



## EXECUTIVE COMMITTEE MEETING MEETING MINUTES

October 4, 2021

2:00-3:30

Facilitator:	Karen Tjapkes		
Meeting Attendees:	<u>Executive Committee members:</u> Erin Banchoff, Karen Tjapkes, Adrienne Goodstal, Elizabeth Stoddard, Lauren VanKeulen <u>Staff:</u> Courtney Myers-Keaton, Brianne Czyzio Robach, Pavneet Banga (intern)		
Time Convened:	2:04	Time Adjourned:	3:31

<b>Approval of Agenda</b>		<b>October 4, 2021</b>	
Motion by:	Adrienne Goodstal	Support from:	Elizabeth Stoddard
Discussion			
Amendments			
Conclusion	All in favor, motion passes		
<b>Approval of Minutes</b>		<b>September 8, 2021</b>	
Motion by:	Lauren VanKeulen	Support from:	Adrienne Goodstal
Discussion			
Amendments			
Conclusion	All in favor, motion passes		
<b>CoC Strategic Plan Quarterly Rocks Update</b>			
Discussion			
<u>Review of Q3 Rocks</u>			
<p>Courtney overviewed the progress and whether each rock was met by the end of this past quarter. Completed rocks include: communicating relationship with ENTF; seeking funding for a data analyst; gaining access to HMIS data warehouse; launching initiatives to reach functional zero for youth, chronic, and families; taking steps for potential Coordinated Entry (CE) redesign; and developing a plan for publishing a 2021 annual report. Communication on the purpose and role of the Advisory Council will shared soon, action items related to the council will be carried out in Q4.</p> <p>Courtney shared an update regarding the Built for Zero initiative. The group recently realized that the current process only limits who is added to the housing priority list to those who have an assessment through HAP or shared with HAP. This limits the quality of the list as it is difficult to capture those staying outside. The planning group will need to develop a process that will result in a low level of duplication. Conversation around the assessment processes in place. Courtney feels better understanding of the processes in place is needed. This ties into the ongoing Coordinated Entry (CE) redesign work and may be related to lack of leadership of CE and process decisions that may not be communicated across populations/committees. She shared that a potential new CoC staff position may be a Coordinated Entry manager.</p> <p>The goal of implementing a quarterly data report was not met, but Data Analysis Committee will be reviewing potential drafts and plans to have prototype available sometime in Q4. Conversation around how this relates to communicating out the strategic plan. Adrienne wants to be intentional in sharing the Coalition's new mission and values to build community buy-in. Erin noted that communication should be tied to an initiative to help build attention. Lauren recognized that staff capacity is limited. This can be tied into the 2021 annual brief and report to be issued in mid-to-late</p>			



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February of 2022. Courtney noted that capacity does not always match with what staff hope to accomplish. To fulfill the core capacities identified in the strategic plan report, sufficient staff and structures must in place.

### Q4 Rocks

Courtney overviewed draft of Q4 rocks and members provided feedback. 5-7 would be the maximum number of rocks for the quarter, especially if self-directed folks were on the implementation team.

- Complete Implementation Plan for CE Redesign
- Funding secured for at least 1 position
  - o Suggestion to shift to 2 positions
- Fully developed organization chart
- Execute communication plan for sharing SP
  - o Could include communication with stakeholder groups to increase understanding
- Execute first quarterly report/newsletter
- Communicate advisory council plan
  - o Suggestion to include specific steps for implementation
- Build long-term plan for shelter capacity
- Built Equity Index
  - o May be longer term, but Erin suggested this remain so we can leverage the expertise of Mission Matters as their contract will be ending soon.
- Communicate refined quarterly data protocol
  - o Could be combined with executing a quarterly report/newsletter

Conversation around a long-term plan for shelter. Courtney wondered if this should be a goal for Q1 of 2022. Adrienne shared that a short-term plan is in place for singles for this winter. Capacity for single adults was sufficient before the pandemic and the construction; planning would be specific to families and youth. Courtney's understanding is that incoming funds may be used to support increasing flow through the system. With increased flow, 40-50 units may be sufficient. However, current needs are not being met. Conversations around whether folks who are not in need are entering into shelter have been ongoing in the community. Courtney noted that additional case conferencing or diversion conversations with families may be used. In addition, DHHS is no longer providing ESP funds for motel overflow. These were used during the pandemic for motels and prior to the pandemic when after-hours access was needed. Courtney noted that this is a huge loss for the community. The reasons behind this change are unclear.

