



EXECUTIVE COMMITTEE MEETING MEETING MINUTES

June 6, 2019

1:00-2:30

Facilitator:	Casey Gordon		
Meeting Attendees:	Casey Gordon, Lauren VanKeulen, Karen Tjapkes, Deanna Rolffs, Anya Ward <u>Staff:</u> Courtney Myers-Keaton, Brianne Czyzio		
Time Convened:	1:04	Time Adjourned:	2:34

Approval of Agenda		June 6, 2019	
Motion by:	Karen	Support from:	Lauren
Discussion			
Amendments	Add: GVSU Grad Student (3c) Change minutes date to May 2, 2019		
Conclusion	All in favor by acclamation with no dissent.		

Approval of Minutes		May 2, 2019	
Motion by:	Deanna	Support from:	Karen
Discussion			
Amendments	Add Action Items: <ul style="list-style-type: none"> - LIHTC LOS Policy – Courtney will consult with Erin around changes to the LIHTC LOS policy. - RRH Standards and Benchmarks – Ask Data Analysis committee to give a short report on RRH data points. This is not something Data Analysis can do; Daniel will look into this. This may tie into the GVSU intern. Add to the agenda under 3c. 		
Conclusion	All in favor by acclamation with no dissent.		

Strategic Planning Timeline

<p>Discussion</p> <p>Wende Randall is working on accessing \$8000 of non-HUD funding for the first part of the planning process. After the new funding year begins in November, about \$7500 can be taken from the HUD Planning Grant. It is important to note that the CoC has been spending a lot of money on evaluations. This is within HUD guidelines, but may be a point of concern for the current HUD Program Officer. It is necessary to have a consultant for strategic planning. A Request for Proposals (RFP) would have to be developed and approved. The committee asks Wende Randall to draft the RFP and share with Executive and Steering in August. There will be deliverables listed in the RFP. The group will evaluate which consultant can best meet the deliverables within the budget. Funding Review may not be the best group to do this, Steering Council could score based on a rubric. There needs to be a full and fair process that does not allow individuals to influence sides. Courtney and Casey will share this process at the June Steering meeting to see if there are any concerns.</p>

Edit Input Gathering Questions:

If the CoC hires a consultant, would we need to develop these questions? Typically, the consultant would drive this and the CoC would support as needed. Executive will not draft these questions but will support the consultant with input gathering as necessary.



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GVSU Intern:

Courtney reached out to the GVSU. They suggested an epidemiology student would be a great fit for an internship with the CoC. The CoC would be looking for someone who can do a throughout evaluation of data outside of our data sets, and a thorough evaluation of the system. The intern will develop a framework so that moving forward we have something that can be used by Funding Review Committee during Reallocation. Courtney is meeting with the practicum coordinator in a few weeks. The next step is interviewing any interested candidates to make sure candidates are the correct fit. An intern's access to HMIS may cause privacy concerns. When there was concern about a data breach last February, Michelle VanDyke had presented recommendations moving forward. There will likely be concerns from this standpoint, so it is important to make sense to have something in place ahead of time. Sierra and Daniel can pull deidentified reports for the student to review. The CoC will be following recommended process from United Way to ensure data is secure.

RRH Benchmarks:

The City of Grand Rapids asked the CoC to update their Rapid Re-Housing (RRH) Benchmarks so their benchmarks are in line with the CoC's. Executive suggests the City use whichever measure they choose from now, the CoC will adopt a benchmark once it has been evaluated.

Action Items	Person Responsible	Deadline
June Steering – present approx. budget and draft process for Strategic Planning	Courtney and Executive	June 21
Bring RFP, rubric, proposed process to August Steering Council meeting for approval.	Courtney and Executive	August 16
Draft RFP for strategic planning consultant	Wende Randall	August 1

Lead Agency Selection Process

Discussion

It is difficult to define a process because often it is very grant specific. There is likely no HUD requirements around how lead agency is selected. There has been no precedent set in the CoC as there has been a different process each time. Perhaps give committees the option to decide on their process/present their process to Steering if the grant is committee specific. With the RFP process, this is a lot of work to develop an RFP and rubric each time a NOFA is released.

The NOFA is posted > Staff reviews NOFA and lead agency requirements > Staff makes recommendation to Executive > Executive delegates formatting of decision-making process to a committee or chooses an agency >

- If it is an agency, Executive and agency present to Steering why they were chosen.
- If it is a committee, Executive suggests the committee go through an RFP process/Funding Review Committee (FRC) process. Then, the committee presents their chosen process to Steering. Steering can delegate the decision to the committee if they are okay with the process. The current charter states that a Funding Review decision needs to be approved by Steering Council. If a committee decides to use FRC, their decision must be approved by Steering.



