



## STEERING COUNCIL MEETING MINUTES

September 15, 2017

8:30-10:00am

Facilitator:	Karen Tjapkes		
Meeting Attendees:	<p>Present: Dennis Sturtevant, Matthew Van Zetten, Jeffrey King, Tom Cottrell, Karen Tjapkes, Julie Clossen, Betty Zylstra, Lisa Cruden, Lauren Van Keulen, Laurie Craft, Erin Banchoff, Erin Crison</p> <p>Also Present: Deanna Rolffs, Kelsey Kruis, Jim Talen, Jessica Vail, Wende Randall, Bree Butler, Sierra Salam</p> <p>Not Present: Shannon Bass, Rebecca Rynbrandt, Kwan McEwen, Brandi Sones, John Wynbeek, Hattie Tinney, Beverly Ryskamp</p>		
Time Convened:	8:38 am	Time Adjourned:	9:57 am

<b>Approval of Agenda</b>		<b>September 15, 2017</b>	
Motion by:	Lisa	Support from:	Dennis
Discussion	None		
Amendments	Items added to the agenda: 5f. Family Shelter Update, 7a. Diversion Update, 7b. Staffing Update for CoC		
Conclusion	Motion to approve agenda with additions. All in favor, motion passed		
<b>Approval of Minutes</b>		<b>August, 18, 2017</b>	
Motion by:	Tom	Support from:	Matthew
Discussion	None		
Amendments	Change date to correct year, amend the word vouchers to referral process in the second to last paragraph on Keeler, clarify that the motion was approved for Keeler's letter.		
Conclusion	Motion to approve minutes with noted corrections. All in favor, motion passed		
<b>Approval of Consent Agenda</b>		<b>September 15, 2017</b>	
Motion by:	Dennis	Support from:	Erin
Discussion	None		
Amendments	None		
Conclusion	All in favor, motion passed		
<b>6. Presentations</b>			
Discussion	None		
<b>7. Petitions and Communications</b>		<b>Karen</b>	
Discussion	<p>7a. Diversion: Diversion specialist trainings are scheduled next month. They should be ready to start serving households a few days after training.</p> <p>7b. Staffing Updates: Jim Talen will be retiring at the end of the year, with a new HMIS Administrator hired by January. Wende with ENTF has been working with the ENTF Governance, United Way, and Executive to ensure finding the right fit. Feedback is being given by Data Analysis as well.</p>		



**STEERING COUNCIL  
MEETING MINUTES**

September 15, 2017  
8:30-10:00am

<b>8. HUD COC Program Competition Project Priority and Collaborative Application Approval</b>	<b>Jesica</b>
Discussion	
<p>The local application process has been completed and funding review has made the recommendations of the Project Priority listing sent to this group. The Consolidated Application has been posted online and is open to public feedback. Steering members are encouraged to look through and give feedback, especially regarding questions that relate directly to their work. Matthew motioned to open the discussion of the process from Funding Review, it was seconded by Julie, all were in favor and the motion passed.</p> <p>Members asked questions about the priority listing and staff provided answers. There was a question as to the ranking of the new Coordinated Entry project and if HUD was allowing Support Services Only (SSO) projects. Staff explained that SSOs are not permitted unless they are Coordinated Entry or HMIS specific grants.</p> <p>The next question was regarding the new TH-RRH project submitted for youth that reallocated funds from the existing youth project. The TH in this project offers the opportunity for crisis/immediate housing, going into TH while looking for RRH. Everyone who goes into TH has to be given the opportunity to go TH or RRH. Discussion on the topic highlighted that there has been a committee meeting around Youth Homelessness, collaboration through this group and other committees should be encouraged and formalized in CoC processes. There was a recognition that the application did not include two partners from the original project, although both of those partners have since been invited to participate. Staff clarified that Funding Review has very specific and narrow criteria to consider in review of projects and cannot rank projects using criteria not previously stated to all applicants. The CoC may determine that collaboration be a criteria for future funding cycles if it desires. Additionally, the reallocation policy was written to encourage applicants to consider reallocation of projects if they could find room for improvement, and not hold to older models for fear of losing all funds.</p> <p>The last question was regarding why the CoC Planning Grant was listed as not ranked. CoC Planning Grants are not to be ranked and is included on the Project Priority Listing because it must be included on with the HUD Form 2991- Certification of Consistency with the Consolidated Plan.</p> <p>Determination of Members Able to Vote: Members with no conflicts of interest were identified as: Lauren VanKeulen, Lisa Cruden, Laurie Craft, Karen Tjapkes, and Julie Cossen. These five members declared no conflict of interest and there were no objections by other members present.</p> <p>Motion to approve the Project Priority Listing as presented and recommended by Funding Review Committee by Laurie, seconded by Julie, the five listed above voted in favor, none opposed, the motion passed. Abstentions: Dennis Sturtevant, Matthew Van Zetten, Jeffrey King, Tom Cottrell, Betty Zylstra, Erin Banchoff, and Erin Crison</p> <p>Motion to approve CoC staff acting on behalf of the Collaborative Applicant, United Way, to submit application by Julie, seconded by Laurie, all voted in favor, none opposed, motion passed.</p>	
Conclusions	
<p>The Project Priority Listing and Consolidated Application will be submitted by staff in advance of the HUD deadline of September 28, 2017.</p>	



