EXECUTIVE COMMITTEE MEETING
MEETING MINUTES
November 5, 2020
1:00-2:30

Facilitator:	Casey Gordon		
Meeting Attendees:	Erin Banchoff, Casey Gordon, Karen Tjapkes, Lauren VanKeulen, Cathy LaPorte <u>Staff:</u> Courtney Myers-Keaton, Brianne Czyzio Robach <u>Community Members:</u> Wende Randall		
Time Convened:	1:03	Time Adjourned:	2:32

Approval of Agenda		November 5, 2020	
Motion by:	Cathy LaPorte	Support from:	Lauren VanKeulen
Discussion			
Amendments	Add ad-hoc committee for MOU/staffing (item 3e)		
Conclusion	All in favor, motion passes.		
Approval of Minutes		**October 1, 2020**	
Motion by:	Cathy LaPorte	Support from:	Lauren VanKeulen
Discussion	In 2016, conversation at Steering indicated that job descriptions were developed in consultation with UW in the past not provided as informational as was discussed at Executive.		
Amendments	- Provide monitoring checklist. - Add funder name to sources in funding update		
Conclusion	All in favor, motion passes		
General CoC Updates			
Discussion			

CE Policies
CE Committee has developed action items for implementation of the new policy by December 15. Further conversation is needed around the assessment tool, referral process and where Community Housing Connect will be housed. If the committee decides to move away from the VI-SPDAT, this will require discussion with MSHDA and MDHHS. Erin encouraged connection and coordination with agencies receiving state funding and starting with a smaller group for initial conversation.

Action Boards
Youth Action Board – Youth Committee has discussed recruitment. Arbor Circle and AYA have had recent engagement with youth which could be a good opportunity.
Veterans Action Board – it seems that have paused conversations for now. Staff will ask for update from the Ending Veterans Homelessness Committee and can look at recruiting members if needed.

Note that it could impact quorum and attendance requirements at Steering if action board members with held seats are not attending meetings. Additional conversion may be needed around meetings if action board members do not have access to technology for virtual meetings during this time. Agreement that it would not make sense to suspend action boards. In addition, action board involvement will be important in strategic.

Voting Process

The process seemed to go smoothly during last month's full CoC meeting. Nominating Committee anticipates using the same process for Steering Council elections at the December full CoC meeting. (Karen left the meeting following this discussion)

MSHMIS Governance Update
Conversation this summer around HMIS governance led to a request that MCAH and MSHDA consider inclusive governance since CoCs must abide by state-level HMIS policy. However, these conversations did not gain traction at state level. Conversation around next steps. Suggestion to connect with CoCs throughout the state. MCAH has indicated that decisions are made on a consensus basis by the HMIS Systems Administrators group. However, it seems that this process is not clearly defined. Courtney, Casey, and Daniel will suggest that changes and definition are made to the process so the topic can be discussed at next week's MCAH HMIS Administrators meeting.

Ad-hoc Committee for MOU/Staffing
This meeting is scheduled for next week Monday. Conversation around whether United Way's involvement. A United Way representative will be present for context at this meeting. Agreement that parameters will help expedite this topic. Attendees can discuss the MOU at the meeting, provide additional feedback via email, and then the MOU will go to Steering for a vote. Additional changes to MOU were made by United Way and will be provided to the group ahead of the meeting.

Action Items	Person Responsible	Deadline
Request update on status of Veterans Action Board	CoC staff	
Suggest that MCAH define HMIS governance decision making process	Courtney, Casey, Daniel	
COVID-19 Response		
Discussion		

Planning for Winter
This was the main topic of today's COVID-19 planning/response meeting. Based on historical data, it seems likely that shelters will be over capacity this winter and may need to turn folks away. The group discussed whether to prioritize those who are at highest risk into housing. The Coordinated Entry Committee will discuss this at next week's meeting. If the group decides to prioritize, it would be important to ensure that appropriate resources are available. Know that additional housing resources are expected to come online. The group also discussed whether to stand up an overflow shelter. COVID Response and/or FEMA funds may be able to cover a portion of these expenses. (Karen returned during this discussion)

Warming center spaces have less capacity than overnight shelters and some spaces that are normally open are unlikely to be open this year. In addition, the CDC eviction moratorium is schedule to end in January which could likely lead to an influx. Data from the PIT count, summer count, and emergency shelter numbers can be used to determine previous capacity and anticipated need.

Courtney will reach out to agencies awarded funding for RRH (ESG, HOME) and ask for the projected number of households served. HIC report can also be used to inform these numbers. Tentative number which could be used to estimate community need could go to the CE Committee.

Action Items	Person Responsible	Deadline
Request the number of projected households served by RRH over the next 3 months.	Courtney Myers-Keaton	
Request updated HIC report from Daniel, share with CE	CoC staff	

Funding Update		
Discussion		

Courtney has heard that HUD plans to drop the YHDP NOFA soon, but still has not heard anything about the CoC Program Competition NOFA. There has been speculation that HUD may allow communities to renew projects and allow for voluntary reallocation. The earliest local project start date for the new round of funding is on or around June 1, 2021.

MSHDA ESG-CV2 documents and guidance will be released this month with at least 4 weeks to review and submit a proposal. The CoC will need to determine how to prioritize these funds, this will be added to the agenda for November's Steering meeting. Staff will update the funding chart and include unit information if available.

Action Items	Person Responsible	Deadline
Discuss MSHDA ESG-CV2 Prioritization	Steering Council	November
Update funding chart and include unit information	CoC staff	

Strategic Planning Update		
Discussion		

RFQ submission deadline extended by a week. 2 proposals were submitted, staff anticipate 2-3 more proposals will be submitted this week. An ad-hoc group will review by the end of next week.

Action Items	Person Responsible	Deadline

Prioritized Goals and Activities		
Discussion		

Steering discussed adding timeline and responsible entity to the document, staff will develop a recommendation and provide for feedback.

Action Items	Person Responsible	Deadline
Develop recommended timeline and responsible entities for prioritized goals and activities	CoC staff	

Budget Projection and Match Discussion		
Discussion		

A projected modeling document which includes the current cycle and next funding cycle was shared with the group. The document maps out potential changes to staffing with reduced ENTF director FTE and increased to 1.0 FTE for CoC Admin time. The cost of these changes fits within the next funding cycle. The CoC is currently contracting with Daniel Gore's sub-contractor for HMIS Specialist coverage, the cost is about equivalent.

With changes to staffing, there is not enough match to support the proposed scenario as Wende's time (which is currently used as match) will decrease. A few options for making up match have been discussed. Note that the HUD Planning allocation will also increase the following year, so additional match will be needed again at that point. The projection includes and increase for the CoC Admin salary, there is also the potential to discuss increases that are comparable to market rate positions.

Action Items	Person Responsible	Deadline

Updated Documents		
Discussion		

Documents with suggested changes were included in the packet to review. Staff will remove "floor plan" from the suggested change in the LIHTC LOS Policy.
(Lauren left the meeting during this conversation)

Karen move to recommend approval of changes in three documents. Erin second. All in favor, motion passes. These will be added to the November Steering Council agenda.

Action Items	Person Responsible	Deadline
Update LIHTC LOS Policy language	CoC Staff	

November Steering agenda		
Discussion		

- MSHDA ESG-CV2 Prioritization
- LIHTC application deadline, Feb. 1. Would need votes on previous presentations.
- Updated documents

Action Items	Person Responsible	Deadline

Adjourn		
Motion by:	Karen Tjapkes	Support from:	Cathy LaPorte