



STEERING COUNCIL MEETING MINUTES

October 21, 2016

8:30am-10:00am

Facilitator:	Rebecca Rynbrandt		
Meeting Attendees:	Matthew VanZetten, Tom Cottrell, Julie Cnossen, Laurie Craft, Vera Beech, Shannon Bass, Nancy Marshall, Beverly Ryskamp, Denny Sturtevant, Connie Bohatch, Kwan McEwen, Cheryl Schuch, Deborah Armstrong Also Present: Ryan VerWys, Dennis VanKampen, Christina Soulard, Lisa Cruden, Shandra Stieninger, Adrienne Goodstal, Tracie Coffman, Jim Talen, Jesica Vail Not Present: John Wynbeek, Yvonne Jackson, Marla Baldwin, Karen Tjakpes		
Time Convened:	8:31am	Time Adjourned:	10:53am

Approval of Agenda		October 21, 2016	
Motion by:	Nancy	Support from:	Laurie
Discussion			
Amendments			
Conclusions	Motion passed		
Approval of Minutes		September 9, 2016	
Motion by:	Beverly	Support from:	Matthew
Discussion	Move Christina Soulard to "also present", not list her as abstaining from the vote, but note that of "voting members the following abstained", update the date to the 9 th , not the 6 th .		
Amendments	None		
Conclusion	Motion passed		
Consent Agenda		Rebecca Rynbrandt	
Discussion			
Motion to approve, Tom, seconded by Cheryl			
Conclusions			
Motion passed			
Petitions and Communications		Rebecca Rynbrandt	
Discussion			
Emails from Christina Soulard and Lisa Cruden were included in packets sent to Steering Council.			
Presentation: Coordinated Assessment		Christina Soulard Jesica Vail	
Discussion			
<p>Jesica gave a brief overview of the history of Coordinated Entry in Kent County and changes over the last three years. Christina described the process of the Housing Assessment Program (HAP) as it screens, assesses, prioritizes, and matches consumers to resources. A flow chart was provided, and descriptions of the scripts for staff in each area to maintain consistency. After assessment, most people are then placed on the prioritization list due to a lack of resources available for referral. For families needing emergency shelter, they use a targeting tool created by family shelter group. As resources become available, households are pulled from the top of the prioritization list as they fit the resource eligibility requirements. Consumers can chose if the available resource is something that</p>			



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they want. HAP provides as many documents to the referral agency as possible without slowing down the process. There was a question about those exited and ineligible from the process because there are no resources available, how are we capturing that data and what do we do for those individuals. This was referred to Data Analysis and Coordinated Assessment. Need to have a better sense of where the needs are to drive what resources we need to go out and solicit. Note that the most significant number of people end up on the prioritization list waiting for an available resource. Health resources, codes freed up in Medicaid to help pay for supportive services, but no additional funds were allocated, should take into account those using the highest number of resources. Note, data matching is happening at the state level in some ways. Behavioral health data is one piece, also need the medical and substance use, Denny has been talking with Saint Mary's and Spectrum that are cycling through their systems. At HAP, they ask consumers if they feel like they have a clear understanding of the choices available to them and also do paper survey follow ups. It was suggested that we do a formal CQI process, to address repeat call volume for HAP as well as all other components in the system.

Conclusions

Action Items	Person Responsible	Deadline
A CQI process to be implemented across components in the Coordinated Assessment system	Coordinated Assessment Committee	
Data on needs and gaps examined	Data Analysis Committee	

Public Comment on Agenda Items

Rebecca Rynbrandt

Discussion

Email from Joe Jones, read into record by Rebecca Rynbrandt. The letter spoke to the work around Diversion needing to involve more agencies and to be facilitated by a third party.

Strategic Staffing Committee Report

Vera Beech, Tom Cottrell

Discussion

The staffing committee met several times to review the staffing situation, look at roles and responsibilities, at local experiences and CoCs around the country. Also looked at Governance Charter, ENTF MOU, United Way MOUs and HUD 2.0 update on CoCs. Identified gaps that should be included in the governance charter just as incorporating roles and responsibilities of the different members.

