



EXECUTIVE COMMITTEE MEETING MEETING MINUTES

January 8, 2019

2:00-3:30

Facilitator:	Lisa Cruden		
Meeting Attendees:	Lisa Cruden, Jeff King, Kenya Brown, Erin Banchoff (late), Wende Randall, Courtney Myers-Keaton, Brianne Czyzio		
Time Convened:	2:07	Time Adjourned:	3:54

Approval of Agenda		January 8, 2019	
Motion by:	Kenya	Support from:	Jeff
Discussion	Add agenda items for Decision for HUD TA and Coordinated Entry Status Update		
Amendments	Add agenda item for Decision for HUD TA Add agenda item for Coordinated Entry Status Update		
Conclusion	Approved with amendments		
Approval of Minutes		December 4, 2018	
Motion by:	Erin	Support from:	Kenya
Discussion	In the future, Brianne will keep in mind that minutes are public, and will add additional context as necessary.		
Amendments	HCV Voucher update: <ul style="list-style-type: none"> - Change comments to indicate frustration due to interest that has not turned into progress - Change RPOA discussion to indicate suggestion that agencies communicate with one voice CoC grant debrief: change language to "review score and provide recommendations" Strategic Planning <ul style="list-style-type: none"> - 1.d: change to "A 61st District Court eviction prevention plan is in place... and evaluation will be completed soon" - 1.g: update activity with changes 		
Conclusion	Approved with amendments		
Consent Agenda			
Discussion			
It is helpful to have the Steering calendar in Executive packet, so this will stay as part of the Executive packet and Steering consent agenda. It would be helpful for Executive to look over committee updates, particularly if committees have any requests that they want to bring to Steering. Committee updates will be a first version for Executive and then updated as necessary for the Steering consent agenda. Courtney will develop a process with committee chairs to collect updates.			
Action Items		Person Responsible	Deadline
Develop a process with committee chairs to collect committee updates		Courtney	
2019 December Steering/Full CoC Dates		Courtney Myers-Keaton	
Discussion			



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Due to the holidays, December 12 and 13 will be the dates for December full CoC and Steering meetings, respectively. April 25 is the Fair Housing Center conference, the CoC general membership meeting will be moved to April 18 th to accommodate the conference.		
Action Items	Person Responsible	Deadline
Update CoC membership on new meeting dates	Courtney & Brianne	Jan 11
2019 Steering Meeting Locations		Courtney Myers-Keaton
Discussion		
St. James is still a possibility, as is KISD. Steering will meet at St. James in January and will decide on location following that meeting.		
Action Items	Person Responsible	Deadline
Send location reminder prior to Steering meeting	Brianne	Jan 11
Executive Elections Process		Courtney Myers-Keaton
Discussion		
For all committees, there should be a consistent election process, which will need to be put before Steering and approved as part of the Policies and Procedures. Nominations can be submitted ahead of time and will be accepted from the floor. People will be nominated for specific positions, with their approval. A discussion took place about how someone becomes an active member of a committee. A couple of recommendations were made. CoC staff will draft the appropriate language and present to Steering. For Executive, nominations information will be sent out this week with a reminder that people can be nominated from the floor.		
Action Items	Person Responsible	Deadline
Send out nomination form for Executive elections	Courtney & Brianne	Friday, Jan 11
Update Committee Expectations with the changes that Executive has identified.	Courtney	
CoC Grant Debrief		Courtney Myers-Keaton
Discussion		
Courtney presented some areas where we lost points in the last HUD grant application.		
<ul style="list-style-type: none"> - For HMIS and PIT count data, the CoC lost points because we could not show decreases. This is a difficult task to take on and could be incorporated into the strategic plan. The family emergency shelter taskforce could potentially take on working to decrease sheltered families by 5%. For the 5% decrease in unsheltered families or individuals, last year work was done to bring unsheltered people to shelter on the night of the PIT count. Outreach group can discuss and begin working on this. Hopefully by PIT count, Fulton Manor will begin taking families in, which will also help decrease these numbers. - Points were lost because there was no racial disparity assessment. This is a task that could easily be done in the next year. - There are no early childhood MOUs, this process could be started with CoC Staff and leadership reaching out to begin building relationships. - Anti-discrimination policy: HUD seems to want all CoC organizations, those who receive HUD funds as well as those who do not, to sign on to an anti-discrimination policy. Perhaps this could be an addition to the CoC membership application. Staff and Executive can research monitoring 		



