



## EXECUTIVE COMMITTEE MEETING MINUTES

October 9, 2018

2:00-3:30pm

Facilitator:	Lisa		
Meeting Attendees:	Erin, Kenya, Lisa, Nancy (late) Staff: Emily, Brianne		
Time Convened:	2:10pm	Time Adjourned:	4:00pm

<b>Approval of Agenda</b>		<b>October 9, 2018</b>	
Motion by:	Kenya	Support from:	Lisa, with amendments
Discussion			
Amendments	Added agenda items: <ul style="list-style-type: none"> <li>- CoC Seats</li> <li>- 1% Rapid Rehousing – MSHDA ESG</li> <li>- MSHDA HCV</li> <li>- Rescheduling Steering Meeting</li> <li>- Letters of Support</li> </ul>		
Conclusion	All in favor by acclamation with no dissent		
<b>Approval of Minutes</b>		<b>August 28, 2018</b>	
Motion by:	Erin	Support from:	Kenya
Discussion			
Amendments			
Conclusion	All in favor by acclamation with no dissent		
<b>General CoC Meeting – how to confirm attendance for a vote</b>		<b>Lisa</b>	
Discussion	<p>Lisa voiced concerns that next meeting they needs to insure a quorum, need to approve Youth Action Board as a permanent committee of the CoC, to add a Veteran Action Board as a permanent committee of the CoC and to include a seat for one YAB member and one Veteran Action Board member as part of the “held” seats to the Steering Council. Since there hasn’t been a quorum for a few months, there needs to be a quorum at the October 25 meeting. The issue is that there is usually plenty of people at the meeting, but not enough voting members. Lisa suggested asking for RSVPs or reaching out to organizations to remind them who the voting members are, and that it is important they be there or change who votes. Emily asked when members recommit, or can they change at any time throughout the year. Lisa reiterated the importance of having voting members in December for Steering Council Elections, while Erin pointed out that an open call for members is in June, per the Steering Council calendar. Lisa suggested that next CoC meeting include a brief presentation about what it entails to be a CoC member, specifically they need to be present at meetings. Emily suggested that we provide donuts or some kind of snack. Erin suggested the possibility of removing members who are no longer active.</p>		
Conclusion			
Action Items	Person Responsible	Deadline	



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Send meeting request and email about the importance of sending each organizations voting member. Check that the voting members are correct	Brianne and Emily	
Add presentation of member duties to CoC agenda	Brianne	
<b>Voices of Youth Count Update</b>	<b>Emily</b>	
Discussion		
<p>Emily presented a brief update about the VOYC conducted last Wednesday (the 3<sup>rd</sup>). Numerous organizations participated and the data is still being entered into HMIS. Emily is not sure how long the data entry will take. The count seemed to go well with not many hiccups. One exception was that they had to change the intake form/survey, so data could be entered live. Kenya helped staff the 400 Franklin deployment site until about 11pm and thought it was well organized. Multiple teams went out from 6-10pm. The weather was nice that evening, so numbers may be lower because many people were likely up and around. For the future, there were recommendations including not doing the count during ArtPrize. Nancy also reported positive feedback about the count. A reminder that October 26 is a general debrief to the Youth Committee.</p> <p>Emily reminded everyone that the PIT count in January is rapidly approaching and significant planning is needed because we don't have Brian or a HMIS specialist or full CoC staff, though a HMIS specialist should be in place by January. Nancy suggested we rely on the experience of other staff who have been involved in the past. Lisa suggested that at Steering Council someone talk about creating a group of people with past experience. Erin suggested we look for SOPs and other documentation from past years.</p>		
Conclusion		
Action Items	Person Responsible	Deadline
Add creation of PIT planning group to Steering agenda	Brianne	
Put together Standard Operating Procedure packet	Emily and Brianne	
<b>National Hunger and Homelessness Awareness Week</b>	<b>Emily</b>	
Discussion		
<p>Emily presented that NHHA Week is November 10-18. The CoC has nothing planned. The Ending Veterans Homelessness Committee is going to have multiple sites throughout Kent County to connect veterans to services. They are looking for additional support in the food area, particularly for long term resources, such as neighborhood food pantries or food clubs. Nancy wondered what the Food and Nutrition Subcommittee can do, that will be discussed at their meeting tomorrow. Erin suggested that if there was something planned in advance, the CoC could coordinate with the media, but she and Lisa agree that we are not currently at a point to do that. Nancy suggested that we give an update at the CoC general membership meeting. Agencies will be asked what they may have planned. In the future, Erin suggested that if we have more staff the ENTF focuses more on messaging.</p>		
Conclusion		



