



Executive Committee Meeting

July 10, 2018

2:00 p.m. - 3:30 p.m.

Facilitator:	Lisa Cruden		
Meeting Attendees:	Members: Kenya Brown, Jeffery King, Lisa Cruden, Nancy Oliver, Erin Banchoff Staff: Wende Randall, Emily Schichtel, Kyle Johnson		
Time Convened:	2:01	Time Adjourned:	4:12

1. Approval of Agenda			
Motion by:	Jeffery	Support from:	Erin
Discussion			
Amendments	10. Open position on Steering 11. Recommended actions resulting from alleged privacy breach investigation		
Conclusion			
2. Approval of Minutes		June 5	
Motion by:	Erin	Support from:	Nancy
Discussion			
Amendments			
Conclusion			
3. Ad Hoc Strategic Plan Committee		Emily	
Discussion			
<p>A group was convened to evaluate the current strategic plan and recommend whether the plan should be extended. The workgroup reviewed all yellow and red items (i.e. progress or stopped measures). The group will meet again to review all green measures and come up with a timeline to bring a recommendation to Steering. Steering will then prioritize items and form a group to address those items. When looking toward development of a new strategic plan, it is important to consider KConnect's anticipated planning activities. Steering will need to decide whether to engage with KConnect, and if so, how. Prior to strategic planning, Erin suggests having a third-party facilitate a conflict-resolution process to make sure CoC members are on the same page and able/willing to work together in a productive manner. There are two recommendations to Steering: 1) the ad hoc committee's recommendation to extend the current strategic plan, and 2) Executive's recommendation to engage a third-party facilitator for mediation.</p>			
Action Items		Person Responsible	Deadline
-Send a Doodle poll to try to convene the Ad Hoc Strategic Plan Committee prior to the July 20 Steering meeting		Kyle	
-Ask KConnect about the project scope and timeline		Wende	7/19/18
-Make a motion before Steering for third-party mediator		Erin	7/20/18
4. Letters of Support		Lisa	
Discussion			
<p>Lisa brought this to the agenda to clarify the process for letters of support. Emails to Executive are historically how it has been done and requires the majority of Executive support. Emily brought up</p>			



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<p>that the letter of support needs to come to Executive in a timely manner. Jeffery suggests we establish a short questionnaire to assist in determining whether a project aligns with CoC objectives. Potential questions include: Does the project use CE? Will it prioritize the most vulnerable? Will Housing First be used? If the project does not align, we can see if it is possible to leverage them to incorporate these items.</p>		
	Person Responsible	Deadline
Draft Questionnaire for Steering consideration	Wende/Kyle	
5. Committee Update	Emily	
Discussion		
<p>Emily has been attending committee meetings and plans to get to as many as she can. Paul is convening the Funding Review Committee. Reviewed CoC Committee Update document, dated 7/10/18. Shelter Diversion membership needs to be updated. The following committees need to be added: HMIS Users, Data Quality, Chronic (sanctioned? on-going?), and Nominations. Instead of reconvening the Committee Overhaul group, Executive will recommend committee expectations such as electing a chair to a 12-month term and reporting to Steering.</p>		
	Person Responsible	Deadline
-Make noted edits to Committee Update report -Establish committee expectations -Post committee meeting minutes online monthly	Emily Executive Kyle/Emily	
6. HUD Application	Wende	
Discussion		
<p>Paul has distributed a timeline and task list, and is reaching out to people for support (e.g. Funding Review Committee). A webinar will take place at HWMUW on July 11.</p>		
	Person Responsible	Deadline
Distribute FY 2017 CoC Program Debrief	Wende	
7. CE Evaluation	Wende	
Discussion		
<p>Wende feels the report is neutral. The report will be sent to Steering with a date a de-briefing will be held. The CSH report was also discussed. This report will be distributed to Steering. No further presentation will be scheduled.</p>		
	Person Responsible	Deadline
-Send CE report to Steering with a debriefing date -Send CSH report to Steering -Provide CE and CSH report update to Steering	Wende Wende Wende	7/20/18
8. MSHDA ESG – RRH Allocation	Nancy	
Discussion		
<p>There is a new requirement for RRH participants to provide one percent of the rent. The payment can either go to the landlord or come back to the CoC. Nancy recommends funds be returned to the CoC and used for prevention.</p>		
	Person Responsible	Deadline
-Nancy to follow up and report back at the August Executive meeting	Nancy	



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9. Youth Committee and YAB		Emily	
Discussion			
Reviewed proposed Youth Action Board edits to the Governance Charter. The edits need to go to Steering and then the full CoC. An issue was brought up that if there are additional Action Board seats added there may need to be a discussion about the cap on Steering Council seats (currently 21).			
		Person Responsible	Deadline
Review Youth Action Board edits to Governance Charter		Steering, then CoC	
10. Open Steering Position		Lisa	
Discussion			
Discussed it is desirable for the Steering position vacated by Matt Kuzma (DHHS) to be filled by a DHHS employee. Jeffery motioned to appoint Scott Orr to the open Steering position; Nancy seconded. All in favor. If Scott cannot or does not want to participate, he can designate an alternative DHHS staff representative. Discussed it would be helpful to have DHHS representation from the agencies' Child Welfare and General Assistance divisions.			
		Person Responsible	Deadline
-Reach out to Scott Orr, DHHS		Nancy	
11. Recommended Actions Resulting from Alleged Privacy Breach Investigation		Wende	
Discussion			
Reviewed each recommended action and its status. All identified actions need to be accomplished to demonstrate due diligence.			
		Person Responsible	Deadline
-Provide update to Steering		Wende	
-Invite Gerry Leslie to attend next Data Quality meeting		Sierra	