



STEERING COMMITTEE MEETING MINUTES

January 19, 2019

8:30-10:00am

Facilitator:	Karen Tjapkes		
Meeting Attendees:	<p>Karen Tjapkes, Shannon Bass, Susan Cervantes, Christina Soulard, Hattie Tinney, Casey Gordon, Kenya Brown, Kwan McEwan, Adrienne Goodstal, Laurie Craft, Jeffrey King, Rebecca Rynbrandt, Lisa Cruden, Matt Kuzma, Tom Cottrell, Beverly Ryskamp, Erin Banchoff, Lauren VanKeulen</p> <p>Also Present: Cheryl Schuch, Tim Biemers, Jesica Vail, Wende Randall, Angela Gillisse, Bree Butler</p> <p>Not Present: Julie Crossen, Alonda Trammell</p>		
Time Convened:	8:34am	Time Adjourned:	9:50am

Approval of Agenda			
Motion by:	Tom	Support from:	Christina
Discussion			
Amendments	Add agenda items: 6a. Orientation Update 6b. Demonstration of the Youth Housing Project 6c. Update on basic needs indicators for ENTF 6d. Diversion Update		
Conclusion	Motion Passed		
Approval of Minutes			
Motion by:	Erin	Support from:	Laurie
Discussion			
Amendments	The statement "ESP Does not end in October 2017" needs to be changed to "continues until September 2018 at half the previous amount of funding".		
Conclusion	Motion Passed		
Approval of Consent Agenda			
Motion by:	Shannon	Support from:	Tom
Discussion			
Amendments			
Conclusion	Motion Passed		
Public Comment			
Discussion			
None			
Petitions & Communications			
Discussion			
<p>6a. Orientation Update - Jesica</p> <p>Thank you to those who attended, it was a good discussion. Jesica will have an information sheet based on what was discussed brought to the next Steering meeting. The orientation followed a new format that facilitated discussion around the goals and format of the Steering Committee. Members who attended yesterday wanted to share that it was great conversation and stress the importance of</p>			



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the strategic plan that will need to be put together soon. There was discussion around the idea of appointing a designated naysayer to aid in accountability. Another important matter is ensuring that consumers are central in the work and disparate data is addressed. Putting these ideas into action may result in agenda restructuring. It was brought up that the peer mentorship should be put into action, at least the choice of it for the individuals who just joined.

6b. Demonstration of the Youth Housing Project - Jesica

Yesterday HUD released the new round of the Youth Homelessness Demonstration Project (YHDP). There is support from Youth providers to try to apply for this grant despite being turned down last year. The deadline for this grant is April 2018. It is recommended that the CoC and Youth Providers meet to put together a plan to apply. Steering will be given updates on the matter.

Eleven applications will be chosen this year for grant awards. An upcoming Steering meeting will give more information on this. A group has been meeting regularly to discuss Youth and has had representatives from USICH and HUD join and talk about best practices and that they are finding. The Youth group is not a closed group, if anyone is interested in joining they are welcome to do so.

6c. Update on Basic Needs Indicators for the ENTF – Wende & Angela

KConnect is a collective impact group that brings together organizations working in areas of child success from cradle to graduation. KConnect has identified basic needs that impact a child's success. The ENTF already had workgroups centered around these basic needs so KConnect built a partnership with the ENTF rather than create duplicate groups. KConnect will be creating a dashboard with success indicators from each ENTF subcommittee. The goal is to have an index of the indicators which will be rolled into a common measure index for basic needs. This will also roll into the KConnect Dashboard. Data Analysis was asked to come up with their indicator which is the number of families identified as literally homeless or at imminent risk of homelessness in the County through the year. Concern was expressed around the use of data that specifically cuts out anyone who didn't call for services. This may create some confusion on the KConnect, school, and community side because they don't count the individuals they serve the same way. It was noted that this indicator is a starting point.

Motion to adopt the Data Analysis Indicator recommendation: Christina

Seconded: Laurie

Outcome: Motion Passed

6d. Diversion Update – Lisa

It has been almost two years since there was a surge in shelter demand and that led to the conversation of Diversion. That are about 50 families that have been referred to diversion services at this time, it's been going since the end of the October. For over a year, service providers have been meeting every two weeks to build this part of the system. They continue to meet and solve problems that arise.

Action Items	Person Responsible	Deadline
Jesica to follow up on peer mentorship (Laurie Craft offered to be called by new members with any questions)		
Conflict of Interest Form Completions	Jesica	
Discussion		



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Yearly, members are asked to identify issues of conflict they may have with serving on the Steering Committee. No one will be asked to leave the committee, instead it the form is utilized to prevent conflicts during decision making and make sure recusals are accurate.		
PIT Count Planning Update		Jesica
Discussion		
<p>This year the Point In Time Count team includes an excellent group of people who work in Outreach. The PIT Count team has reached out to different departments across the city including the police department. This is to communicate and make sure they are aware of the upcoming PIT Count. There was a large turnout to put together the kits given out during PIT count. PIT count will be held on January 31st this year.</p> <p>There was conversation around the prudence of doing some preliminary work on the public presentation side of the PIT count including seeking help from a PR company. This year there has been a more concerted focus on getting those not sheltered into shelter each night, it is hoped that this is reflected in our unsheltered numbers this year. Mel Trotter Ministries is experiencing higher numbers of sheltered each night.</p>		
Action Items	Person Responsible	Deadline
The topic of presenting data and the PIT Count narrative needs to be added to the Executive Agenda.	Jesica/Bree	
Executive Committee Elections		Jesica
Discussion		
<p>Every Steering Committee member gets 1 vote/ballot.</p> <p>Motions from the floor: Alonda Trammell for Secretary</p> <p>There were two runoffs: Vice Chair: Kwan or Christina, a second vote decided Christina would be the new Vice Chair. Chairperson: Between Karen or Lisa, a second vote led to another runoff which was then decided that it should be solved by a coin toss. Motion to flip a coin to resolve for chairperson: Lauren Seconded: Rebecca Lisa and Karen abstained Outcome: Motion passed, and incumbent chose heads Result was tails, Lisa is the new Chair.</p>		
Conclusion		
<p>New Executive Committee: Chair – Lisa Cruden Vice Chair – Christina Soulard Secretary – Jeffrey King Treasurer – Erin Banchoff Open Member – Kenya Brown</p>		
Disposal of Ballots Motion		Jesica



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Discussion		
Motion to allow Jessica to destroy the ballots from the Steering Election at the December CoC meeting and today's Executive Election in two months' time.		
Motion by:	Laurie	Support from: Beverly
Conclusion	Motion Passed	
Any Other Matters by Steering Committee Members		
Discussion		
Last Steering Council meeting it was discussed that a legislative policy document would be put together. Jessica will email out a draft of the legislative policy document to Steering Council Members.		
CSH Update: CSH is putting together the financial modeling report for the CoC. Jessica, Jim, and Angela spoke to CSH representatives yesterday. A lot of the discussion was around definitions and assumptions. The current timeline is to have CSH present on the report in March. The CoC is trying to tailor the information to be as specific as possible to our community.		
Action Items	Person Responsible	Deadline
Jesica Email Legislative Policy Document	Jesica	
Public Comment on Any Matter		
Discussion		
None		
Adjourn		
Motion by:	Tom	Support from: Angela