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Action Items	Person Responsible	Deadline
Add NHHA update to Steering Council and CoC agenda	Brianne	
<b>Strategic Planning Process</b>	<b>Lisa</b>	
<b>Discussion</b>		
<p><u>Prioritization of Work Under Current Plan.</u> Nancy, Erin, and Kenya participated in a second Strategic Planning meeting. Kyle took notes. Erin summarized two different routes forward that have been previously discussed. One is to forward the results to the Steering Council and for the Steering Council to assist with prioritization. Second, another group can form to prioritize the current plan. This group and one that will focus on the new plan can inform each other. Nancy questioned who should be responsible for creating the group(s). Lisa voiced concerns that the last group was made up of mostly direct service professionals. She suggested the plan be sent out electronically, especially because of the colors [which indicate accomplishment status]. Nancy mentioned the importance of one day having a discussion about colors and design. Everyone agreed that the Strategic Plan needs to be brought to the Steering Council somehow. Nancy and Erin agreed that there needs to be a group to prioritize what is in the extension. Nancy mentioned the Governance Charter doesn't speak to the Strategic Plan which seems to be a problem. Erin noted the Charter tasks the Executive Committee with leading the process to create a strategic plan. The Executive Committee recognizes the need for a new plan that reflects the changes and innovations. Plus, this new plan needs to connect to the K-Connect plan. (See item 7) Brianne and Emily will contact members to schedule a meeting with everyone from the first meeting, plus other committees and committee chairs who were not represented.</p> <p><u>Draft Conflict Resolution and Coalition Building RFP.</u> Wende requests that everyone look over and provide feedback and thoughts. Nancy wanted to clarify that this is part of the Strategic Planning process, possibly adding that wording into the background or scope section. Nancy asked what tension is to be addressed. Erin noted that there is tension in the CoC in regards to different philosophies, thought processes, organizations' self-interests. The implementation of conflict resolution is a way for members to work through past issues and work collaboratively for a positive way forward.</p>		
<b>Conclusion</b>		
Action Items	Person Responsible	Deadline
Find Kyle's notes from Strategic Planning meeting	Brianne	
Find out who participated in initial review of the Strategic Plan and invite them to participate in a second phase to prioritize work	Brianne	
Invite additional committee representatives	Emily and Brianne	
Add Strategic Plan to Steering Council Agenda	Brianne	
Send out RFP draft with draft watermark	Wende/Brianne	October 12
Send comments back to Wende	All	October 19
<b>KConnect Update</b>	<b>Emily</b>	



