

**Minutes**  
**Coordinated Assessment Committee**  
**West Central Illinois Continuum of Care Consortium**  
**June 29, 2015**

**Attendance**

Tammi Lonergan, MCS Community Center, Jacksonville  
Cindy Grawe, Madonna House, Quincy  
Emily Beaver, Salvation Army, Quincy  
Lori Sutton, Illinois Institute Rural Affairs, WIU, Macomb  
Amanda Davis, Illinois Institute Rural Affairs, WIU, Macomb  
Mary Muehlenfeld, YWCA of Quincy  
Suzan Nash, Western Illinois Regional Council, Macomb  
Megan Deusterhaus, QUANADA, Quincy

**Absent:**

Myndi Boyd, YWCA of Quincy  
Jennifer Vancil, QUANADA, Quincy  
Dona Leanard, Crisis Center Foundation, Jacksonville  
Heidi Welty Salvation Army, Quincy

**Minutes**

1. Administering VI-SPDAT/SPDAT to DV clients
  - a. Clients at QUANADA can be informed of the role of the VI-SPDAT/SPDAT in securing housing and encouraged to complete the assessments at Madonna House or Salvation Army **and/or**
  - b. A representative from Madonna House can administer the VI-SPDAT/SPDAT to QUANADA's clients at QUANADA as needed
    - i. If a DV client does not meet qualifications or is refused entry, reasoning cannot be given due to VAWA/VOCA guidelines
2. Veterans Affairs inclusion
  - a. Added "A representative from veterans affairs is part of the continuum and invited to conference calls."
3. Referral documentation
  - a. A universal coordinated assessment referral form should be created and used to record referral information
    - i. Cindy will create the form.
4. Transportation funds for DV
  - a. YWCA has access to funds for transportation to a safe home.
    - i. Has to be a female
    - ii. Is typically a gas card
  - b. There is also funds to get transportation from a shelter to their program
    - i. Is for families
5. Grievance process
  - a. Complaint needs to be filed within 24 business hours, after which the chair will contact them.
  - b. Last step is the regional coordinated assessment committee will intervene within 72 business hours if first step is insufficient.
6. Tasks to be completed by July 9 (please send to Lori by **Tuesday, July 7**):
  - a. Send Lori program eligibility documents
  - b. Coordinated Assessment Referral Form (Cindy Grawe)
  - c. Coordinated Assessment Grievance Form (Cindy Grawe)
7. Schedule next meeting
  - a. Thursday, July 9, 10:30 a.m.