



EXECUTIVE COMMITTEE MEETING MINUTES

January 10, 2017

1:00-3:00p.m.

Facilitator:	Rebecca Rynbrandt		
Meeting Attendees:	Rebecca Rynbrandt, Vera Beech, Hattie Tinney, Jesica Vail		
Time Convened:	2:00 p.m.	Time Adjourned:	3:30 p.m.

Approval of Agenda		January 10, 2017	
Motion by:	Vera	Support from:	Hattie
Discussion	Agenda was approved with the addition of: <ol style="list-style-type: none"> a) Developing Process to Identify CoC Concerns and Needs. b) Clarification of Roles of the ENTf c) Staffing Additions. 		
Amendments			
Conclusion			
Agenda Item: Review and Approval of Minutes of December 5, 2016		Presenter: Rebecca Rynbrandt	
Discussion			
Minutes were not available for review/approval.			
Conclusions			
Approve the minutes at next month's meeting.			
Agenda Item: CSH Report – Next Steps		Jesica Vail	
Discussion			
Conversation ensued regarding John Peterson's presentation at the 12/05/16 Executive Committee Meeting. There were concerns regarding data quoted from local sources and noting that data from additional individuals /agencies should have been secured to make the report more comprehensive. Jesica will send out an email requesting comments and questions. These will be compiled and Jesica will send out an email requesting comments and questions. These will be compiled and circulated again and ask for final questions to be submitted to John for his presentation to Steering. (Updated note: Tom retracted that DV data used had not been discussed with him)			
Action Items		Person Responsible	Deadline
Email to be sent for feedback on the CSH Report.		Jesica Vail	
Compile questions resulting from email and circulate.		Jesica Vail	
Submit final compilation of questions to John Peterson for CSH Report presentation to Steering.		Jesica Vail	
Schedule a meeting date with John and Steering.		Jesica Vail	
Agenda Topic: Developing Process to Identify CoC Concerns and Needs (as discussed at October 21, 2016 Steering Meeting)		Presenter: Rebecca Rynbrandt/Jesica Vail	
Discussion			
This item was tabled from the 12/05/16 meeting.			
A. ENTf Consultant Thoughts/ <ul style="list-style-type: none"> • The work that they do with workforce development is very different from CoC issues. 			



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<ul style="list-style-type: none"> • Have discussion on strategies for working toward goals effectively. • Identify challenges of ENTF Workforce Development vs Coalition to End Homelessness. 		
<p>B. Next Steps</p> <ul style="list-style-type: none"> • Determine what the Steering Council is and what is expected of the Steering Council. • What is our mission? • Focus on looking forward and how we engage with each other and how we enforce this among each other. • Determine roles and responsibilities. • What are the core values/value statements? 		
<p>Conclusions</p>		
<ol style="list-style-type: none"> 1. Executive is not proposing to utilize a consultant at this time. 2. Seat new board, go through orientation, and then can revisit if necessary. 		
<p>Agenda Item: Diversion Update</p>		<p>Presenter: Jessica Vail</p>
<p>Discussion</p>		
<p>The Diversion Project group met the week of 01/02/17 and determined that Family Promise would be the lead agency. Originally, three agencies desired to take the lead role. The fiduciary for the grant is still to be determined and will be done next week. A short report from the lead agency regarding current status and future timelines was requested for Steering Meeting.</p>		
<p>Action Items</p>	<p>Person Responsible</p>	<p>Deadline</p>
<p>Fiduciary of grant to be determined.</p>	<p>Diversion Workgroup</p>	<p>Week of 01/16/17</p>
<p>Agenda Topic: Orientation Outline</p>		<p>Presenter: Jessica Vail</p>
<p>Discussion</p>		
<p>Jessica provided a list of items to be used as part of the Steering Council orientations to be held on 01/27/17 from 8:30-10:00a.m. All Steering Council members should attend.</p>		
<p>Agenda Topic: Staffing Additions</p>		<p>Presenter: Jessica Vail</p>
<p>Discussion</p>		
<p>01/25/2017 is the start date for the administrative assistant to the CoC & ENTF. The HMIS assistant started already and is training with Jim.</p>		
<p>Agenda Topic: 01/20/2017 Draft Steering Committee Agenda</p>		<p>Presenter: Rebecca Rynbrandt</p>
<p>Discussion</p>		
<p>Agenda approved with additions.</p>		
<p>A. PIT Count – Report on upcoming activities by Jim Talen.</p>		
<p>Conclusions</p>		
<ol style="list-style-type: none"> 1. Relative to the completion of Conflict of Interest forms, a review of the Conflict of Interest Policy needs to be completed because it does not meet all the HUD requirements. 2. Have Steering Council members sign old Conflict of Interest forms, update policy, followed by signing the new Conflict of Interest form. 		
<p>Action Items</p>	<p>Person Responsible</p>	<p>Deadline</p>



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Update Conflict of Interest Policy, followed by signing the new Conflict of Interest form.	Vera Beech will send a sample policy to Jesica. Jesica will draft new Conflict of Interest Policy.	
Pending Steering decision, Family Shelter Updates can be submitted on a quarterly basis and perhaps through another committee.		
Agenda Topic: Clarification of Roles of ENTF, Steering Council and United Way.	Presenter: Rebecca Rynbrandt	
Discussion		
Discussion ensued related to work of the CoC/ENTF Ad Hoc Committee that was charged with identifying the relationship between the CoC and the ENTF and any revisions that should be made to the Governance Charter as a result of their review. From the email shared with this committee, it was suggested that an MOU be drafted describing the relationship between the parties as more collaborative than hierarchical. A suggestion for second MOU was also identified. This document would include the CoC and the United Way and documents regulatory basis and need for designating a CoC fiduciary. In closing, the email suggested additional concerns associated with our MOUs and contracts.		
Conclusions		
Concerns were expressed regarding a suggestion of transferring a grant from one entity to another entity.		
Agenda Topic: December 2016 Financial Statement	Presenter: Jesica Vail	
Discussion		
Financial statement for period ending 12/31/16 was reviewed.		
Action Items	Person Responsible	Deadline
Agenda Topic: Family Shelter Update	Presenter: Jesica Vail	
Discussion		
Family Shelter Update. If a monthly report is no longer necessary, let's have quarterly reports and perhaps report out through another committee, such as Data Analysis.		