, the motion passed unanimously.

#### **4.5. Information Item: Prohibition Against Involuntary Family Separation**

Laurel shared that HUD (US Department of Housing and Urban Development) has a rule about preventing family separation in programs receiving HUD funding. Involuntary separating the families based on their gender and age is a violation of the HUD regulation.

### **5. Future Discussion/Report Items**

- Jack and Nathan to update CE guidance document
- Prioritization and Referral process deeper discussion
- Cancel November meeting (Thanksgiving holiday)
- Move December meeting ahead of regular session (Christmas holiday)

### **6. Next Regular Meeting: December 11, 2024**

### **7. Adjournment**

Jack adjourned the meeting at 12:08pm.