



EXECUTIVE COMMITTEE MEETING MEETING MINUTES

January 9, 2023

12:30-2:00

Facilitator:	Lauren VanKeulen		
Meeting Attendees:	Lauren VanKeulen, Casey Gordon, Adrienne Goodstal, Tammy Vincent, Elizabeth Stoddard Staff: Courtney Myers-Keaton, Brianne Robach		
Time Convened:	12:33pm	Time Adjourned:	1:56pm

Approval of Agenda			
Motion by:	Adrienne Goodstal	Support from:	Tammy Vincent
Discussion			
Amendments	Add Director's Report as #3 – will become standing item moving forward.		
Conclusion	Approved		
Approval of Minutes		December 12, 2022	
Motion by:	Elizabeth Stoddard	Support from:	Tammy Vincent
Discussion			
Amendments	None		
Conclusion	Approved		
Director's Report			
Discussion			
Courtney shared updates on recent activities. Brianne has moved into the CoC Program Manager role; additional staffing updates are discussed below. A public health and safety discussion will happen this week; Courtney will inform content. She will be participating in community conversations and will keep Executive apprised of system-level updates.			
Action Items		Person Responsible	Deadline
Staffing & Infrastructure Updates			
Discussion			
Courtney indicated that Finance Committee will review a budget for the future infrastructure later this week. Discussion of the timeline for hiring specific positions. Courtney recommends waiting to determine the need for a HMIS Specialist and revisiting the Coordinated Entry (CE) Program Manager role at the end of this quarter. She plans to present a visualization of the CE Program Manager role to CE Committee for discussion.			
Courtney noted that the updated budget also includes an increase projected admin costs as they will be based on true indirect cost in the future. This will be discussed with Finance Committee.			
Conversation around next steps. Executive could choose to move the posting of positions knowing that Finance Committee will review the budget in the next few days. The final budget will be brought to the January Steering Council meeting for approval. Positions can be posted before the budget is approved but not hired.			



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Adrienne motioned to approve moving forward with hiring of HMIS System Administrator, YHDP Coordinator, part-time Administrative Assistant and Data Analyst (pending contract approval). Elizabeth seconded. All in favor, motion passes.		
Action Items	Person Responsible	Deadline
Steering Council Orientation		
Discussion		
<p>The group discussed the format of the annual orientation, the name will be shifted to annual briefing as all members should attend. Agreement to hold the session in-person with the first portion reserved for new member orientation.</p> <p>Steering meetings will be held in-person once a quarter starting in March. Staff to determine the best location for briefing and meetings.</p>		
Action Items	Person Responsible	Deadline
Determine location for in-person Steering meetings	Courtney & Brianne	
PIT Count Update		
Discussion		
<p>Brianne provided an overview of the strategies to ensure a robust unsheltered count. She will ensure municipality is included on the data collection form for data tracking.</p>		
Action Items	Person Responsible	Deadline
Add municipality to PIT Count form	Brianne	
Strategic Plan Re-Engagement		
Discussion		
<p>Courtney noted that this was discussed in the past but has not been feasible in last 6 months given capacity. She plans to define metrics and develop a plan to demonstrate the Coalition's work and draft expectations for an upcoming Steering Council meeting.</p> <p>Lauren expressed concern with the capacity and noted there is not a short-term solution. Adrienne and Tammy agree with the importance of the work and difficulties with capacity.</p>		
Action Items	Person Responsible	Deadline
Reallocation Policy		
Discussion		
<p>Brianne shared an updated draft of the Reallocation Policy for CoC-funded programs informed by Funding Review Committee conversations. The timeline included is a sample for flexibility but the context of the month is based on the typical CoC Program Competition timeline.</p> <p>Brianne will provide the draft policy to providers and Steering Council for an open comment period prior to the January Steering meeting.</p>		
Action Items	Person Responsible	Deadline
Provide draft to providers and Steering for comment	Brianne	
January Steering Council Meeting Agenda		



GRAND RAPIDS AREA
COALITION TO END
HOMELESSNESS

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Discussion	
Discussion on items to include on the January Steering Council agenda.	
Adjourn	