



EXECUTIVE COMMITTEE MEETING MINUTES

August 8, 2016

1:00-3:00PM

Facilitator:	Rebecca Rynbrandt		
Meeting Attendees:	Tom Cottrell, Vera Beech, Hattie Tinney, Julie Crossen (Guest, Steering Council), Jesica Vail (Staff), Jim Talen (Staff), Tracie Coffman (ENTF Staff), Pam Spaeth (Guest, Covenant House), Gerry Piro (Guest, Covenant House)		
Time Convened:	1:00 PM	Time Adjourned:	

Approval of Minutes		July 11, 2016	
Motion by:	Tom	Support from:	Vera
Discussion	In 3a. remove "killing our membership" language		
Amendments	Change noted		
Conclusion	Motion passed		

Covenant House	Gerry Piro, Pam Spaeth
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Discussion

Covenant House (CH) has international model for youth shelters and is currently in Kent County with Covenant House Academy, a credit recovery school where youth graduate with a high school diploma. They are in the process of building a youth shelter for ages 18-24 on the same land they own for the school. The shelter would consist of a program to which youth must commit. CH envisions doing their own outreach to fill the shelter. CH has found that in their Detroit Transitional Living projects, they have 50% of youth exiting to permanent housing. CH expressed that their programs were designed to teach youth how to be successful in housing and that most youth they saw had mental illness that needed to be addressed before they could enter permanent housing. There was discussion around the Kent County CoC's commitment to Housing First principles that did not believe people needed to be "housing ready" but that the appropriate supports should be provided to help individuals be successful in permanent housing as part of the process. Local youth programming currently looks to models such as Positive Youth Development and Trauma Informed practice to allow youth to make choices about housing, education and employment and support them through those choices. Many youth are currently being served in mainstream rapid rehousing CoC programs that have about a 90% exit to permanent housing rate. CH is interested in working with the CoC and adding an additional option to the choices of services provided to youth.

Conclusions

Additional conversations will be convened with broader community input. The CoC should have more conversation about what the commitment to Housing First means when presented with the opportunity for new resources that do not follow this philosophy.

Action Items	Person Responsible	Deadline

HUD Application Process	Jesica Vail
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Discussion

The e-Snaps applications are now available and should be completed by August 12. Rather than adjust the schedule, staff will work to meet the deadline with a shorter turnaround time. The Consolidated Application will be posted online for review by August 23. To the question regarding if we are on track to end chronic homelessness in 2017, staff asked for Executive Committee input. The committee felt we were on track but should also explain the need for additional resources to meet the goal.

Conclusions		
Staff will include this response in the answer.		
Action Items	Person Responsible	Deadline
Post Consolidated Application	Jesica	August 23
National Conference Information		Jesica Vail
Discussion		
<p>The Reallocation Policy has been updated to reflect the information provided at the National Conference HUD session. Feedback to the draft that was circulated was incorporated and a new version will be re-sent. There is an opportunity to apply for a Youth Demonstration Project, 10 communities will be selected for awards between \$1-15 million each year for two years.</p> <p>There was a presentation on tools to assess the system. One was the SHOP tool that also came up in the Ad-Hoc Funding group meetings. This is something we may want to consider to assess needs and gaps.</p> <p>A keynote speaker was Matthew Desmond, the author of the book <i>Evicted</i>. Staff recommends all read this book.</p>		
Conclusions		
Action Items	Person Responsible	Deadline
Reallocation policy sent out to Steering	Jesica	August 10
CoC Budget		Tracie Coffman
Discussion		
<p>Seven of Jim's HMIS staffing hours will be covered by The Salvation Army who holds the HMIS Grant from HUD on behalf of the CoC. There was a question of rather there will be cost savings in the transfer of duties. However, the Salvation Army remains responsible to HUD for accomplishing all the outcomes required within the grant, any additional funds would have to be spent towards these actions in line with the HUD contract.</p> <p>United Way has a new VP of Finance/CFO. The budget shows some grants as less spent through the year because they are on different contract years. The HWMUW funds are now fully expended.</p>		
Conclusions		
Action Items	Person Responsible	Deadline
Motel Funds		Jesica Vail
Discussion		
<p>Both CoC staff and Community Rebuilders staff attended a session on Diversion that was beneficial. Diversion was explained as part of the system, not a separate program. It should be part of a system that is geared to get people "out" of the system as quickly as possible.</p> <p>Update from the local Diversion planning is that it looks similar to the HPRP project did in the past, where everyone comes together to work out of the front door at HAP to have staff that are part of the work. In seeking funding, an idea is that the ENTF take this ask up with foundations, as they did for prevention years before (the "ENTF pot"). The cost of this project in its entirety is \$1,306,000 and modeled of past prevention projects and their average costs. Set up currently where TSA would provide financial management, cutting checks to landlords and payment to agencies for staff time.</p>		

Community Rebuilders would take on the project management and training portions. All partnering agencies would share in administrative costs. This will be presented to Steering in August, to solicit approval to move forward and seek funding.		
Conclusions		
Action Items	Person Responsible	Deadline
Present to Steering Council in August	Diversion team	August 19
Steering Council Agendas		Rebecca Rynbrandt
Discussion		
August 12 meeting will focus on Policies that need to be approved: Reallocation, RRH Service Standards, Chronic Homeless Prioritization, School-Aged Children, Non-Discrimination and Family Separation. A plan should be formed to update the rest of the CoC on the policies that are passed. August 19 meeting: Diversion presentation and discussion; Covenant House conversation report out; LIHTC application presentations; Highlights from the national conference; HUD application updates and Priority Listing		
Conclusions		
CoC General Meeting		Rebecca Rynbrandt
Discussion		
Presentation on System Performance measures (Jesica to present if Jim cannot); Policy Updates and Distribution; LIHTC Presentations; Human Trafficking presentation if presenter is available.		
Conclusions		
Action Items	Person Responsible	Deadline
Agenda compiled and distributed	Jesica	August 19
Staffing Plan Ad-Hoc Update		Vera Beech
Discussion		
The group has reviewed the job descriptions for CoC and ENTF Staff. Betty Zylstra joined the committee because her agency once operated as the employer of record and she can provide the history of the staff positions. The ENTF is looking to have their work of review completed more quickly and may choose to break from this committee.		
Conclusions		
Action Items	Person Responsible	Deadline
Committee to continue meeting and conclude work	Vera	
Updates		
Discussion		

CSH Report: Jessica met with CSH representative last week to discuss the report. Options to renegotiate the contract or to cancel the contract are on the table currently.		
Conclusions		
Action Items	Person Responsible	Deadline
Contact CSH Supervisor	Jesica	
Communications		
Discussion		
Minutes Template roll out to committees as well as a website process for postings.		
Conclusions		
These items will wait until after the NOFA is completed		
Action Items	Person Responsible	Deadline
Meeting Schedule Updates		
Discussion		
Next meeting will be held at United Way		
Conclusions		