



## EXECUTIVE COMMITTEE MEETING MEETING MINUTES

January 9, 2020

1:00-2:30

Facilitator:	Casey Gordon		
Meeting Attendees:	Casey Gordon, Lauren VanKeulen, Karen Tjapkes, Courtney Myers-Keaton, Wende Randall, Brianne Czyzio Robach		
Time Convened:	1:08	Time Adjourned:	2:39

<b>Approval of Agenda</b>		<b>January 9, 2020</b>	
Motion by:	Karen	Support from:	Lauren
Discussion	Budget discussion to discuss process for next steps		
Amendments	Add Environmental Reviews (9f) Budget Discussion (6b)		
Conclusion	All in favor by acclamation with no dissent		
<b>Approval of Minutes</b>		<b>November 7, 2019</b>	
Motion by:	Lauren	Support from:	Karen
Discussion			
Amendments			
Conclusion	All in favor by acclamation with no dissent		
<b>Lead Agency Selection Process</b>			
Discussion			
<p>This topic was discussed at length last spring and summer but was tabled due to time. The YHDP application will likely be released in February, members agreed that it would be important to have this process solidified before then.</p> <p>Members discussed the following edits: If one agency is eligible for selection, staff (not Executive) will make a recommendation directly to Steering. For multiple agencies, staff will develop the RFP and rubric based on the NOFA. The applications will go to Funding Review Committee (FRC). Steering Council will then vote on FRC's recommendation. The Funding Review process was a concern in the past due to potentially non-neutral membership. Over the past year, several members have resigned from the committee and Courtney has been working on expanding FRC membership. She feels this is no longer an issue. The updated flowchart will be sent to Steering and discussed at the upcoming meeting.</p>			
Action Items		Person Responsible	Deadline
Update lead agency selection flowchart		CoC staff	
<b>Non-LIHTC Letter of Support Policy</b>			
Discussion			
<p>Courtney asked the group for suggestions to edits to the guidelines. Members agreed that this should be a process. Letters of Support may not be provided if less than 7 business days' notice is given. Both the chair and coordinator will review and sign letters of support. Process will be discussed at upcoming Steering Council meeting.</p>			
Action Items		Person Responsible	Deadline
Update non-LIHTC Letter of Support process		CoC staff	
<b>Data Access Policy Discussion</b>			
Discussion			



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This was discussed at Courtney has been deciding how to approach this topic. This is regarding who can access HUD Exchange 2.0. Access allows anyone with an account to view data after it has been submitted to HUD. All data is public, the HUD Exchange visualizes trends. Currently, anyone who requests access must be approved by staff. There was discussion around who would be eligible for access. It was decided that members of the CoC or its committees may request access to the HUD Exchange. Accounts should be reviewed annually by staff to remove non-users and those not working in the system anymore. Data access will be added as an orientation topic.

Action Items	Person Responsible	Deadline
Draft Data Access guidelines based on conversation	Courtney	

### **Review of staff titles/duties/compensation**

#### Discussion

#### HMIS Administrator Contract

The contract states that Daniel will fulfill duties outlined in his proposal. The contract is renewed on an annual basis. Either party can terminate within a short time frame. Nothing has changed from last year's proposal. Wende and Daniel had a conversation around differing definitions of analysis versus planning. In the current contract, analysis includes submitting data but does not include making recommendations based on the data. Previously, the CoC hoped to hire in-house, but struggled to find qualified candidates. One barrier was the steep learning curve for HUD and HMIS. WellSky and MCAH have trainings available for new users. If the CoC went this route in the future it would be helpful if Daniel's contract could be modified to encompass a transition period. The HMIS funds come through Salvation Army (TSA), but decisions around staffing fall be under program evaluation at HWMUW.

