



EXECUTIVE COMMITTEE MEETING MINUTES

October 10, 2016

1:00 - 3:30 p.m.

Facilitator:	Rebecca Rynbrandt		
Meeting Attendees:	Rebecca Rynbrandt, Vera Beach, Tom Cottrell, Cheryl Schuch, Hattie Tinney, Jesica Vail		
Time Convened:	1:00 p.m.	Time Adjourned:	3:30 p.m.

Approval of Agenda		October 10, 2016	
Motion by:		Support from:	
Discussion	Agenda was approved as corrected. Corrections included renumbering Review and Approval of Minutes to Item #2, renumbering Presentation of Strategic Staffing Committee Report and Recommendations to Item #3, renumbering of Items #7 and #8 due to numbering error (correct numbering would be #8 and #9), and adding Item #10 for Review of CoC Budget to the agenda.		
Amendments			
Conclusion			
Approval of Minutes		August 8, 2016	
Motion by:		Support from:	
Discussion			
Amendments	Approved as corrected. Correction made to Agenda Item related to the CoC Budget: "Seven of Jim's HMIS staffing hours will be covered by the Salvation Army who holds the contract on behalf of the CoC."		
Conclusion			
Approval of Minutes		September 12, 2016	
Motion by:		Support from:	
Discussion			
Amendments	Approved as corrected. Correction made to "Approval of Minutes" regarding date. Correct date should read August 8, 2016.		
Conclusion			
Agenda Topic: Ad-Hoc Strategic Staffing Committee Report		Presenter: Tom Cottrell, Vera Beach	
Discussion	<p>A written report of the Strategic Staffing Committee was circulated with an oral presentation given. The committee was to evaluate and make recommendations regarding CoC staffing that would ensure adequate staffing to cover the strategic and operational plans of the CoC. The recommendations included increasing the annual base salary and enhancing the current staffing plan by adding one .5 FTE HMIS Specialist at \$18-22 per hour as well as one .5 FTE Administrative Aid at \$13-16 per hour. Assumptions were also made for one FTE HMIS Administrator and one FTE Program Manager. It was determined that with the resources to be received from the Planning grant this model was affordable. It was also requested that each of these positions be made full time as soon as funding permits, with a priority placed upon the HMIS Specialist. Recommendations outlined in the</p>		



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report will be taken to the Steering Council for affirmation and/or edits and then to United Way.

The charge of the Committee was expanded to add to the recommendations the next steps for each individual recommendation in time for the October Steering Council meeting.

Conclusions

That a minimum training requirement for all CoC Steering Council members should include completion of the HUD 2.0 CoC Duties: Establishing and Operating a Continuum of Care (webinar and virtual trainings).

Action Items	Person Responsible	Deadline
1) A courtesy call to be placed to United Way regarding requested staffing plan and pay ranges/hourly rates.	R. Rynbrandt	
2) Personal meeting with United Way regarding requested staffing plan and pay ranges/hourly rates.	J. Vail	
3) Revisions to the Governance Charter to Reflect roles and responsibilities and definition of each party playing a key role or having a decision making authority within the CoC.		
4) Revisions to the governance Charter to include the function of: Collaborative Applicant, Fiscal Agent, Lead Agency, ENTF, staffing positions, administrative entity, and any other role assignment that is not documented in writing.		

**Agenda Topic: Youth Homelessness
Demonstration Project**

Presenter: Jesica Vail

Discussion

a. Value Statements. The Youth Homelessness workgroup met to discuss the Youth Homelessness Demonstration Project. A set of six (6) value statements were drafted:

1. We value a youth specific community response that is built upon evidence-based practices and is outcome driven.
2. We value a design that is holistic, how barrier, and youth informed.
3. We value a response that is welcoming and inclusive to all youth.
4. We value a system that is collaborative, responsive, and effective at ending youth homelessness.
5. We value a system that is flexible and iterative, utilizing continual quality improvement that is youth led.
6. We are singularly focused on the end vision/goal.

b. Governance Charter Impacts. Should the grant application be successful, it will require revisions to the Governance Charter.

c. Process to identify a lead agency. Both HQ and Arbor Circle indicated willingness to be the lead agency. It was recommended that HQ and Arbor Circle look at the section of the NOFA that identifies what HUD desires of a lead agency so that they can evaluate their agencies ability and desire to pursue that role.



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Discussion ensued on subsequent questions of how we should proceed if there is an impasse if both agencies want to be the lead agency. It was suggested that an RFP Process would be helpful in this situation, having it decided by funding review or another committee and follow an established process.

It was further noted that only the HUD recognized Collaborative Applicant may apply for this grant. For this CoC, that is the United Way through CoC staff.

It should be noted that in the future, an RFP would be circulated for all grant application opportunities. However, due to the short timeframe remaining for the Youth Homelessness Demonstration Project, there would be no RFP and that approval of submission of the grant will be brought to the Steering Council.

It was determined to bring a request to Steering Council to approve grant submittal and also advise both bodies of any required Governance Charter revisions.

