



## CoC Steering Committee

### MEETING MINUTES

May 18, 2018

8:30-10:00 A.M.

Facilitator:	Lisa		
Meeting Attendees:	Kwan McEwen, Alonda Trammel, Casey Gordon, Hattie Tinney, Susan Cervantes, Erin Banchoff, Adrienne Goodstal, Jeffrey King, Karen Tjapkes, Kenya Brown, Lauren VanKuelen, Rebecca Rynbrandt, Shannon Bass, Tom Cottrell, Matt Kuzma, Nancy Oliver, Lisa Cruden, Julie Cnossen, Amber Troupe, Lynn Knee, Pam Spaeth, Tim Biemers, Matthew VanZetten, Shandra Steininger, Wende Randall, Jesica Vail, Angela Gillisse, Kyle Johnson		
Time Convened:	8:33	Time Adjourned:	10:25

<b>Approval of the Agenda</b>		<b>July 11, 2016</b>	
Motion by:	Tom	Support from:	Karen
Discussion			
Amendments	8c.- Funding Review Committee 8d.-County ESG 5e.- Pull out		
Conclusion			
<b>Approval of Minutes</b>		<b>July 11, 2016</b>	
Motion by:	Casey	Support from:	Tom
Discussion	Rebecca stated that she passed a motion last month to align language of the Youth Committee and Youth Action Board. "Youth Advisory Committee" verbiage to be added in the minutes. There was some miscommunication with the title of a youth group. Some members want consistent language to reflect the language in the charter. Rebecca motioned a "youth advisory committee" versus "youth action board." Jeffery would not have seconded the motion knowing this information as he wants action boards for all the over represented population committees. Committees are service providers and action boards are consumers.		
Amendments			
Conclusion	All in favor		
Discussion			
Conclusions			
Action Items	Person Responsible	Deadline	



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<b>Public Comment of Agenda Items</b>	<b>Cherie</b>	
Discussion		
None		
Conclusions		
Action Items	Person Responsible	Deadline
	Cherie	
<b>Consent Agenda</b>	<b>[Presenter]</b>	
Discussion		
ESG pulled out to 8b. An update of committees to disseminate		
Conclusions		
Motion-Tom Support-Jeffery		
Action Items	Person Responsible	Deadline
<b>Petitions and Communications</b>	<b>[Presenter]</b>	
Discussion		
None		
Conclusions		
Action Items		Deadline
<b>PIT and HIC</b>	<b>[Presenter]</b>	
Discussion		
<p>Three-year PIT history along with HIC and history were sent out. DV providers provide de-identified information. HCV beds are not trackable, so HUD mandated that they should not be reported. RRH increase due to youth housing collaborative. Utilization rates are calculated are beds occupied at PIT. Jeffery had concerns with some non-operational, but Angela clarified that those are errors and will be ameliorated. There was a 21% decrease in PIT. Largest decrease came from Mel Trotter Men's Shelter. Adrien stated that emergency consumers are being housed with case managers so that may have contributed to the change in numbers. PIT numbers will be available on the website and will be distributed to CoC members. Since there is not a significant cause or narrative to the numbers a media campaign will not be taken up.</p>		
Conclusions		



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Action Items	Person Responsible	Deadline
Distribute PIT numbers	Jesica	
<b>Funding Updates</b>	<b>Jesica</b>	
Discussion		
<p>HUD application- GIW updates were submitted and now registration is complete. There is a debriefing webinar next Monday that Jesica will attend and other members are welcome to join. Debriefing document will tell what the score was last year to show strengths and weaknesses.</p> <p>MSHDA application- Process is open. The grant is three-phases and the application is due in July. The award is not yet known, and it is anticipated that a bonus funding will not be awarded. MSHDA Pay for Performance measures are not a full year. Julie is concerned with some of the numbers, especially the numbers surrounding veterans. Angela clarified why some data is being reported as is (eg monitoring and confirming veteran status or enter/exit data). Rebecca brought up reallocation and intersection. Angela listed the system measures and the most concerning measure are veterans because functional zero was reached but there is a disconnect with the data. Mel Trotter has a new system to identify veterans for outreach workers. This will hopefully streamline the veteran status.</p> <p>Funding Review Committee- Nina Bowser KCHD, James Hissong Kent ISD, Joshua Bernstein KDL, Beverly Ryskamp, Lynn Farrell, Pam Parriot, and Patrick Lonergan are the tentative members. Tom suggested once all members are contacted that Executive appoint them. Karen added that Steering must officially appoint committee members. Motion-appoint the first four to Committee by Adrien and seconded by Shannon motion approved by everyone. Motion by Lauren to appoint other members contingent that they accept seconded by Karen.</p> <p>County ESG- \$130,000</p> <p>ESG Expenditures- Jeffery said the trouble is simply due to timing and no pressing concerns at this moment.</p>		
Conclusions		
Action Items	Person Responsible	Deadline
Send pieces of the Pay for Performance to agencies	Angela	
<b>CoC Governance Charter Update</b>	<b>[Presenter]</b>	
Discussion		
<p>Youth Action Board- A lot of discussion and confusion surrounded this topic last month. There was not a quorum last CoC meeting to approve. Jesica spoke to the edits since the last meeting. Committees should have universal and a CoC designated agency to provide support to the board. Formatting changes included changing special population to over represented. B4.-Modify language, Rebecca will email the exact language. Add H. Boards. Permanent Seats- C2?? This Committee-Action Board addition provides a framework. Youth Action Board is in inchoate stage but provides that framework for other action boards knowing that others will need to be tailored towards each action</p>		



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board's need. Lauren cautions that if these frameworks are implemented that is a big decision and clarity is imperative moving forward. Tom asked if this minutia is needed in the charter. Rebecca presented some edits and will send those for Executive. Lauren posed that each action board have its respective documents, so the governance charter does not need all the fine details. Jesica would like those documents ready so that they may be approved at one time. Executive will collect all updates and edits and will bring them next meeting. Jeffery added that specific language about accountability and responsibilities is necessary for funders. Payment clarification was brought up for Youth Action Board and making a work group to solve those issues. Interested members are encouraged to reach out to Jesica. The work group would be gathering the information and prescribe recommendations in how consumers are paid. Julie stated that CoC staff make budget assumptions and the workgroup focus on fishing for funds. Also, talk with the YAB and ask how they feel.

### Conclusions

Action Items	Person Responsible	Deadline
Edit PG 2 B4 sentence	Rebecca	
Send edits	Steering Members	
Make budget assumptions	CoC Staff	

### Strategic Planning [Presenter]

#### Discussion

Determining Next Steps- Instead of a top-down model, a broader conversation needs to be had for strategic planning. A survey will be sent out to see what input members have.

### Conclusions

Action Items	Person Responsible	Deadline
Survey	Executive	

### Updates from Steering Committee [Presenter]

#### Discussion

Matt is leaving for another position in a different county ☹️.

### Conclusions

Action Items	Person Responsible	Deadline
Appoint Matt's seat	Executive	

### Any other Matters by Steering Committee [Presenter]

#### Discussion

None

### Conclusions



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Action Items	Person Responsible	Deadline
<b>Public Comment on Any Matter</b>	<b>[Presenter]</b>	
Discussion		
None		
Conclusions		
Action Items	Person Responsible	Deadline