



EXECUTIVE COMMITTEE MEETING MINUTES

November 7, 2016

1:00 - 3:30 p.m.

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

Approval of Agenda		November 7, 2016	
Motion by:	Tom Cottrell	Support from:	Cheryl Schuch
Discussion	Agenda was approved noting to remove "Review and Approval of 09/12/16 Minutes" as they were approved at the 10/10/16 Executive Committee meeting.		
Amendments			
Conclusion			
Approval of Minutes		October 10, 2016	
Motion by:	Cheryl Schuch	Support from:	Tom Cottrell
Discussion			
Amendments	Approved as corrected, adding Jesica Vail to those present.		
Conclusion			
Agenda Topic:	Developing a Process to Identify CoC Concerns and Needs as Discussed at October Steering Committee Meeting and Delegated to Executive Committee.	Presenter:	Rebecca Rynbrandt
Discussion	Discussion ensued around three (3) points under this item:		
	<p>A) Areas for improved trust, communication, and dialog for systems evaluation and opportunities for change.</p> <p>As a result of discussion at the 10/21/16 Steering Council, it had been decided that the Diversion Ad-Hoc Group would call a meeting to work specifically on diversion, and this item was moved to the Executive Committee. The question was asked if there had been an attempt to ask questions of the entire CoC group regarding if challenges existed within the membership related to trust, communication, dialog for systems evaluation, transparency, etc. Jesica has done polls in the past, she will see if any of findings from these may relate to this topic.</p> <p>B) Evaluation of current state (e.g. member surveys, focus groups, consultant engagement, etc.).</p> <p>Without clearly defining the problem, it is hard to determine what the action steps are. New initiatives evolve organically out of a crisis. People with the best intentions are working to solve the crisis quickly. Without proactively creating a structure to build upon, people are unintentionally left out of the conversation. However, developing a formal structure also creates a time lag that has its</p>		



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own consequences.

There are tools and best practices that people who work in system and organizational development often use to help analyze a system, identify weaknesses, coordinate communication, and construct solutions that as a CoC we should consider using. This is more easily done within a single organization, but can be done across systems. The CoC might consider a consultant, working in a similar manner as to what was used by the ENTF – Work Force Development Team, to build an infrastructure that maximizes teamwork and related outputs.

Being a member of the CoC is nobody's first job. An organization loses money every time a staff person participates. Some people don't contribute to the conversation because they are not involved deeply in the system. However, we want others to be active participants in the CoC. Due to the structure of the CoC (system), some organizations will not be nurtured. There lacks a connection despite the desire to serve. People don't have conversations at the big table; instead choose to have small conversations which causes people think that there are decisions being made around people/agencies. Perhaps this is one of the sources of distrust among the membership.

The current CoC environment may not allow for parts of the system to develop innovation.

Organizations need to see how they connect to the vision. Do you know where you fit or where your neighbor fits? When you see where you fit, do you know the rules of engagement?

Was there something that precipitated the current climate of mistrust of the CoC membership: diversion, chronic homelessness, family shelter to diversion? Perhaps establishing a "List Serv" that provides anyone enrolled to start or add to a conversation that is then transparently sent on to the addresses of the subscribers of the list will provide an instrument that would improve communication and understanding amongst the membership.

C) Next Steps.

For the CoC to move forward, discussion ensued regarding the need to define the problem, establish the purpose, identify the goal(s), have a sense of competency, and reduce competitiveness amongst the organizations. Without the previous, the CoC will not be a "well-oiled" machine.

We recognize that HUD restrictions and HUD dollars cause angst in our conversations and our day-to-day business. It was suggested to identify where we have the most Issues and what the issues stem from. Perhaps complete a strengths-based process for individual organizations and how we serve the community. It has to be an iterative process that involves fair evaluation and corrective action. A lens needs to be put on the entire system, not just the HUD funded programs. In conducting the evaluation, let's ask ourselves if Steering Council is set up the best way to assess a system? Also, Steering Council members really need to have buy-in and knowledge of housing needs and resources; and use tools such as data mining, gap identification, and talk to other community agencies (such as Emergency Rooms).



