



Coordinated Entry Committee Regular Meeting Minutes

Roll Call - 8/27/2026

Name	
Devin Konick-Seese	P
Noah Fay	P
Eddy Matlock-Mahon	P
Martha Lindner	P
Elliot Hart	Absent - Excused
Kelsey Beckmeyer	P
Sherry Tillman	P
Finn Rogers	Absent
Mustafa Mohammed	P

- Roll Call – 7 members present – 2 members absent
- Quorum – Yes

Land Acknowledgement & Theory of Change

- **Land Acknowledgement:** The King County Continuum of Care Board acknowledges that we work on the unceded traditional lands of the Coast Salish peoples, especially the first peoples of Seattle, the Duwamish people. The original stewards of the land, past and present. We honor with gratitude the land itself and the Duwamish tribe. This acknowledgement only becomes meaningful when combined with accountable relationships and informed action and is the first step in honoring the land that we today sit on and their peoples.
- **Theory of Change** – If we create a homelessness response system that centers people who have lived experience of homelessness, then we will be able to meet needs and eliminate inequities, in order to end homelessness for all.

Minutes Review

- Motion: Approve June Meeting Minutes – Eddy Matlock-Mahon
- Second – Kelsey Beckmeyer
- Vote: Passed via voice vote

Public Comment – No public comments were received in writing or during the meeting's public comment period.

Meeting Topic: Coordinated Entry Manager Updates – Tom Regan

Decisions

- Proceed with testing of the new Coordinated Entry assessment and enrollment process.
- Implement emergent needs prioritization for participants impacted by the closure of Bailey Boucher House.
- Continue development of by-name list case conferencing for youth, young adults, and families to strengthen coordination between CE and problem-solving resources.

Action Items

- KCRHA/Bitfocus: Complete configuration of the new assessment and enrollment workflow in the Clarity test site and provide a testing-readiness update in early September.
- KCRHA: Conduct participant testing, incorporate feedback, finalize assessment revisions, and develop FAQs, guides, and training materials.
- KCRHA: Transition to the new assessor training process in October following the final current-process training on September 9.
- Contract monitoring team: Finalize the Bailey Boucher House closure timeline and identify impacted participants.
- KCRHA/Data Team: Continue quarterly CE performance reporting and investigate the decrease in median referral-to-move-in time.
- KCRHA/Provider partners: Continue developing by-name list tools and monitor racial disparities across CE access, case conferencing, referral, and enrollment.

Updates

- New CE Assessment: Testing begins soon; the new process will update both assessment questions and CE enrollment/access procedures.
- Bailey Boucher House: Shelter is closing and will not relocate; impacted participants will receive emergent needs priority.
- FIFA Prioritization: 59 referrals were made; 16 participants had moved into permanent supportive housing as of July 27.



- **CE Capacity:** The system includes approximately 165 projects and 7,126 units, but only 58 emergency shelter beds, primarily for single adults. Demand continues to exceed available resources.
- **2026 Performance:** Through Q1–Q2, approximately 3,200 households accessed CE, 1,000 referrals were made, and 575 households enrolled in projects.
- **Referral Denials:** 379 referrals were denied in Q1–Q2; the most common reasons were client refusal, ineligibility, and inability to contact the client. Ineligibility and self-resolved cases appear to be increasing.
- **Demographics:** Overall CE demographics remain generally consistent with prior years, with some racial disproportionality emerging as households progress from access through case conferencing, referral, and enrollment.

Meeting Topic: 2026 Q1 System Performance Data – Tom Regan

Decisions

- Continue using the new Coordinated Entry assessment testing process with approximately 30 participants across multiple populations and geographic areas.
- Make retraining mandatory for all Coordinated Entry assessors before implementation of the new assessment and enrollment process.
- Incorporate train-the-trainer support for CE liaisons/trainers to strengthen community implementation and ongoing support.
- Use assessment and by-name list data to evaluate whether the new approach improves referral matching and reduces denials.

Action Items

- KCRHA/Bitfocus: Complete development of quarterly CE data products and continue providing regular performance updates.
- KCRHA: Conduct assessment testing, gather participant and staff feedback, make final revisions, and prepare implementation materials.
- KCRHA/Bitfocus: Develop and schedule mandatory assessor retraining and supplemental Clarity 2.0 training.
- KCRHA/CE trainers: Develop a train-the-trainer approach for CE liaisons and support broader community training.
- KCRHA/Data Team: Monitor referral denials, particularly ineligibility and self-resolved cases, and assess whether the new assessment improves successful placements.
- KCRHA: Continue exploring by-name lists and case conferencing as a more structured alternative to the current nominations-based process.



Updates

- Quarterly CE data reporting: New data products now allow for quarterly monitoring of CE system performance, in addition to annual reporting.
- System capacity: CE currently includes approximately 165 projects and 7,126 units, but only 58 emergency shelter beds, primarily serving single adults. Available resources remain insufficient to meet demand.
- 2026 performance: Through Q1–Q2, approximately 3,200 households accessed CE, 1,000 referrals were made, and 575 households enrolled in projects.
- Referral denials: 379 referrals were denied in Q1–Q2 2026. Common reasons included client refusal, ineligibility, inability to contact the client, and households resolving their housing crisis through another resource. Denial patterns remain generally consistent with prior years.
- Assessment testing: Testing will include family households, youth/young adults, single adults, and participants from communities outside Seattle, with approximately 30 participants total. The goal is to identify needed revisions before broader implementation.
- Training: The new assessment will require changes to both assessment administration and the CE enrollment workflow. Mandatory assessor retraining is expected in October–November, alongside training on the updated Clarity system.
- System improvement: Discussion emphasized moving away from the current fast-paced, nominations-based model toward more intentional case conferencing, by-name lists, and thoughtful matching of households to available resources.
- Equity monitoring: Demographic data shows some racial disproportionality as households move from CE access through case conferencing, referral, and enrollment. Continued monitoring was identified as important.

Meeting Topic: CEC Membership Opportunities – Tom Regan

Decisions

- Begin the process of reviewing committee membership and term renewals, including whether current members wish to continue for another year or transition off the committee.
- Recruit new members to fill upcoming vacancies, with an emphasis on broader community representation.

Action Items

- Tom/Catherine: Follow up individually with current committee members regarding their interest in continuing or rotating off the committee.
- Tom/Catherine: Explore adjusting the committee meeting time to better accommodate members' schedules, potentially through a scheduling poll.



- KCRHA: Publicize upcoming committee openings through the KCRHA newsletter, website, and COC membership network.
- Committee members: Identify and refer potential candidates to Tom and Catherine, particularly individuals representing families, youth/young adults, lived experience/lived expertise, and additional funders.

Updates

- Most current committee members have exceeded the recommended two-year term limit and will be contacted regarding continued participation.
- Two former members, have indicated they will not be returning, creating additional openings.
- The committee currently has strong provider representation, particularly from the single adult and supportive housing sectors.
- Future recruitment will seek greater representation from youth and young adult providers, family providers, people with lived experience/lived expertise, peer leaders, and additional funders.
- Members will not be expected to decide during the meeting; individual follow-up will be conducted regarding membership continuation.

Next Steps & Adjourn

Motion to adjourn meeting – Devin Konick-Seese

Second – Eddy Matlock-Mahon

- **Next meeting: September 24, 2026; 10:00 AM – 11:30 AM**

