



EXECUTIVE COMMITTEE MEETING MINUTES

October 2, 2017

1:30-3:00pm

Facilitator:	Karen Tjapkes		
Meeting Attendees:	Karen Tjapkes, Rebecca Rynbrandt, Beverly Ryskamp, Jim Talen, Bree Butler, Wende Randall		
Time Convened:	1:30pm	Time Adjourned:	2:45pm

Approval of Agenda		October 2, 2017	
Motion by:	Consensus	Support from:	Consensus
Discussion	None		
Amendments	Add 7. Update on HMIS Administrator Position Add 8. Steering Agenda Add 9. Marne Rehab Update		
Conclusion	Motion Passed with amendments		
Approval of Minutes		September 9, 2017	
Motion by:	Rebecca	Support from:	Beverly
Discussion	None		
Amendments	None		
Conclusion	Motion Passed		
3. Policy Development			
Discussion			
This topic will be deferred to the November meeting so that Matthew may be able to participate in the discussion.			
Action Items		Person Responsible	Deadline
Add Policy Development to the November Executive Meeting agenda.			
4. Committee Structure Update		Jesica	
Discussion			
There is a need for committee structural changes to be reflected in in the Governance Charter. While defining the roles of committees, it would be helpful to have the committees look at their purpose and what they are accomplishing. Look at current committees and review their operational systems to make sure they are efficient. It needs to be decided where population specific groups fall within the charter. The HUD requirement for the Governance Charter has been fulfilled, therefore the timeline for the task of defining committee structures and creating population specific groups is up to the discretion of the Executive committee. The goal is to be able to vote on the charter amendments in February. Jesica will give a progress update at next month's meeting.			
Action Items		Person Responsible	Deadline
Add update to next Executive meeting			
5. CSH Update		Jesica	
Discussion			
Michelle and Jesica spoke with CSH and a solution was agreed on. CSH will provide two new associates to create a new and accurate report based on 2016 data. The new report has been			



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promised to be completed by the end of October. The two associates will call each week with updates, the most recent update is that the report is on schedule. CSH offered to use a new format for the report that utilizes PowerPoint and website versions. The Executive Committee feels that if it is easier to post online, it may be best to go with the new report version. Once the report is completed it will be presented to the Steering Committee. The Grand Rapids Community Foundation has been updated about the new report being completed. With a new and improved report, discussion around how to best utilize the report may be helpful. The original goal for this report was to use it as a tool to aid in decisions regarding housing solutions in Kent County. As this report is worked on, there are regular calls scheduled between CSH and Jim/Jesica.

6. Coordinated Entry Evaluation	Jesica
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Discussion

There is an opportunity due to extra funds that are available through the HUD Planning Grant to have a consultant hired to evaluate the CoC's Coordinated Entry system and craft a framework that can be used for an annual evaluation. A 360-degree analysis of the Coordinated Entry system would be helpful to see a full picture. Timing is tight on this project as the funds must be expended by November 30. Jesica will draft an RFP and work with United Way to get proposals from consultant organizations such as CSH and Focus Strategies.

7. Update on HMIS Administrator Position	Wende
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Discussion

The position of HMIS Administrator is officially posted. After discussing with MCAH and the Data Analysis team, Wende made some minor additions to the job posting before making it public. United Way has posted the job opening online and shared the posting internally. Wende has shared the posting amongst CoC members. She is planning on meeting with other CoC's to discuss this position and share the posting with them as well. The goal is to have a strong applicant pool by October 20th with an individual being hired in November/December.

Steering Agenda	Karen
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Discussion

This discussion centered around what topics need to be on the next Steering Committee agenda. HAP staff made a presentation to Data Analysis about Coordinated Entry data. It has been recommended that this same presentation be made to Steering. It was a very useful report to show how individuals get housed in our community. This presentation will be good segue to discuss the evaluation process with the Steering Committee. The presentation will need 20 minutes with 15 for questions.

Another topic will be current nominations. There will need to be a list ready of who has an expiring term and if there is anyone up for nomination.

Also added will be lessons learned from the HUD process. Jesica will present on what she learned based on how we scored during this year's HUD application process.

An announcement will be made about the LIHTC deadline for anyone interested in the April project submission. It was suggested that a notice be sent out via email to known developers that may need to know the deadline.

Give a short update on the CSH report for the Steering Meeting, let them know about the upcoming finished report and presentation.



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Action Items	Person Responsible	Deadline
Add the following to the October Steering Committee meeting agenda: <ul style="list-style-type: none"> - HAP presentation about Coordinated Entry System (35 minutes) - Steering Committee member nominations & expiring terms -Lessons learned from HUD application process by Jesica - Update about CSH report and upcoming presentation 		
Marne Rehab	Jesica	
Discussion		
Jesica has had further discussion with the Downtown Ambassadors regarding the situation. Jesica will reach out to Ottawa County. There was further discussion today about what ways may be best to move forward with this issue.		