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requirements. The CoC would need a complaint and grievance procedure to ensure all complaints are being taken into consideration.

- When looking at future strategic planning processes, the CoC should look at specific numbers such as target percentages so there can be action items associated with goals. Some goal areas are places for conversations with specific providers.
- In the next year, the CoC could expand up on collaboration with youth education providers, McKinney-Vento, etc. In general, relationship building will be helpful. A big step that is underway is connecting with the Kent County Family and Children’s Coordinating Council.
- PHAs – 3 of 5 do not have admission preferences for those experiencing homelessness. CoC staff can begin to reach out and talk with: Kent County Housing Commission, Wyoming Housing Commission, Rockford Housing Commission. Perhaps they will be willing to make this change before implementing their new PHA plan.
- For 3B-1 in Section 2, there was confusion about how HUD is defining PSH. Is it based on HIC or is it HUD funded projects? Currently, the majority of HUD-funded projects are meeting this goal. Potentially this is an area that was missed, Courtney will look into the RFP for this section with Paul.

Additional updates that came from this conversation: Data Analysis did not meet in December, will begin meeting in the next few weeks. Funding for Fulton Manor has continued to be positive. They are hoping to begin taking families on January 28, as a tentative date. The families will be taken from the HAP shelter waitlist. The priority to go into shelter is based on how long families have been on the list and family size. HAP is responsible for adding and removing families on the list. Family Promise and ICCF can add information/notes to the list. From the outcome information, HAP can then take families off the list. The list is not in HMIS. There was a great conversation yesterday in which shelter directors looked at where collaboration can occur.

Action Items	Person Responsible	Deadline
Work with Outreach to discuss bring unsheltered individuals/families into shelter during PIT count	Courtney and Brianne	
Reach out to begin relationship building with early childhood organizations to create MOUs	Staff	
Research anti-discrimination monitoring procedures	Staff and Executive	
Reach out to Kent County, Wyoming, and Rockford Housing Commissions to see if they are willing/able to provide a preference for those experiencing homelessness	Staff	
Look into RFP in Section 2, 3B-1 to clarify how PSH is defined	Courtney and Paul	

Strategic Planning Timeline

Discussion

In June, Steering Council voted to extend the strategic plan for one year. It is not likely that there will be a new strategic plan in place by June. So, the current strategic plan and prioritized goals would need to be extended to at least December 2019. This will be added to the Steering agenda. Daniel is working to get the baseline data outlined in the strategic plan.