## STEERING COUNCIL MEETING MINUTES

September 15, 2017  
8:30-10:00am

9. Governance Charter Updates		Jesica	
Discussion			
<p>The Governance Charter update has stalled due to the number of changes suggested and being worked on, although it is urgent that some should be approved this month. The suggested changes are split into high and low priority for this group to review and pass.</p> <p>The high priority changes are the CoC Responsibilities and the addition of the Data Analysis committee. Staff suggests the committee be added now and in the coming months all committees be updated. Since the HUD application references the work of the Data Analysis committee, it should be reflected in the Charter that is submitted.</p> <p>In addition to the suggested changes, the number 12 of the CoC Responsibilities will be edited to read "address concerns regarding poor performance." And number 10 will be moved to be near number 12.</p> <p>In future updates the committee structure will be amended and have the population specific groups included. The importance of collaboration may also be included, along with electronic voting.</p> <p>Of the lower priority changes, the introduction language was updated to reflect federal codes and ad-hoc work groups were added in to reflect current practice.</p> <p>Motion to approve the governance charter draft to adopt all changes and amendments by Matthew, seconded by Laurie.</p> <p>Discussion that the official approval must come from the CoC. Staff will call a special meeting of the CoC to approve the changes. Motion amended to recommend that the CoC accept the governance charter changes in whole at a special meeting by Matthew and Laurie. All voted in favor, motion passes.</p>			
Conclusions			
Changes recommended to CoC body for approval.			
Action Items	Person Responsible	Deadline	
Schedule special meeting for next week	CoC Staff		
10. Data Quality Plan		Jim Talen	
Discussion			
<p>The Data Quality Plan and Data Monitoring Plan updates were distributed among attendees.</p> <p>The semi-annual data quality report shows that Q1 to Q3 are moving in a positive direction. There were two organizations that were noted as needing follow up conversations related to data quality and those conversations have taken place.</p> <p>The MCAH Operation Policies and Procedures will be submitted to HUD included with the Quality and Monitoring Plan. Language and formatting have been cleaned up and the data completeness chart</p>			



**STEERING COUNCIL  
MEETING MINUTES**

September 15, 2017  
8:30-10:00am

has been updated and noted deficiencies in timeliness, this was not able to be measured in the past. The bed utilization rate has previously not been reported but will be in the future. Motion to support changes to the plan and submit with HUD Application by Denny, supported by Erin B. all in favor, motion passes.

<b>11. Other Matters by Steering Committee Members</b>	
--	--

Discussion

Dennis: Updates from the Interagency Council are as follows: MCAH is going to release the 2016 Data Report for the State at the October Summit. MSHDA is going to be issuing 100 vouchers for returning citizens, they are for individuals leaving incarceration. Senate Bill 404 was proposed to waive costs for Veterans needing State IDs, it will likely be kicked to the House and MDHHS is looking for sponsors there. Representative Brann is known to have interest in matters pertaining to homelessness and may wish to sponsor.

Financial Modeling Report Update: Prior to the executive meeting this month there was an ultimatum given to CSH representative that the report needed to be done or the CoC would reach out to CSH leadership. No report was received and Executive drafted the letter sent to CSH by the CEO of United Way (fiduciary in the contract). No additional contact has occurred, although the consultant with CSH was given notice of the letter.

<b>12. Public Comment on Any Matter</b>	
---	--

Discussion

None

<b>Adjourn</b>	
----------------	--

Discussion

Motion to Adjourn by Tom, supported by Lisa. All in favor, motion passes.