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> Steering approves the decision or decision-making process > Committee then follows their process to select a lead agency (if applicable) and Steering is apprised of the result > CoC staff and agency jointly write proposal > Proposal is submitted to HUD

There was concern that there may not be enough time for multiple Steering Council meetings during the NOFA process. Most opportunities have about 8 weeks to write the grant. If Steering wants to see the proposal twice, they may have to commit to a special meeting or email vote.

Action Items	Person Responsible	Deadline
Draft lead agency process, present to Steering Council in June	CoC Staff	

Values Mapping Activity

Discussion

Deanna drafted a loose process for values mapping. However, it feels like more of a strategic planning process. The strategic planning process is not happening until later this year. Executive can let the consultant know that the CoC wants a value mapping conversation that will lead into the strategic planning process. Direct the RFP to note that the CoC wants mission, vision, values, and stakeholder mapping process, not a product. A process and framework development by consultant, and then the second half would be helping where needed with the facilitation and the CoC would run some of the meetings and write the final plan.

There are likely not any HUD regulations around strategic planning. The last strategic planning process consisted of a small group developing the plan.

System Building by Jack Hess

Start with what system you want to improve. Begin by mapping the who, then map the why. Then talk about the what to co-create a future state. Finally, redesign the system by rewiring relationships. Pilot the process and try it, then go back around the cycle. Deanna will briefly frame/review the graphic at the June Steering meeting and highlight the importance of focusing on a process consultant. Courtney can talk about how staff will engage with a process consultant.

Steering Council membership expectations

In the Governance Charter, it states attendance and committee membership. It is a good idea to remind members of these expectations. The sign-in sheet could have attendance for each month, members can initial that month. The minutes will include absent with notification and absent without notification. The Steering Council roster can also be with updated committee membership. Held seats do not have to have membership on a committee. Attendance is still important for held seats.

Action Items	Person Responsible	Deadline
Discuss framework and process consultant to June Steering Council meeting.	Courtney and Deanna	
Update sign-in sheet and roster with attendance and committee membership	Brianne	



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Update future Steering minutes to include Steering Council members absent with and without notification	Brianne	
Provide System Building graphic with Steering pre-reads	Brianne	
June Steering Council agenda		
Discussion		
<ul style="list-style-type: none"> - Strategic Planning Process (framework and consultant) - Member Expectations - GVSU Opportunity - Lead Agency selection process - LIHTC LOS process - ESG Requirement VAWA Emergency Transfer Plan - Budget (consent agenda) - Steering Council Funding Process review – make sure we have enough FR members. Brianne reach out to Laurie Craft to see if she is planning on staying on Funding Review. - Open call for new CoC members. This will be a public website announcement. - Governance Charter recommended changes. In the past, the CoC has had to change something on the charter in August and needed to call a special meeting. A funding review change can be added as a procedure document. If the NOFA looks like there need to be GC changes, it should be done here. <ul style="list-style-type: none"> o Addition of 4 committee specific to HUD priority populations 		
Action Items	Person Responsible	Deadline
June Full CoC Agenda		
Discussion		
<ul style="list-style-type: none"> - Noncitizen Rule (FHCWM will present); include poverty guidelines in this conversation - Open call for new CoC members. - Present Emergency Transfer Plan and how Coordinated Entry is different for domestic violence providers - Coordinated Entry Committee and Youth Committee will present - Community Rebuilders System Map (it would be good for this to come to Steering or Executive first) 		
Action Items	Person Responsible	Deadline
Updates		
Discussion		
<p><u>Coordinated Enter Committee</u> will be evaluating the coordinated entry system as is and will measure compliance with HUD and MSHDA regulations. This will include reaching out to partners and consumers. At the end of the summer, recommendations will be made. Then, policy and procedures can be changed to best serve the community.</p> <p><u>Healthy Homes</u> has voiced potential concerns with Kent County on lead issues. There are concerns that there may be displacement of families specifically as lead issues are mediated.</p>		



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The Family Homelessness Taskforce has not been meeting regularly. There is not an official family homelessness committee of the CoC. Fulton Manor came out of the ad-hoc group. There could be a recommendation to Steering that a committee is created to focus on this topic. Currently, Fulton Manor is full, and no waitlist is being kept. Should there be committees for the 4 HUD priority populations – youth, families and children, chronic, and veterans? Yes. This would require a Governance Charter change. This needs to be included on the June Steering Council agenda.

The Diversion group has been focusing on families, could this be expanded to more than diversion. It would be important to include city and county officials on this topic because policy changes are needed to ensure families have an affordable place to live.

Action Items	Person Responsible	Deadline
Governance Charter change recommended to Steering in June	CoC staff	June 21
Adjournment		
Motion by: Karen	Support from: Lauren	