



EXECUTIVE COMMITTEE MEETING MEETING MINUTES

June 27, 2019

11:00-12:30

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| Facilitator: | Casey Gordon | | |
| Meeting Attendees: | Casey Gordon, Deanna Rolffs, Karen Tjapkes, Anya Ward, Courtney Myers-Keaton, Wende Randall, Brianne Czyzio | | |
| Time Convened: | 11:10 | Time Adjourned: | 12:30 |

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| Approval of Agenda | | June 27, 2019 | |
| Motion by: | Karen | Support from: | Deanna |
| Discussion | | | |
| Amendments | | | |
| Conclusion | All in favor by acclamation with no dissent | | |

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| Approval of Minutes | | April 12, 2019 | |
| Motion by: | Deanna | Support from: | Karen |
| Discussion | | | |
| Amendments | | | |
| Conclusion | All in favor by acclamation with no dissent | | |

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| Lead Agency Discussion | |
| Discussion | |

During the Steering Council meeting, it became clear that there are differing viewpoints in the importance of Funding Review in the lead agency selection process. How can we improve this chart to add context to the why each path is chosen to allow the process to be transparent? It is important that there is a path for opportunities with specific requirements that is separate from broader requirements. Staff will add a decision tree to the flowchart - If there is only one agency in the community that is eligible for lead agency, versus if there is more than 1 agency in the community that is eligible, then 2. On the committee side, there seems to be a fundamental difference in those who believe that a decision needs to go through Funding Review and those who think that the committee can decide what is best for them. This may have to go to a vote at Steering as consensus may be hard to build. Because the decision is not specifically tied to funding, some committees may be best able to decide the qualities for a lead agency. It would be helpful to have checks and balances in the process. I.e.: those who are interested in applying should not have a voice in the RFP, rubric, etc. so that the process is not skewed. This would be possible if each agency was able to approach the process from a very neutral viewpoint. Add the option for Steering to delegate the decision-making process to a committee OR a neutral RFP is developed, and it goes through Funding Review. With the changing of membership year after year, the majority belief could change year after year. Another consideration, CoC staff will be the ones developing the RFP and rubric, so what happens if it is best that a neutral agency (HWMUW) is selected? For one eligible agency, would need to add a process for Executive to say no.

Staff will make changes and send the flowchart to Steering Council for comment as a working document with caveat that Executive is working to bridge a philosophical divide. It would be helpful if Steering could react to the draft and process so that all members are able to own the decision.

| Action Items | Person Responsible | Deadline |
|---|--------------------|----------|
| Clarification and context tweaks to flowchart | CoC Staff | |



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| Flowchart to Executive to review | CoC Staff | August Exec |
| Review and comment on flowchart | Steering | August Steering |
| 2020 Budget Review and Finance Process | | |
| Discussion | | |
| <p>At United Way, the ENTF and CoC budgets are combined. The Finance Department is in the process of separating these. With the way it currently stands, there are funding cycles of HUD funds as well as City of Grand Rapids and City of Wyoming CDBG funding cycles. In addition, Kent County funds may or may not be used for the CoC. Plus, United Way's cycle is July 1 – June 30. At Steering Council, there was discussion that the budget should be approved and then sent to the fiduciary. It was suggested that this could lead to the creation of a Finance Committee. Wende sits down with finance once a month to review whether expenditures and revenues are on track. In the winter months, they review how to flush out the next year's budget. The CoC budget is built into United Way's full budget which goes to the finance committee in March or April and then to the full board in June. When developing grant proposals, staff go through and look at how expenditures will change from the previous year. They anticipate level funding from one year to the next unless there has been communication from grantors. ENTF financial statements (including CoC) are sent to the ENTF Governance Committee once a month and are discussed once a year. With a finance committee, Wende would be the one creating the drafts of the budgets based on the priorities of the full CoC, the finance committee would review that these are in alignment with CoC priorities., There is interconnection between the CoC and ENTF, especially with staff time. City of Grand Rapids dollars go towards some CoC staff time as match and some general ENTF time.</p> <p>The goal is increased awareness and influence around the budget. This makes sense as part of Executive's role, and then is reported out to Steering on a quarterly basis. Executive would review what Wende is proposing and report to Steering quarterly: Nov, Feb, May, Aug.</p> | | |
| Action Items | Person Responsible | Deadline |
| Add Budget Review to Steering Council calendar | Brianne | August Steering |
| Funding Review Process and Rubric | | |
| Discussion | | |
| <p>There were questions around the rubric for the upcoming program competition. This rubric has been created from past years and the process is solid. Paul LeBlanc did an extremely good job with the process last year, and Steering Council had a lot of confidence in the decisions made. Including Elizabeth Stoddard, there are 6 members of the Funding Review Committee. It would be ideal to have at least 7 members in hopes that 5 are able to attend meetings during the summer.</p> | | |
| Action Items | Person Responsible | Deadline |
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| Options for Strategic Planning Approach | | |
| Discussion | | |
| <p>At the full CoC, a few different strategic planning approaches were presented. There was an ask that Executive and Steering develop a list of options for the CoC to review. Courtney and Deanna will develop options and bring to Executive in August and share with Steering in August.</p> | | |
| Action Items | Person Responsible | Deadline |



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| Develop strategic planning options to present | Courtney & Deanna | August Exec |
| Limiting Agenda Items at Steering | | |
| Discussion | | |
| Steering Council meetings are extremely busy, but it is hard to go through 15-20 items each month. Staff will look at previous agendas and see what can be placed into the consent agenda. This strategy puts the responsibility to Steering members to go through the pre-reads. If numerous items are pulled from the consent agenda, time limits could be placed on items as necessary. | | |
| Action Items | Person Responsible | Deadline |
| Review Steering agendas and add items to consent agenda | CoC Staff | August Steering |
| Grand Challenge: Youth Committee Opportunity | | |
| Discussion | | |
| This project uses a targeted universalism approach for LGBTQ+ youth and youth of color and seems to involve the True Colors work. Julie Cnossen has reached out to True Colors to see if it is connected. It does not seem like there is funding attached, but it does require a 'champion' which is like a lead agency. Arbor Circle has been leading the True Colors work in the community. The NOFA will likely come out in July. This will be a topic at tomorrow's Youth Committee meeting. | | |
| Action Items | Person Responsible | Deadline |
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| August Steering Council Agenda | | |
| Discussion | | |
| It would be great to have a data presentation to Steering and then to the full CoC in August. This will be a nice pre-cursor to the strategic planning discussion. | | |
| Action Items | Person Responsible | Deadline |
| Add data presentation to August Steering Agenda | CoC Staff/Casey | |
| August Full CoC Agenda | | |
| Discussion | | |
| Data Presentation will include the annual count, it would be helpful to go through what each count represents. | | |
| <u>August Executive:</u> | | |
| Executive could develop a response to KConnect because it seems the CoC feels there is little overlap and a lot of focus on the homeless system. It is important to note that the CoC will consider KConnect's results, but the processes are completely different though there is overlap with those involved. Talking points include: | | |
| <ul style="list-style-type: none"> - Has the focus narrowed to just homelessness? If so, who is being invited and how? - Wende and Courtney's roles, how we as a CoC communicate between the two, who to reach out to at KConnect with questions - Show the relationship between the two but discuss how our strategic plan process will work. | | |
| Action Items | Person Responsible | Deadline |
| Add KConnect Response to August Executive agenda | CoC Staff | |
| Adjournment | | |
| Motion by: | Karen | Support from: Deanna |