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<b>Discussion</b>		
<p>Emily presented that the Communication Team developed a pitch. Areas of focus include recruiting membership for the design team, gathering data, and raising money. Erin expressed disappointment that K-Connect does not have a time frame, but also wants them to take the time they need. Here is Wende's update from KConnect:</p> <ul style="list-style-type: none"> <li>• Communication team has drafted a first version "elevator pitch" about the work KConnect is endeavoring to do. They are sharing the pitch and further considering the reactions it elicits.</li> <li>• Facilitation team is finalizing its convening process, including the engagement of context and content experts, and structuring the end deliverable.</li> <li>• Recruiting cross-sector membership for the Design Team</li> <li>• Scout team is beginning to develop its question set and comparative framework as well as identify locations across the county for deeper learning around leading practice.</li> <li>• Working to gather and synthesize current state data.</li> <li>• Beginning to gather housing system/stakeholder data to create a more transparent visualization of Kent County's many institutions, funders, and system players.</li> <li>• Raising monetary resources to fund this effort.</li> </ul>		
<b>Conclusion</b>		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Include update with minutes	Brianne	
<b>Emergency Shelter/Motel program</b>	<b>Nancy</b>	
<b>Discussion</b>		
<p>Nancy shared that there are currently 90 families in the hotel program. She is concerned because her agency is tasked with putting people in shelter and there is not enough case management resources once they are there. She is looking to present to the Steering Council and would like feedback/data. Nancy would like the community to take ownership of the issue and for the motel waitlist to be eliminated. She noted that she is already \$50,000 over the extra allocation. Kenya noted that this issue should go up the chain of command because Grand Rapids has such a booming housing market. He also wants to know how the CoC can leverage RPOA.</p>		
<b>Conclusion</b>		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Add Emergency Shelter/Motel to Steering Council Agenda	Brianne	
Share feedback/data with Nancy to help with the Steering Council Agenda	All	
<b>Dwelling Place Presentation</b>	<b>Emily</b>	
<b>Discussion</b>		



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Emily shared that Dwelling Place wants to present at the Steering Council meeting because they are looking to convert the Section 8 contract for the Ferguson Apartments through HUD's RAD program. They are looking for a Letter of Support.		
Conclusion		
Action Items	Person Responsible	Deadline
Add Dwelling Place letter of support request to Steering Council Agenda	Brianne	
<b>CoC Seats</b>	<b>Lisa</b>	
Discussion		
Lisa found no one common way that CoC seats are organized in her research. Each CoC's theme seems to vast representation of membership; she believes we are doing this but need to continue to focus on vast representation of scope. Nancy noted that representation is still missing from the medical field and others. Erin expressed the need to get others involved. Lisa wants to reach out for nominations, Emily will double check on who to reach out for.		
Conclusion		
Action Items	Person Responsible	Deadline
Check on who to reach out to for nominations	Emily	
<b>1% Rapid Rehousing (MSHDA ESG)</b>	<b>Lisa</b>	
Discussion		
Lisa shared that the 1% of income requirement for RRH had wrapped up and all is good. The requirement is not applicable to our CoC. Nancy shared the report with the appropriate parties.		
Conclusion		
Action Items	Person Responsible	Deadline
<b>MSHDA HCV</b>	<b>Lisa</b>	
Discussion		
Lisa shared that she has an ask out to see how many vouchers are being used. She has also reached out to Nicole to get conversation going. Nancy noted that they are having difficulty getting people who are leased up to stay put. People in RRH are trying to use HCV to move elsewhere instead of staying put. This takes them out of a stable situation and leads to an inefficient use of funds as people cycle through the system. Erin asked if MSHDA can recommend that people stay put. Nancy is worried that currently there is no policy for capping vouchers. Lisa thinks it is an education issue that could be solved if people are closely connected to their case managers. She is waiting on Nicole for more information and answers and is also following up with the GRHC.		
Conclusion		
Action Items	Person Responsible	Deadline
<b>Rescheduling Steering Council Meeting</b>	<b>Lisa</b>	



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<b>Discussion</b>		
Lisa noted that the Steering Council meeting coincides with the MSHDA conference but it may be hard to reschedule the meeting. Jeff, Julie, Lauren, and Lisa will for sure be gone. Dwelling Place will present, and an electronic vote can take place for a Letter of Support if needed.		
<b>Conclusion</b>		
Steering Council meeting will stay on the same date.		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
	Brianne	
<b>Letters of Support</b>		<b>Erin</b>
<b>Discussion</b>		
Erin questioned whether initial review of PSH projects seeking a letter of support for LIHTC should go before CoC Core Partners or a smaller, more focused group. MSHDA requires two conversations. She found that other CoC's have an initial meeting with a more focused group, and this seems more effective. She will keep working on the letter of support process with separate requirements for LIHTC and non-LIHTC projects.		
<b>Conclusion</b>		
For now, Steering Council will stick with the current process until a new one is approved.		
Continue work on letter of support processes and bring new processes to Executive.	Erin	
<b>Adjourn</b>		<b>Lisa</b>