



## EXECUTIVE COMMITTEE MEETING MEETING MINUTES

March 5, 2020

1:00-2:30

Facilitator:	Casey Gordon		
Meeting Attendees:	Casey Gordon, Cathy LaPorte, Erin Banchoff, Karen Tjapkes, Lauren VanKeulen, Courtney Myers-Keaton, Wende Randall, Brianne Czyzio Robach		
Time Convened:	1:06	Time Adjourned:	2:45

<b>Approval of Agenda</b>		<b>March 5, 2020</b>	
Motion by:	Lauren	Support from:	Cathy
Discussion			
Amendments	Additions: <ul style="list-style-type: none"> <li>- Day One Fund/CoC Alignment Update (5a)</li> <li>- System Performance Measures (10c)</li> <li>- FY2020 CoC Program Competition Application (10d)</li> </ul>		
Conclusion	All in favor by acclamation with no dissent		
<b>Approval of Minutes</b>		<b>February 13, 2020</b>	
Motion by:	Cathy	Support from:	Lauren
Discussion			
Amendments	Strike Erin's review of drawdown spreadsheet		
Conclusion	All in favor by acclamation with no dissent		
<b>Coordinated Entry Grant Updates</b>			
Discussion			
<p>Courtney will be talking with Nicole from HUD this afternoon to seek further clarification. She will keep Executive updated as new developments arise.</p> <p>Erin noted concern that this item was included with the full CoC agenda. At the previous Executive meeting focus was placed on following up with HUD in an effort to receive clarification and have questions answered. There was no discussion about bringing conversation to the full CoC. TSA was in support of presenting to the CoC.</p> <p>Expenditure plan for the CE grant will be discussed at the next meeting.</p>			
Action Items		Person Responsible	Deadline
<b>MSHDA ESG Case Management Funding</b>			
Discussion			
<p>The community was awarded funds for homelessness prevention and case management. The funds are available for 6 months and are not guaranteed for renewal, meaning that few agencies may apply.</p> <p>The start date for these funds is April 1. In the past, the CoC released an RFQ in these instances. Courtney noted that this is feasible, but the timing will be tight. Agreement to release an RFQ and go through the funding review process. An RFQ was drafted based on previous MSHDA and City of Grand Rapids funding announcements. Attendees suggested edits to the draft. Once changes are made, Casey will notify Steering of the recommended process and timeline and seek motion and vote for the</p>			



## EXECUTIVE COMMITTEE MEETING MEETING MINUTES

March 5, 2020

1:00-2:30

process to move forward. Timeline: release RFQ on March 9<sup>th</sup>, applications due on March 23<sup>rd</sup>, Funding Review Committee convenes early week, seek an e-vote from Steering by March 27<sup>th</sup>.

Members suggested creating a process for future funding opportunities, similar to the lead agency process. Staff will draft and bring to April Executive meeting for review.

Action Items	Person Responsible	Deadline
Notify Steering of proposed RFQ process and timeline, ask for a motion/vote to move forward	Casey	
Draft funding opportunity process flowchart	CoC Staff	April 2

### Family Homelessness Update; Day One Fund/CE Alignment

#### Discussion

Diversion partners are scheduled to meet with Community Rebuilders to discuss alignment between CR's Housing Connect and the CE system next week. At the Coordinated Entry (CE) meeting this week, Vera indicated that she is willing to present to the committee at their April 14<sup>th</sup> meeting. Staff will ensure relevant stakeholders are in attendance.

Conversation around the need for clear communication with Community Rebuilders about CoC interest in working with CR's to determine alignment between Housing Connect and the CE system. Salvation Army (TSA) has noted that decisions on specific CE functioning should be made by CE Committee. Currently, the CR program is moving forward, but level of integration is still to be determined.

Action Items	Person Responsible	Deadline
Invite stakeholders to April 14 <sup>th</sup> CE meeting	CoC Staff	

### HMIS Lead Agency Grantee Change

#### Discussion

Governance Charter states Steering may delegate the HMIS Lead Agency role to another organization through an MOU. Currently, Salvation Army (TSA) is named as lead agency in an MOU between United Way (UW) and TSA. This arrangement is likely historical instead of intentional. Both parties have expressed support in changing the lead agency to United Way. Members agreed that a Steering Council vote would need to occur to implement this change. A public meeting notice will be posted. Steering will consider all public comments before determining whether to change HMIS Lead Agency. Executive Committee recommends United Way is designated as HMIS Lead Agency.