Suggestion for this rock to focus on understanding the need for shelter capacity for families with this increased flow. A data analyst on staff may be needed to do this analysis. Courtney can ask Daniel about flexibility in his contract, but in the past, he has indicated that he views himself as technical expert with HUD compliance.

Erin will remain as the Executive Committee representative on the Implementation Team this quarter.

Action Items	Person Responsible	Deadline



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<b>CoC and ENTF Relationship Recommendation</b>		
Discussion		
<p>A draft communication outlining this change was included in the packet. Wendie will be meeting with ENTF Governance soon to get their feedback. Members supported this communication and suggested an edit to the last bullet point. Elizabeth likes that this document uses Coalition instead of CoC as it underscores the desire to broaden the Coalition's focus beyond HUD-specific items. The updated document will be included with Steering Council consent agenda.</p>		
Action Items	Person Responsible	Deadline
<b>After Hours Access</b>		
Discussion		
<p>Courtney shared that she recently received a communication from The Salvation Army (TSA) indicating that they would not be providing after hours access due to constraints. She notified them that that this would not be in compliance with funding regulations and is a critical service for community members. TSA has since indicated that they will keep after hours in place.</p> <p>Members feel this is a good opportunity to clarify roles, responsibilities, and expectations of the Coordinated Entry (CE) lead and on call staff. As part of the CE redesign implementation plan, an MOU with the CE lead agency should be discussed. Karen noted that a CE MOU was discussed in the past, but it may have been verbal only. Members feel that it would be important to have a framework in place highlighting which services need to continue in case of staff turnover at the lead agency.</p>		
Action Items	Person Responsible	Deadline
Include CE Lead MOU in CE implementation discussions	CoC staff	
<b>Isolation Update</b>		
Discussion		
<p>Adrienne shared that as of Friday, new referrals for isolation are not being taken. Kent County did not extend their contract for medical oversight through October, and this is not within Mel Trotter's roles and scope.</p> <p>Hope Lodge has been identified as a potential location for this winter and logistics of a contract with Mercy Health will be discussed this week. Kent County would hold the lease agreement with Hope Lodge and contracts for a medical contractor, security staff, and Life EMS. Mel Trotter, Family Promise, and Degage would provide supports. Adrienne feels confident with this new location so long as the county continues to provide funding.</p>		
Action Items	Person Responsible	Deadline
<b>Steering Council Seat Appointments</b>		
Discussion		
<p>When Steering Council vacancies occur, the Governance Charter allows Executive Committee to appoint members to fill these seats until the next election. Nominating Committee was tasked with identifying potential members. They presented a slate three community members:</p> <ul style="list-style-type: none"> <li>- Holly Wilson, Safe Haven Ministries</li> </ul>		



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- Jose Salinas, network180
- Mark Contreras, Catherine's Health Center

Members feel this is a strong slate. In addition, members want to continue to increase diversity on Steering Council as part of the voting process. Conversation around different methods for ensuring diverse representation. **Adrienne moved to approve the 3 candidates presented. Elizabeth second. All in favor, motion passes.**

Action Items	Person Responsible	Deadline
<b>October Steering Council Meeting Agenda</b>		
Discussion		
The below agenda items will be included, additional items will be discussed via email.		
<ul style="list-style-type: none"> <li>- Strategic Plan update</li> <li>- ENTF Relationship - communication will be included in the consent agenda</li> <li>- Steering Council elections - to start thinking about 2022 elections</li> <li>- CoC Program Competition Update</li> </ul>		
Action Items	Person Responsible	Deadline
<b>Adjourn</b>		
Motion by:	Adrienne Goodstal	Support from: Lauren VanKeulen