Conclusions

For future grant application opportunities, an RFP would be circulated.

Action Items	Person Responsible	Deadline
1. Approval of submission of the grant will be brought to Steering Council.		10/21/2016 – Steering Council
2. If submission of the grant is approved, Governance Charter revisions may be necessary. Wouldn't a charter revision be in order regarding grant opportunities outside of the HEARTH grant round?		To be determined.

Agenda Topic: CSH Report Update and Next Steps

Presenter: Jessica Vail

Discussion

Jessica Vail, Program Manager, has been trying to get CSH Report and related addendums. Neither have been received. She is working to contact John Peterson's supervisor to follow up on the lack of response. Securing the CSH report is part of our strategic plan and should have been delivered October 2015. The report contains 2014 data and, at this point, is very dated. It was suggested to bring before Steering Council termination of the contract due to lack of response and age of data. If a report is still desired, engage another consultant to do the work. Discussion with the G.R. Foundation, Laurie Craft, if this is permissible to go forward with a new consultant. Jessica will consult with the Foundation (Laurie) and if OK put a copy of the termination letter in the Steering packet. We will also check with the Foundation if it is desirable to contract with another party.

Conclusions

The report contains 2014 data and, at this point, is very dated.

Action Items	Person Responsible	Deadline
1. Discussion with G.R. Foundation, Laurie Craft, if it is permissible to terminate CSH contract.	J. Vail	Prior to Steering Council meeting



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		10/21/2016.
2. Pose the question before Steering Council the desire to terminate contract for report due to lack of response and age of data with CSH.	R. Rynbrandt J. Vail	10/21/2016
3. Need to determine if a report is still desired (meeting goal of the Strategic Plan). This could be answered at 10/21/16 Steering Council meeting when posing the question of terminating existing Contract with CSH.	R. Rynbrandt J. Vail	10/21/2016
4. Discussion with the G.R. Foundation, Laurie Craft, if this is permissible to go forward with a new consultant.	J. Vail	Prior to or subsequent to Steering Council meeting of 10/21/2016.
Agenda Topic: Homeless Awareness Week Plan November 10-18, 2016	Presenter: Jesica Vail	
Discussion		
<p>The desire to do something for Homelessness Awareness Week was expressed. Well House has advised that it has secured Dr. Sam Tsemberis of Pathways to Housing and the founder of the Housing First model for its local event to be held at Fountain Street Church. A luncheon with Dr. Tsemberis has also been planned and invitations have or will be extended to County and City commissioners and other community leaders by Well House. Well House is working with CoC Staff to set up a training opportunity for CoC members with Dr. Tsemberis.</p>		
Conclusions		
<p>For this year's events, we will support local efforts through acknowledging and posting area events on the CoC website and blog and perhaps email blasts. We will work on Coalition/CoC events for 2017 Homeless Awareness Week during the upcoming year.</p>		
Action Items	Person Responsible	Deadline
1. Support local efforts through acknowledging and posting area events on the CoC website and blog and perhaps email blasts.	J. Vail	Prior to and during Homeless Awareness Week, November 10-18, 2016
2. Plan activities for 2017 Homeless Awareness Week.	J. Vail Executive Committee Steering Council	To be determined.
Agenda Topic: Communications Plan	Presenter: R. Rynbrandt, J. Vail	
Discussion		
<p>Minutes Template – Staff rollout. Jesica Vail, Program Manager has reviewed the YWCA template for minutes, made revisions, and will use. It is desired that all committees follow this model. Jesica Vail will instruct committees on its use. Minutes of committees, subcommittees, etc. should be</p>		



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completed and submitted to Jessica (title) within five (5) business days of meeting so that same maybe archived and posted.		
Conclusions		
This will provide uniformity in recording as well as assist in identifying future actions and timelines.		
Action Items	Person Responsible	Deadline
Committees will be instructed on the use of the template for recording minutes.	J. Vail	None Expressed
Agenda Topic: Draft Steering Committee Agenda	Presenter: R. Rynbrandt, J. Vail	
Discussion		
The proposed agenda for the October 21, 2016 Steering Council meeting was circulated for review comments, additions, and deletions.		
Conclusions		
None Expressed.		
Action Items	Person Responsible	Deadline
Agenda to be revised per discussion.	J. Vail	Prior to 10/21/ 2016 meeting.
Agenda Topic: CoC Budget and Expense Report	Presenter: J. Vail	
Discussion		
The CoC Budget and Expense Report for the period ending September 30, 2016 was circulated for review and comments.		
Conclusions		
None Expressed.		
Action Items	Person Responsible	Deadline
None Identified.		Not Applicable
Agenda Topic: Meeting Schedule	Presenter: R. Rynbrandt	
Discussion		
Monday, November 7, 2016 1:00 p.m. YWCA, Room 38, Lower Level		
Conclusions		
None Expressed.		
Action Items	Person Responsible	Deadline
Duly note in agenda materials and email announcement.	J. Vail	