Members suggested that a rough timeline and transition process be provided to Steering for clarity. In addition, a joint memo from TSA and UW would show joint support.

Action Items	Person Responsible	Deadline
Bring request for HMIS Lead Agency change to Steering Council.		

### Membership Application Process

#### Discussion



## EXECUTIVE COMMITTEE MEETING MEETING MINUTES

March 5, 2020

1:00-2:30

The current membership application does not list a space for members of the community who are not affiliated with an agency or have lived experience to apply. On the other hand, the charter lists advocates as potential members. Since the application does not reflect what is in the charter, members agreed that the form should be reevaluated. CoC staff will bring an updated draft for Executive to consider in April. Update can ask for organization affiliation (if any) for flexibility.

Action Items	Person Responsible	Deadline
Share updated draft of membership application	Brianne	April 2

### Staffing Discussion

#### Discussion

Previous Steering has discussed various aspects of staffing. In terms of HMIS, Executive reviewed the HMIS Administrator RFP and Daniel's proposal to determine whether there is a gap in deliverables.

From Sierra and Daniel's conversation around capacity, Wendie indicated that it sounds like it would be helpful to have a full-time staff role as a HMIS Specialist. This is consistent with what Courtney has found from CoC's across the country. Standard recommendation is 1 FTE for every 100 users and 1 FTE for the administrator role. Based on experience, capacity and research, staff and Executive recommend a 1.0 FTE Administrator and 1.0 FTE Specialist to more effectively cover capacity. Long-term, Daniel's contact could be scaled back over time to help transition to a local administrator if hired. Courtney will research HMIS administrator pay to determine cost difference between current rate for 50 hours a month and 1.0 FTE.

Daniel will be in Grand Rapids in April. He will be meeting individually with agencies and will be at Steering to provide orientation to HMIS/data.

Action Items	Person Responsible	Deadline
Research 1.0 FTE HMIS Administrator salary	Courtney	

### Draft 2021 Budget Scenarios

#### Discussion

Courtney developed 3 budget scenarios with different staffing structures. Scenario B has a full-time HMIS Director. It is assumed that this role would take on data analysis. Further research is needed to ensure the salary supports retention and attraction of an HMIS Director. In case of vacancy, HMIS Specialist and Housing Director can support the gap. As mentioned previously, there is a possibility to continue the contract with Daniel during the transition, though this would need to be built into the budget. In addition, the administrative and specialist roles could be phased based on the transition.

Other options include reducing funding to action boards and instead tapping community funders. This would increase flexibility. Additional, 6/1/2021 will see an additional \$18,000 in the planning grant. There is the potential to wait to staff up until this date.

United Way can amend their budget at any time. Steering calendar – budget review in April. Courtney can create scenario with overlap between HMIS administrator and HMIS director with costs projected out for 1.0 FTE specialist and administrative coordinator.

Action Items	Person Responsible	Deadline
--------------	--------------------	----------



## EXECUTIVE COMMITTEE MEETING MEETING MINUTES

March 5, 2020

1:00-2:30

Create budget scenario with HMIS Administrator and HMIS Director overlap	Courtney Myers-Keaton	
<b>March Steering Council Agenda</b>		
Discussion		
<p><u>System Performance Measures:</u> Steering discussed regular reports of data. Conversation around the purpose and composition of Data Analysis Committee will be discussed over the next few months.</p>		
<p><u>FY 2020 CoC Program Competition</u> Funding Review Committee has been updating local applications. Once finalized, a notice will be sent out and posted publicly. Courtney shared that her plan is to present to potential applicants/renewals with an updated process. Following this, a reallocation discussion would likely take place at the beginning of May.</p>		
2 full CoC meetings a year will be focused on trainings. Courtney will be developing a calendar and will connect with community partners.		
Action Items	Person Responsible	Deadline
<b>Adjourn</b>		
Motion by:	Cathy	Support from: Karen