



**Executive  
MEETING MINUTES**

August 28, 2018

2:00-3:30pm

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

Approval of Agenda	
Motion by:	Support from:
Discussion	-Switch 3. (Voices of Youth Count Update) & 7. (HUD Application Update) -9. Recommendations for Data Request - Current Diversion Tactics -11. CoC Charter Update
Amendments	
Conclusion	All in favor by acclamation with no dissent

Approval of Minutes	
Motion by:	Support from:
Discussion	
Amendments	
Conclusion	All in favor by acclamation with no dissent

Voices of Youth Count (VOYC) Update	Emily
Discussion	
<p>Emily shared a one-pager regarding the VOYC. The official count date will be October 3. This date coincides with school count date. The Youth Action Board will facilitate two focus groups in the first week of September. One will be focused on LGBTQ+ youth homelessness at the Grand Rapids Pride Center and another general youth homelessness focus group to be held at GR HQ. Emily and Wende are going to look at the budget for compensating youth. Jeff asked whether there will be a press release or a broad letter of support from the CoC regarding volunteers and deployment sites. Lisa asked what support the Executive can bring, and Emily responded with getting the word out for volunteers will be the most helpful. ICCF, HAP/ Salvation Army have volunteered to help with deployment sites and with volunteers. Erin asked if there is a more southern location, and Emily shared that the Kroc Center is a possibility. Jeffery said that this Letter of Support can canvas agencies that are willing to assist.</p> <p>Erin asked about the survey and whether it would be a by-name list. She was also concerned with the participants' expectations from the survey in terms of support if immediately needed. Jeffery responded that there would be different levels of housing that the survey would categorize the prioritization of services. Erin suggests that in this one-pager explain the differences with this count and the Point-in-Time count.</p>	
Conclusions	



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Action Items	Person Responsible	Deadline
<b>HCV Discussion</b>		<b>Lisa</b>
Discussion		
<p>This is an extension of the conversation that was held in the last Steering meeting. Lisa suggested forming a small workgroup to look at this issue. Nancy shared that people are turning in vouchers because they cannot fulfill the rent even with vouchers. This will impact future funding. Jeffery asked again as to why these vouchers not being used when so many other programs spend out. Kenya shared that he has seen landlords denying these vouchers because they are not sustainable. Lisa will reach out to Hattie Tinney and Robin to see who can get this data. Jeffery also suggested bringing Nicole Schalow into the fold to see MSHDA's perspective on this issue.</p>		
Conclusions		
Action Items	Person Responsible	Deadline
<b>On-Boarding for Scott Orr</b>		<b>Lisa and Nancy</b>
Discussion		
<p>Lisa suggested this be on the agenda to make sure Scott is getting the resources he needs. Nancy has given him a cursory up-to-speed onboarding. In the past, Jesica had conducted a training for new Steering members. There may be training documents in the CoC files. It was suggested that a standard training to be given to new Steering Members. It could be done via email files.</p>		
Conclusions		
Action Items	Person Responsible	Deadline
Look for new steering member training	Emily	
<b>System Performance Measures (SPM)</b>		<b>Wende</b>
Discussion		
<p>The Data Analysis committee should be getting together some data to show how SPMs are operating. These should be brought to the full CoC in October. Jeffery stated that is not historically from data analysis, but it is just an admin report. Sierra is working on the last quarter of the annual report. Jeffery would like to see a monthly report to see what measures are dropping and where the dips are to bring to Steering. Wende can bring this to Data Analysis to see how this data can be looked at and what measures need to be looked at on a monthly, quarterly, or annual basis. Erin asked what other reports Data Analysis does and Wende shared that they have a calendar draft.</p>		
Conclusions		



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Action Items	Person Responsible	Deadline
<b>HUD Application Update</b>		<b>Wende</b>
Discussion		
The appeals meeting has been cancelled as there were no appeals. Paul is working on the draft of the application with suggestions coming from the community. Edits and suggestions are due to Paul September 6.		
Conclusions		
<b>Steering Seats</b>		<b>Lisa</b>
Discussion		
This is a continuation of the conversation from the last Steering meeting. Lisa will look into similar CoCs and how they configure their seats. For the next Steering meeting there needs to be processes in place to ensure we have a quorum to vote on the HUD Application.		
Conclusions		
<b>Recommendations for Data Requests</b>		<b>Executive</b>
Discussion		
The question of this topic is what methods and bodies should be tasked to handle evaluations and form standards as related to data requests. For the Diversion project evaluation to go forward there needs to be processes in place. There was a conversation around what that looks like. Moving forward with this specific project, talking to Gerry Leslie (because of the vacancy in the HMIS System Administrator role) to ask about scope of work around HMIS: 5 areas should be assessed:		
<ul style="list-style-type: none"> <li>• Type of data requested</li> <li>• Purpose of request</li> <li>• How data will used</li> <li>• How long data will be retained</li> <li>• How data will be destroyed</li> </ul>		
If a third-party wants access, Jeffery would like to see a signed document.		
Erin has example of document used by another CoC and will provide this to CoC staff.		



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<b>Conclusions</b>		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Language & content of the data request to be sent to Gerry for acceptance.		
CoC staff will draft data request procedure to go to Steering for approval.		
<b>CoC Charter Update</b>	<b>Lisa</b>	
<b>Discussion</b>		
Due to low attendance to incorporate the governance charter changes, there was not a vote. If the Executive wants to suggest a special meeting, there should be an RSVP process to ensure attendance.		
<b>Conclusions</b>		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Put special vote on September 7 Steering agenda		