



## EXECUTIVE COMMITTEE MEETING MEETING MINUTES

January 3, 2022

2:00-3:30

Facilitator:	Karen Tjapkes		
Meeting Attendees:	<u>Executive Committee members:</u> Erin Banchoff, Karen Tjapkes, Elizabeth Stoddard, Lauren VanKeulen (left early), Adrienne Goodstal <u>Staff:</u> Courtney Myers-Keaton, Brianne Czyzio Robach		
Time Convened:	2:07	Time Adjourned:	3:38

<b>Approval of Agenda</b>			
Motion by:	Elizabeth Stoddard	Support from:	Erin Banchoff
Discussion	Family shelter update not yet ready		
Amendments	- Remove Family Shelter Update, replace with Emergency Shelter/Isolation Update		
Conclusion	All in favor, motion passes		
<b>Approval of Minutes</b>		<b>December 6, 2021</b>	
Motion by:	Elizabeth Stoddard	Support from:	Erin Banchoff
Discussion			
Amendments			
Conclusion	All in favor, motion passes		
<b>Strategic Plan: Q4 Rock &amp; Annual Priorities Review</b>			
Discussion			
(Lauren left the meeting)			
<p>The Annual Priorities can be found in the <a href="#">CoC Scorecard</a>. These priorities are goals the Coalition set to accomplish by December of 2022. Courtney reviewed priorities and progress on each. Highlights:</p> <ul style="list-style-type: none"> <li>- Funding for a Data Analyst will likely be secured by the end of this month. This position will work closely with Housing Kent (nonprofit launched for Housing Stability Alliance). Courtney is working to differentiate role of the HMIS Administrator and Data Analyst.</li> <li>- Courtney suggested that gaining access to the HMIS data warehouse is no longer a priority as the warehouse is in place and login credentials can be requested.</li> <li>- Defining a baseline for prevention resources based on 2020 data could be a Q1 rock. Erin feels focus should instead be directed at maintaining prevention funding after federal funding streams end. This will be discussed further with the Implementation Team.</li> <li>- Language in priority around evaluating Coordinated Entry (CE) was clarified to focus on process and design. Courtney noted that the CE Program Manager is leaving their position at HAP (the CE lead) which will leave gaps in content knowledge. She will be discussing what this means for the system with HAP leadership. There have been conversations around potentially changing the CE lead, but we do not want another agency to inherit process issues. This will likely be discussed with the CE redesign workgroup. Erin encouraged thinking about how system would be best served in the long-term. Adrienne appreciates identifying that is a process issue, not an organizational bandwidth issue. She wants to see momentum and tough conversations continue. She also noted recent concerns with the Community Housing Connect (CHC) process and wants to address these soon. A group walkthrough of the process could help understand pain points.</li> </ul>			



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Erin asked to add a column indicating which quarter we plan to focus on certain priorities. Staff will make this addition.		
Action Items	Person Responsible	Deadline
Add column indicating quarter of focus for annual priorities	Brianne/Courtney	
<b>Strategic Plan: Forecasting Q1 2022 Rocks</b>		
Discussion		
<p>Courtney identified potential areas for focus Q1 of 2022. Suggestions include:</p> <ul style="list-style-type: none"> <li>- Completing and sharing a plan for CE redesign</li> <li>- Contracting with an organization to develop an annual brief</li> <li>- Securing funding for one additional position - Courtney has heard that there may be a willingness to support this within the local funders group</li> <li>- Communicate a refined quarterly data protocol - Erin asked this include identifying when, how and with whom reports will be shared</li> <li>- Increasing CoC membership by increasing diversity. The first step is determining current stakeholder representation within the CoC. Agreement that the areas in which we want to increase diversity (race, ethnicity, HUD key stakeholder groups) need to be defined. Then, a recruitment strategy to increase representation can be developed.</li> <li>- Goal related to Advisory Council - Courtney will bring this to ITM after discussing with DL</li> </ul> <p>Conversation around the shelter capacity analysis rock from last quarter. Adrienne feels this focus should be broadened better understand all resources in the community. Courtney suggested that the data analyst could lead this once hired in Q2 2022. Conversation around what the Coalition is trying to accomplish with this goal. Agreement that a sense of the capacity and needs for shelter and housing resources for those experiencing homelessness would help understand where additional resources or activities are needed. Courtney noted that this should be informed by the CE redesign. Developing modeling could help the Coalition easily identify which activities are needed when funding opportunities arise. This rock will be identifying an agreed upon framework or data set that can be used for a capacity analysis. Courtney anticipates the actual analysis will come in Q2</p> <p>If there are additional areas you want the Coalition to focus on in Q1, please reach out to Courtney.</p>		
Action Items	Person Responsible	Deadline
<b>Review of Staffing Plan &amp; Job Descriptions</b>		
Discussion		
<p>Multiple iterations of a staffing plan have been shared. The most recent version divides the CoC Associate role into an Administrative Coordinator and Project Manager. The PM would be a full-time role and the AC may be a part-time role. The Data Analyst (DA) is separate from the HMIS Admin and HMIS Help Desk positions which could be re-evaluated after 2 years. The goal is to have the DA able to focus on community data, experimental storytelling, and creating reports/dashboards.</p>		



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Courtney plans to explore whether the HMIS Administration position could transition into a local, full-time position providing administration and technical assistance once a Data Analyst is in place. She does not feel this needs to happen immediately and proposed hiring a DA now and seeking funds for a PM/AC. Karen agreed that keeping the HMIS contact in place for year or two will be helpful with the onboarding of new staff. The current budget includes HMIS Admin and Help Desk work.

Elizabeth feels it will be important to discuss the vision for the positions with candidates and hire someone who are open to position changes in the future as the Coalition changes. Agreement that 'other duties as assigned' should be included in job descriptions. Courtney indicated that a second Program Manager would be needed if the CoC begins to provide direct oversight to CE. Structure and funding would be discussed through CE redesign, if needed.

Courtney will share job descriptions and proposed org chart with group.

Action Items	Person Responsible	Deadline
Shared proposed staffing plan and job descriptions	Courtney	

### Isolation Update

#### Discussion

Adrienne shared that Mel Trotter (MTM) has reached an agreement with Kent County for isolation contracts. MTM will hold the lease with Hope Lodge and the County will reimburse. The County will continue the contract with Maxim for medical staffing and site coordination. MTM will hold the security contact and will continue to provide food and incidentals alongside Degage Ministries.

They hope to be operational by the end of the day tomorrow. The isolation space has been at full capacity for the last several months. A peak in positivity rates is anticipated in the next few months and shelter providers are glad to have the space available.

Action Items	Person Responsible	Deadline

### January Steering Council Meeting Agenda

#### Discussion

- The MOU is a tentative agenda item. Staff are waiting to hear for HWMUW, but plan to have recommended language ready for Steering to review.
- Staff plan to send out nomination forms for Executive Committee along with a poll to schedule orientation and recurring meetings.
- A review of the staffing plan will be included on the agenda.

Action Items	Person Responsible	Deadline
Include Staffing Plan on the January agenda	Brianne	

### Adjourn

Motion by:	Erin Banchoff	Support from:	Adrienne Goodstal
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