There was conversation around how to bring this topic to Steering. Casey can bring this up and a topic for future conversation with Steering Council. In the meantime, Executive will review the RFP and contract to help guide discussion. Steering/Exec will compare the two documents and discuss whether they are meeting expectations. If not, there may be the need for an expansion or a new contract. Suggestions can be taken back to Daniel and reposted if needed. There may be a need to define with analysis means to the CoC. If the data is analyzed, does the CoC want a contractor/staff member to make recommendations, or should the Data Analysis (DA) committee make these recommendations based on trends? Historically, DA committee has not be comfortable with making recommendations. Courtney wondered if it would be helpful to review the membership and/or function of this committee.

#### HMIS Lead Agency Grantee

HMIS lead agency grant is from HUD to Salvation Army (TSA). TSA pays for HMIS licenses and the remainder of the funds go to HWMUW for staff. To change the grantee to HWMUW, the CoC would need to submit a letter to HUD. The MOU was just signed with TSA. Leave in place for this year and the start new program year (12/1/2020) with change. This would need to be a discussion topic at Steering so the letter and change are in place to be implemented later.

#### Position Descriptions/Titles:



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Wende will revise the job descriptions and bring to Executive for review. Moving into the strategic planning process, members noted the need to review the staffing structure and whether it works. There was conversation around HMIS roles. For HMIS, need TA for helpdesk and user assistance as well as administration. There are different ways to build out roles. Courtney will research other CoC's HMIS contracting/staffing structure.

### Budget

Lauren asked to add this item to discuss the goal for budget conversations at Steering. Casey shared that from her perspective, Steering is not reviewing current funding sources and spending or whether funding is. Budget could be included at Orientation and built into the consent agenda with the statement of activity. Members agreed that it would be helpful to see different scenarios for next year's budget. This will provide a basis for Exec to discuss potential changes. Then, Exec could develop projections and budget scenarios based on changes. This priority setting makes sense as an Executive Committee function, not a Finance Committee function. There was agreement that there is no need for an additional committee. Executive can discuss the ideal budget for CoC staffing.

Funding sources and uses are important for Steering Council members to understand. This will be an educational item at the January meeting. Priority setting can remain in Exec with review by Steering.

Action Items	Person Responsible	Deadline
Review HMIS Administrator RFP and contract	All	Feb Exec
Revise job descriptions, send to Exec for review	Wende	Feb Exec
Research HMIS staffing structure in other CoCs	Courtney	Feb Exec
Add HMIS Lead Agency Grantee to future Steering agenda	CoC staff	
Provide education to Steering about funding sources	CoC staff	Jan. Steering
Draft scenarios for 2021 budget and bring to Exec	CoC staff	Feb. Exec
Include staff listing and key functions for orientation	CoC staff	
Include statement of activity in consent agenda	CoC staff	Jan. Steering

### **United Way MOU**

#### Discussion

This conversation was tabled at Steering due to time. In the past, there continues to be conversation around whether an MOU is necessary between HWMUW and the CoC and as well as how ENTF and the CoC interface. Members agreed that if establishing vision, values, and mission is part of strategic planning process, then structure will rise out of these conversations. As a strategic plan is developed, action items will be developed to ensure that HWMUW and the CoC are on the same page. Strategic planning can also encompass clarification and a map to move forward regardless of history.

Action Items	Person Responsible	Deadline

### **CE Policies and Procedures Re-Write**

#### Discussion

The was discussed at December Steering, no further action is needed.

Action Items	Person Responsible	Deadline



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<b>Environmental Reviews</b>		
Discussion		
<p>Beginning in 2018, every HUD-funded project is supposed to have an environmental review in order to spend any of the funds. If reviews are not done, all funds expended would need to be repaid to HUD. According to HUD, Kent County should be conducting these reviews. Reviews are paperwork and require staff-time. There was a question from Kent County around how who to bill for the services. Courtney sees three different billing options: bill the agency, bill the CoC, or perform reviews in-kind. This topic will need to be discussed at Steering. Since numerous reviews are needed, there is the option to enlist help from the City of Grand Rapids.</p>		
Action Items	Person Responsible	Deadline
<b>Adjourn</b>		
Motion by:	Lauren	Support from: Karen