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<p>Using another community model that has been successful, it was suggested that the Work Force Development Team be invited to talk to the Executive Committee. The Work Force Development consultant (paid for by a Kellogg grant) is doing the work of building the infrastructure that promotes the mission, cohesiveness, and ultimately outputs. A second recommendation was to have the consultant talk to the CoC or a smaller group, quite possibly as early as the December meeting.</p>								
<p>Conclusions</p>								
<ol style="list-style-type: none"> 1. Determine if there are challenges within the membership related to trust, communication, dialog for system evaluation, transparency, etc. 2. Need to define problem in order to determine what the actions steps are. 3. Through an analysis of the "System", defining what the problem is may become more apparent. 								
<p>Action Items</p>								
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1. Contact the Work Force Development consultant to meet with the Executive Committee.	J. Vail T. Coffman	None Identified						
<p>Agenda Topic: Diversion Program Development Update.</p>								
<p>Presenter: Jesica Vail</p>								
<p>Discussion</p>								
<p>The Diversion Ad-Hoc Group was to have a meeting scheduled by 10/28/16. This was completed with the group working on scheduling a second meeting. At this time, nothing is needed from the Executive Committee. This is also to be brought to Steering Council.</p>								
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<p>Agenda Topic: Steering Council Attendance Requirement Conversation.</p>								
<p>Presenter: Jesica Vail</p>								
<p>Discussion</p>								
<p>The Governance Charter has rules regarding attendance of members of the Steering Council. If a member exceeded the allowable absences per the Charter, their seat would be vacated and put up for election to fill the empty seat. Jesica has compiled attendance records and notes that the seat held by Deb Armstrong has exceeded the attendance threshold. It has been confirmed that Ms. Armstrong has been on medical leave and unable to attend, but would like to retain her seat on the Steering Council. In the spirit of ADA and law, Jesica will contact Ms. Armstrong and ask her to provide a written statement that she was on medical leave, with the inclusive dates that she was unable to attend Steering Council, and wants to retain her seat. This should be completed by Thursday, November 10, 2016. This will also initiate a change in the Governance Charter related to attendance.</p>								
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<p>a written statement that she was on medical leave, the inclusive dates, that she was unable to attending Steering Council, and wants to retain her seat.</p>		
<p>2. Deb Armstrong to provide document as requested to Jessica Vail.</p>	<p>Deb Armstrong</p>	<p>12/16/16</p>
<p>3. A revision in the Governance Charter is necessary to accommodate absences while holding a seat on the Steering Council during a medical leave.</p>	<p>J. Vail</p>	<p>Possibly the 12/16/16 Steering Council Meeting</p>
<p>Agenda Topic: CSH Report Status of Final Communication with CSH and Next Steps.</p>		<p>Presenter: Jessica Vail</p>
<p>Discussion</p>		
<p>The report was received and contains 2015 data. Vera believes the report is valuable. Acceptance of the report will be moved to the 12/05/16 Executive meeting to determine its value to the larger group. Beyond acceptance of the report, there is concern whether we should/would pay the bill. Jessica will ask Laurie Kraft if the G.R. Foundation has a deadline attached to spending of the funds and then we will determine the activity to follow. This will go to Steering Council pending the response from the Foundation.</p> <p>It is also understood that when 2016 data is available, John Peterson will incorporate it into his report.</p>		
<p>Conclusions</p>		
<p></p>		
<p>Action Items</p>	<p>Person Responsible</p>	<p>Deadline</p>
<p>1. Jessica will contact Laurie Kraft of the G.R. Foundation to determine if there is a deadline attached to spending of the funds.</p>	<p>J. Vail</p>	<p>ASAP</p>
<p>2. Upon acceptance of the report, determine if the CoC would recommend payment .</p>	<p>R. Rynbrandt J. Vail Steering Council</p>	<p>12/16/16 Steering Council.</p>
<p>Agenda Topic: Timeline and Next Steps for Implementation of Strategic Staffing Committee Recommendations as Approved by Steering Council.</p>		<p>Presenter: Tracie Coffman</p>
<p>Discussion</p>		
<p>Used Strategic Staffing Committee recommendations to develop position responsibilities and make job descriptions align with what was presented to Steering Council 10/21/16. A budget was also presented reflecting 40 hours for the full time position of CoC Coordinator, 25 hours for the Administrative Assistant, 32.5 hours for the HMIS System Administrator, and 25 hours for the HMIS Specialist. The ENTF will be covering wages for five (5) hours of the HMIS Specialist. Additionally,</p>		



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wage adjustments beginning 01/01/17 for the current staff were included in the staffing/budget projections. Costs associated with the new positions and wage adjustments work financially within the HUD Planning dollars.

A staggered timeline for posting and closing the position openings, interviews, and start dates was reviewed.

Conclusions

Action Items	Person Responsible	Deadline
Action items were identified in the Staffing Plan Timeline circulated by Tracie Coffman.	Tracie Coffman Interview Committees	See Staffing Plan Timeline.

Agenda Topic: Staff Annual Evaluation Plan **Presenter: Tracie Coffman**

Discussion

Historical information regarding the process of staff evaluations was presented. The first year, Denny Sturtevant took the lead in staff evaluations with initial input by members of the Steering Council. For 2016, Tracie will be completing the evaluations, bringing them to Steering Council for feedback as well as inviting feedback from committee chairs that do not sit on the Steering Council. Evaluations would come to Steering in December followed by review of the evaluations with staff in January.

Conclusions

Action Items	Person Responsible	Deadline
Seek input/feedback on annual performance evaluations of CoC staff.	Tracie Coffman	12/16/16 Steering Council Meeting
Complete written evaluation and review with staff.	Tracie Coffman	January 2017

Agenda Topic: Calendar Updates **Presenter: Rebecca Rynbrandt**

Discussion

An updated copy of the Steering Council Annual Calendar was circulated. New and upcoming items were highlighted and reviewed. Special note that planning for Homeless Awareness Week will begin in April 2017.

Conclusions

None Expressed.

Action Items	Person Responsible	Deadline
None Identified.		Not Applicable



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Agenda Topic: Communications Plan		Presenter: Rebecca Rynbrandt	
Discussion			
The template had support. Jesica will notify committees and groups to utilize the template.			
Conclusions			
None Expressed.			
Action Items		Person Responsible	Deadline
Notify committees and groups to utilize the minute template.		J. Vail	None Expressed.
Agenda Topic: Draft Steering Committee Agenda		Presenter: Rebecca Rynbrandt	
Discussion			
The agenda for Steering was reviewed and approved with additions/modifications.			
Conclusions			
None Expressed.			
Action Items		Person Responsible	Deadline
Agenda Topic: Meeting Schedule		Presenter: R. Rynbrandt	
Discussion			
Executive Committee Meeting Monday, December 5, 2016 Family Promise 1:00 p.m.			
Full CoC Meeting 12/15/16 Kroc Center 9:30 a.m.			
Conclusions			
None Expressed.			
Action Items		Person Responsible	Deadline
Duly note in agenda materials and email announcement.		J. Vail	