

Nashville-Davidson County Continuum of Care (CoC)

COORDINATED ENTRY OVERSIGHT COMMITTEE MEETING MINUTES

DATE: AUGUST 6, 2025

LOCATION: Family Safety Center

TIME: 8:30 – 10AM

CHAIR	DeShaun Reed, Park Center & Grant Winter, Safe Haven
RECORDED BY	Raquel de la Huerga, Office of Homeless Services
ATTENDANCE	Catherine Knowles (MNPS) DeShaun Reed (Park Center), Raelonda Wynn (VA), Alec Miller (Launch Pad), Grant Winter (Safe Haven), Courtney Berner (Oasis), Nicole Piispanen (United Way), Jesse Call (Villages at Glenclyff)
GUESTS/STAFF	Dr. Monte Talley (OHS), Raquel de la Huerga (OHS), Kelsea Combs (OHS), Allison Cantway (OHS), Aubrie Hardy (OHS), Mary Katherine Rand (MPC), Chelsea (Launch Pad), Marvin Trotter (OHS), Maria Aboubaker (Nashville CARES)

AGENDA ITEM	DISCUSSION
WELCOME	Attendees shared what is currently bringing them joy as an icebreaker.
PUBLIC COMMENTS	None.
DRAFT PRIORITIZATION & EVALUATION LANGUAGE	Members reviewed draft language along with comments from Jesse Call and Catherine Knowles. Chair Winter offered a new draft to address suggestions regarding prioritization and evaluation. Dr. Trotter asked for clarification of what would be included in a “proposal” from the Coordinated Entry (CE) lead. Chair Winter noted that proposals would include data and justifications for why a change to the prioritization process should be adopted by the committee. Office of Homeless Services (OHS) staff noted their desire to maintain that the first people to be informed of encampment closures be the residents of the encampment. Chair Winter noted that the draft language would not alter the encampment closure process, however, it adds a step to determine whether or not to include Coordinated Entry resources to assist in a closure. OHS staff asked for clarity whether the proposed draft would change or contract the Outdoor Homelessness Strategy. Committee members noted that the Outdoor Homelessness Strategy was adopted before the Coordinated Entry Oversight Committee was established. Committee members noted that the Outdoor Homelessness Strategy does not currently lay out how Coordinated Entry resources are to be used or prioritized. Chair Winter noted that the proposed language for the Coordinated Entry Manual is intended to help clarify the process and address community concerns raised during public comment. Committee members added that the Coordinated Entry Oversight Committee was created to help determine Coordinated Entry priorities, policies, and processes to best meet the community’s needs. Committee members noted that the Outdoor Homelessness Strategy may need to be updated to reflect the role of the Coordinated Entry Oversight Committee, however, they did not feel that the proposed language was in conflict with current strategy. Committee members asked OHS for further clarification on their concerns with the proposed changes to the Manual. Dr. Talley noted a desire to solicit additional

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guidance and technical assistance from the U.S. Dept of Housing and Urban Development (HUD). Dr. Talley noted that there are national best practices that she would like the committee to further review that address to connection between Coordinated Entry and camp closures. Chair Winter asked how the proposed language conflicts with the national best practices. Dr. Talley shared that she will review national guidance and bring references to the next meeting.

A committee member asked for clarification for what steps would be involved to update the Outdoor Homelessness Strategy. Members noted that the Outdoor Homelessness Strategy was established by the Shelter, Weather, Outreach, and Prevention (SWOP) Committee, which has multiple committee members that attend and serve on the Coordinated Entry Oversight Committee.

Members noted a desire to alter the draft language to better clarify the prioritization process and ensure that existing referrals would not be interrupted by a camp closure. OHS staff proposed language indicating that **“approved proposals may have immediate affect, however, households referred already through CE would not have their referrals rescinded.”** Committee members agreed to incorporate this language.

OHS staff reiterated that it is important to their efforts that residents of encampments be notified first. Additionally, OHS wants to ensure that there is flexibility to allow emergency response, if needed. Committee members noted that the primary focus of the committee is to determine the community process and priorities for Coordinated Entry resources. Members noted that under the Outdoor Homelessness Strategy the Prioritization Team could identify an encampment and notify residents and then come to present to the committee a proposal, if the closure requires CE resources to be utilized in a way that contradicts the existing prioritization process. The committee agreed to add **“Nothing in this policy is designed to prevent the Metro Office of Homeless Services from encampment closures that do not make use of CE resources.”**

Chair Reed noted that the Coordinated Entry Manual will also need to be updated once the new Coordinated Entry assessment launches. Chair Reed offered that the committee could proceed with the proposed changes and then evaluate to ensure that the Manual continues to align with the Outdoor Homelessness Strategy. Members noted that the Manual is a living document and the committee will need to assess regularly whether the document reflects emerging community needs. OHS staff noted the importance of ensuring that the Manual is not overly restrictive and can effectively be utilized if emergency response is needed.

Members asked OHS staff if they anticipate any instances where Coordinated Entry will need to alter their process faster than 5 business days (the time span for posting public meetings). Members noted that care coordination meetings only occur once a week anyways.

Members suggested to **add a definition of person-centered to the glossary.** Members noted that the updated language is not meant to be restrictive, but instead is intended to clarify the process and outline what is to be expected when utilizing CE resources for camp closures.

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	Jesse Call moved to incorporate the language proposed by Grant Winter and proposed changes from this meeting into the draft revisions and present those to the Homelessness Planning Council. Seconded. All in favor. None opposed and non abstentions.
NEXT STEPS	Raquel will incorporate the requested changes. DeShaun and Grant will be in attendance at the Homelessness Planning Council meeting to present the draft. At the September meeting, the committee will discuss the evaluation of the Coordinated Entry lead and other responsibilities of the committee. Members suggested to have chai and sambusas to celebrate the completion of the Manual review. OHS is working to incorporate the NASH CE Assessment into the Homeless Management Information System. Once incorporated, OHS will be working with community partners to pilot the NASH.
ADJOURN	10:11AM