

# January 22, 2014- Coordinated Assessment & Centralized Intake Subcommittee Meeting Notes

## 1. Status Update

- a. Karen reviewed the handout and shared the infrastructure, training, and service costs and the program income sources for phase 1 and phase 2 of the CA/CI.
- b. OC United Way is the initial funder of the CA/CI Program Director position.
- c. OCCS Planning Grand & Community Process grant will be available at the end of April/beginning of May.
- d. We're planning to tap into the existing resources of the
  - i. 2-1-1 OC staff as most have a MS and/or a MSW
  - ii. HMIS staff knowledge is beneficial and may provide increased data quality and relief for agencies.
- e. Initial pilot targets families with children.
- f. Review of proposed timeline

## 2. Funding to date / potential funders

- a. CFCOC Technology grant for data systems and HMIS integration
- b. Looking at other funders and service providers for additional funding

## 3. Director of CA/CI position – requirement wish list

- a. The group worked together to produce a requirements wish list that will be used to produce a job description.
- b. The job description will be written by the CA/CI Task Force and distributed/posted and then followed by interviews.
- c. Requirement wish list:
- d. Coordinates with Focus Strategies and entire CoC; Pivotal = understanding providers and those being served
  - Human Services background
  - Worked in a shelter program – understanding of housing programs in CoC
  - Proven Leadership Skills
    - Transparency
    - Ability to delegate
  - Understanding of all Stakeholders
    - Families, funding, \$, government agencies, cities...
  - Track record of project management & development – executing on time
  - Familiarity with OC or CoC that has successfully done this
  - Strong business background
  - Understanding of how technology works/big picture
  - Policy/Regulatory understanding
  - Sharp, quick learner
  - Collaboration, skills/team/community building
  - Innovative, creative, flexible
  - Multi-tasking & fast-paced individual
  - Analytic skills (understanding) (Foundation is gathering data)
  - Ability to manage outside vendors
  - Experience supervising
  - Communication & presentation skills
  - Trustworthy/high integrity

- Patience
- Passionate
- Empathetic
- Manage relationships
- Fund Development

#### 4. Other positions:

##### a. Housing Resource Specialist – requirement wish list

- i. The role is to support agencies to identify properties from the rapid rehousing standpoint and to leverage the OCHA list of 4,000 landlords and removes redundancy for agencies.
- ii. The group worked together to produce a requirements wish list that will be used to produce a job description.
- iii. The job description will be written by the CA/CI Task Force and distributed/posted.
- iv. Requirement wish list:
  - Technical assistance for agencies
  - Know OC
  - CCRM and/or real estate/lawyer
  - Relationship builder
  - Good communication skills
  - Negotiator
  - Business person/background
  - Deal with public entities (OCHA, City Housing Authorities)
  - Passionate (Sell your passion)
  - Visionary
  - Creative – speak with follow-through
  - Understand issues; understand metrics & know how to translate into risk/reward
    - Creative – speak to landlord interests
  - Multi-tasking with relationships
  - Detail-orientated with follow-through
  - Property management experience
  - Business (background)
  - Community liaison
  - Work collaboratively with agencies → introduce to landlords (agencies participate in identifying criteria for database used)
  - Define guidelines of apartments
    - families, dogs, school proximity
  - Develop agency guidelines
  - knows housing standards (Ability to define/assess/create standards)
- v. Other discussion points:
  - Should Rapid agencies take priority?
  - Agencies need input to database system
  - Funding resources & how to incorporate (\*may not be in job description, but keep track)
  - What are bench marks? Who creates?
    - Working Group?
    - Parameters to make decisions
    - Benefits to landlords

##### b. Case Assessment staff – requirement wish list

- i. To be determined at the next meeting.

5. **CA/CI Task Force meeting on January 30**
  - a. Discuss realistic next steps
  - b. Discuss funding issues
  - c. Look at FRPs as pilot
6. **Open Discussion**
7. **Next steps**
  - a. **Case Assessment staff** – requirement wish list
8. **Adjournment.** Meeting was adjourned at 2:55 pm.

**Next meeting**

February 26, 2014

1:30-3:30 pm

CASA Training Room at The Village at 17<sup>th</sup> Street in Santa Ana