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<p>It is believed Laurie made the motion to approve the recommended strategic plan at the December 14, 2018 Steering meeting. Brianne will double check with her and see if she knows who seconded the motion.</p>		
Action Items	Person Responsible	Deadline
Add Strategic Plan timeline to the Steering Council agenda	Courtney & Brianne	Jan 11
Check with Laurie to confirm she made the motion to approve prioritized goals at the December Steering meeting and see if she knows who seconded the motion.	Brianne	Jan 11
HCV Voucher Update		
Discussion		
<p>There is nothing else new to report. The goal of this conversation is to understand the reasons that vouchers are being returned. There were reach outs to MSHDA to get a feel of the different reasons. From there, the plan was to look at how the CoC can impact voucher returns. It was suggested that we talk to the consumers. Perhaps MSHDA can provide a utilization report with what contractor/ vendor returned the most and least vouchers. Then the CoC can talk with those who returned the least to see what they are doing well. Courtney will discuss this in her conversation with Nicole Schalow. Some feedback from renters indicates that some contractors are more supportive and easier to work with. Move-Up vouchers could be part of a solution.</p>		
Action Items	Person Responsible	Deadline
Discuss voucher utilization with Nicole Schalow	Courtney	
CoC Missing Agenda Items		
Courtney Myers-Keaton		
Discussion		
<p>Nicole from MSHDA reached out and let Courtney know that the full CoC agenda was missing mandatory 3 agenda items:</p> <ol style="list-style-type: none"> 1. Adequacy of Homeless Preference names on the HCV waiting list. 2. Adequacy of names on Project Based Voucher (PBV) waiting list for MSHDA developments within the Planning Body. 3. Does the local by-name number of Veterans living in homelessness match the HMIS list? And how do we reach functional zero for veterans? <p>These need to be on the agenda at each CoC general membership meeting, and at least briefly discussed. For items 1 and 2, this may be indicating that the CoC needs to communicate with property owners. Maybe the Permanent Housing Coordinated Council can make these connections. For veterans, there is a MSHDA report that is completed and submitted every month, but the numbers do not always match – MSHDA does not track the same way USICH and HUD does. To meet this requirement, the CoC would need to present the numbers and whether they match. This could be included in the consent agenda for Steering. Courtney is going to meet with Nicole to get some clarity, i.e.: what is the standard for adequate? Courtney will also talk to Lynn from Ottawa County.</p>		
Action Items	Person Responsible	Deadline
Add these three items as standing items on the full CoC agenda	Brianne	
HUD TA Decision		
Courtney Myers-Keaton		
Discussion		



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Courtney had sent an email to Steering Council about who should be the second person listed on the TA. The consensus was that Nancy should be involved, this is no longer possible. There was a suggestion that there is a small subcommittee that does the TA work, but there needs to be 2 names submitted to HUD – these people will take the information and bring it back to the subcommittee. Julie Crossen, Tom Cottrell, Anna Diaz, all have a very good understanding of coordinated entry policies. Courtney will reach out to Tom to see if he is willing to participate in the coordinated entry TA. Courtney will reach out to Mary Wilkins to keep Salvation Army in the loop as the TA is happening. The coordinated entry group will meet the last week of January, TA will be beginning before then.

Action Items	Person Responsible	Deadline
Ask Tom to be the second person listed on the TA	Courtney	Jan 9
Reach out to Mary Wilkins to keep TSA in the loop	Courtney	

Coordinated Entry Status

Discussion

In terms of HAP team capacity, they are extremely understaffed. There is no leadership that has been there for over a year. There has been roughly about a 50% decline in referrals from HAP to rapid re-housing projects. 211 has been experiencing callers who have not been able to get a response from HAP. There are concerns that it about their ability to keep up with referrals. United Way has connected with Mary Wilkins to ask if they can provide support to help the process.

There was discussion around what is the CoC doing to ensure coordinated entry is working efficiently and effectively. It was suggested Mary Wilkins present to Steering, to discuss the plan of action and inter-measures that can be taken as positions are being filled, as well as how can the CoC support during the in-between. It was suggested that monitoring and site visits should be happening across the board to provide support and guidance with a sense of urgency. MSHDA ESG monitoring is done using United Way's monitoring format. It would be helpful to evaluate the programmatic and financial pieces in conjunction. If there is monitoring, the CoC can document the issues and focus on how to solve them. There are questions about who makes decisions about how data is entered and how people are exited. It was suggested the group look at the HUD guidelines as well as local stipulations for coordinated entry. There is concern that if there is no confidence in the system, organizations may start circumventing the coordinated entry process that is in place.

Action Items	Person Responsible	Deadline
Ask Mary Wilkins to attend Steering Council meeting	Wende and Courtney	

Adjourn