

# Seattle King County Coordinated Entry Committee Agenda

## Theory of Change

If we create a homelessness response system that centers the voices of people with lived experience of homelessness, then we will be able to focus on responding to needs and eliminating inequities, in order to end homelessness.

## Context

As outlined in the King County Continuum of Care (CoC) Charter, the Coordinated Entry Committee (CEC) will “oversee policies and procedures related to Coordinated Entry” in King County. The CEC will be responsible for identifying and approving policies and procedures that guide the coordinated entry system (CES) system in King County. King County Regional Homeless Authority staff will be responsible for implementation of those policies and procedures.

## Date/Time

Wednesday, December 11<sup>th</sup>, 10:00am – 12:00pm PT

## Location

Hybrid: KCRHA + [Zoom](#)

## Agenda - Final

Time	Item	Presenter
10:00 AM	<b>Welcome &amp; Settling In</b> Welcome, roll call of committee members Theory of Change Land acknowledgement  Results: everyone feels welcomed, grounded, and participation is confirmed	Tom Regan
10:10 AM	<b>Strategic planning:</b> We'll review past goals and priorities brought by the CEC, align these or prioritize them given current operations and landscape of the CES, and begin work to develop a strategic plan.	Tom Regan

	Results: The CEC comes away more closely aligned on a workplan to tackle the group’s priorities.	
12:00 PM	<b>Adjourn</b>  The next Coordinated Entry Committee meeting <b>needs to be scheduled</b>	Tom Regan

## KING COUNTY CONTINUUM OF CARE COORDINATED ENTRY COMMITTEE BYLAWS

### Role of Committee

Pursuant to 578.7(a)(8) from the [Housing and Urban Development’s Continuum of Care Interim Rule](#) each Continuum of Care must “*establish and operate either a centralized or coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services. The Continuum must develop a specific policy to guide the operation of the centralized or coordinated assessment system on how its system will address the needs of individuals and families...*”

As outlined in the King County Continuum of Care (CoC) Charter, the Coordinated Entry Committee (CEC) will “**oversees policies and procedures related to Coordinated Entry**” in King County. The CEC will be responsible for identifying and approving policies and procedures that guide the coordinated entry system (CES) system in King County. King County Regional Homeless Authority staff will be responsible for implementation of those policies and procedures.

The policies and procedures will cover the [HUD core elements of Access, Assessment, Prioritization and Referral](#). In addition, the King County CoC has asked the CES to be responsible for **placements** in the housing system so the CEC will be responsible for overseeing policies and procedures that impact housing placements from the local CES.

### Membership

Pursuant to the King County Continuum of Care Governance Charter, members of the CEC should “include Regional Authority/CE staff, providers and customers with expertise in this area “. The maximum number of CEC members is currently set at 13 but that number can be adjusted and approved by the CoC Board. The recommended term length for CEC members is two years, however exceptions can be made by the CEC members and the CoC Board to ensure that there is adequate expertise and representation on the committee to accomplish the needed work. The CEC will have a leadership structure consisting of 1 Chairperson, who is a member of the CoC Board. The individual occupying the Chair position will be responsible for: Agenda co-creation, facilitating the CEC meetings and reporting

back progress and decisions to the CoC Board. All of these activities will be in partnership with and supported by KCRHA staff.

## **Structure and Frequency of meeting**

CEC meetings are to be monthly for 90 minutes and the meetings will be held both in person and virtually. These meetings will be responsible to operate under the provisions outlined in the [Open Public Meetings Act](#) (OPMA) of the State of WA. As such, the agenda and meeting location & access details will be provided to the CEC members in line with OPMA expectations. All expectations of communication, access and distribution of recorded meetings will be in line with the expectations outlined in the OPMA.

## **Decision making process:**

- Roberts rule of order
  - [Microsoft Word - Roberts Rules of Order - Simplified.docx \(cornell.edu\)](#)

## **Support and communication expectations**

Pursuant to the King County Continuum of Care Governance Charter, the CEC will be “staffed by the manager of the appropriate office within the Regional Authority.” In addition, other key staff will be brought in for support and subject matter expertise that is needed and requested by CEC members. If there are any special accommodations needed by CEC members, KCRHA staff will work with each CEC member individually to get those needs addressed so they can fully participate and engage in committee meetings.

# **KING COUNTY CONTINUUM OF CARE COORDINATED ENTRY COMMITTEE EXPECTATIONS & RESPONSIBILITIES OF GENERAL MEMBERS AND CHAIR**

## **Expectations & Responsibilities of General CEC Members**

All members of the CEC are expected to meet the following expectations and take on the needed responsibilities to fulfill the work of the committee. Those expectations and responsibilities are:

### Expectations

- Regular attendance to committee meetings
- Pre-reading of distributed agendas and materials
- Active engagement in all committee meetings
- Participation in needed votes to move the work of the CEC forward (or provide clear rationale around one is abstaining from the specific vote)

### Responsibilities:

- Working with CEC members and KCRHA staff to come to a solution on challenges and barriers that the King County CES is experiencing
- Working with the KCRHA staff and other subject matter experts to become familiar with the details necessary to operate the CES in King County
- Engagement with King County community members and partners that are critical to the operation of the Coordinated Entry System as needed to move the CEC work forward
- Bringing forward to the Chair and/or KCRHA staff any barriers that are limiting engagement and participation

## **Responsibilities of the Chair of the CEC**

In addition to meeting the responsibilities of general membership on the CEC, the Chair is charged with providing leadership and direction to the committee. The Chair is responsible for ensuring that the committee fulfills its responsibilities, as outlined in the CEC Bylaws. The Chair will be the spokesperson for this committee, unless otherwise abdicated per CEC member wishes and discretion. Additional other duties of the Chair include:

- Facilitation of CEC meetings
- Agenda co-creation with KCRHA staff
- Reporting out to the CoC Board on policies and procedures that are under discussion or have been approved by the CEC
- Liaison and engagement with other key community members and partners as needed pursuant to the work of the CEC (and in partnership with KCRHA staff and other CEC members)
- Working with KCRHA staff to address issues and concerns that have been raised by the community and incorporating those concerns, as needed and relevant, into the work of the CEC