The committee moves that the Steering Council endorse a recommendation to set the starting salary range for the positions of HMIS System Administrator and CoC Coordinator at \$55,000-65,000 annually, and that the job description incorporate (or continue to incorporate) those critical high-skill tasks outlined in the job description matrix. The expectation is that the Director of the ENTF be informed of this recommendation and consider it in developing the CoC budget and job descriptions. **MOTION** from the committee, supported by Matthew. Discussion: Specify that the recommendation goes to United Way, ENTF works directly with United Way and is not tied to the United Way pay scale. United Way CEO is in support of this work. More clarification is needed in charter around the



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relationships of all the involved organizations. Laurie calls the question on the motion. All in favor, motion passes.

The committee moves that the Steering Council endorse a recommendation for the immediate hiring of two part time positions. The first position being titled HMIS Specialist with a starting salary range of \$18.00-\$22.00/hour; and the second position Administrative Support staff with a starting salary range of \$13.00-\$16.00/hour. And that each of these positions moves to full time as soon as funding permits. Job descriptions should incorporate, at minimum, the balance of tasks found on the job description matrix (attached) not otherwise included in the positions of HMIS System Administrator and CoC Coordinator. It is advised that a first priority is placed on making the HMIS Specialist full time as soon as United Way, as the fiscal agent, can present a budget for approval that includes these additional costs. The expectation is that the Director of the ENTF be informed of this recommendation and consider it in developing the CoC budget and job descriptions for these new positions. Laurie seconds, no discussion, all in favor, motion passes.

The committee moves that the Steering Council recommend committing the HUD Award of CoC planning dollars to fund the staffing plan as outlined by this committee as the first priority when expensing the planning dollars and that United Way, acting as fiscal agent for the CoC, be charged with drafting budget hypotheticals/options and job descriptions that account for the staffing changes recommended by this committee's analysis of positions, and present the budget for final approval to the steering body. Nancy seconds, all in favor, motion passes.

Action Items	Person Responsible	Deadline
Motion Items will be acted upon by ENTF/United Way	Tracie	
Diversion Proposal Development	Rebecca Rynbrandt	
Discussion		
<p>Topic was discussed last month with direction of a final proposal coming to this group this month, however that final document was not brought to this group. The group charged to work on the process has not been able to come to an agreement. This issue has brought some to seek out a third party to facilitate this discussion.</p> <p>Important to understand where the areas are that there was not consensus. Some of the group felt like it was unclear how it was decided how would be the fiduciary and who would be project manager and there was not enough discussion going into that. Diversion is a core service, needs to be a balance on being inclusive in development and getting something done. May consider getting the diversion group back together to see what can be solved, and separately seek mediation.</p>		
Conclusions		
<p>Allow the group to meet with staff and try to work through, or option two we want this group now to get facilitation. MOTION from Denny to reconvene with staff as lead on the effort but the meeting must be scheduled by 10/28, amendment from Rebecca that if unable to move forward, bring in a</p>		



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<p>facilitator and from Cheryl that Executive still continue to explore a mediator outside of the diversion work, amendments accepted by Denny, supported by Laurie, all in favor, motion passes.</p>		
Action Items	Person Responsible	Deadline
Jesica will schedule a meeting by or before 10/28	Jesica	10/28/16
Executive will take up issue of mediator	Executive	
Establishment of Ad-Hoc CoC/ENTF Workgroup	Rebecca	
Discussion		
<p>The Charter current states that if there are changes to the relationship with the CoC and ENTFF it should be reflected in the Charter. The Chair would like an Ad-Hoc Committee to form to review charter and MOUs for consistency. Denny, Kwan, Tom, Karen will be on this committee.</p>		
Conclusions		
Action Items	Person Responsible	Deadline
Chair of the committee will schedule first meeting		
Youth Homelessness Demonstration Project	Jesica Vail	
Discussion		
<p>Jesica reported on the progress of the group working on the grant application. The committee is seeking a vote from this body to affirm the work. MOTION by Matthew, seconded by Denny, to approve the youth homelessness committee to apply for the grant. All in favor, motion passes. Need to ensure this is open to all.</p>		
Governance Charter	Rebecca Rynbrandt	
Discussion		
<p>Should add a seat to allow for the HARA to be a held seat, Nominating Committee needs to update that change. MOTION from Tom, support from Matthew, all in favor, motion passes. Will give the CoC membership advance notice of December vote at the October meeting.</p>		
Public Comment on Any Matter		
Discussion		
<p>Ryan VerWyse from ICCF, commitment to the diversion process, noted that healthy teams have conflict. Dennis VanKampen from Mel Trotter Ministries, stated commitment to the process of diversion process, thanked Cheryl for being a voice for the shelters. Requests to have a facilitator so that the conflict can be overcome.</p>		