



EXECUTIVE COMMITTEE MEETING MEETING MINUTES

November 1, 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		
Time Convened:	2:03	Time Adjourned:	3:38

Approval of Agenda			
Motion by:	Adrienne Goodstal	Support from:	Elizabeth Stoddard
Discussion			
Amendments	Add: Referrals and Coordinated Entry (#8)		
Conclusion	All in favor, motion passes		

Approval of Minutes		October 4, 2021	
Motion by:	Lauren VanKeulen	Support from:	Elizabeth Stoddard
Discussion			
Amendments			
Conclusion	All in favor, motion passes		

Staffing Plan			
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Discussion			
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Courtney shared that the many different important priorities are overwhelming and not realistic for staff to continue to carry out. She and Shaun are drafting 3-year staffing plan. The Data Analyst and Operations Coordinator role would be two key positions to fill within the next 6 months. The next step is discussing who to approach with an ask to support staffing.

Staff have not made direct asks of foundations yet but plan to have funding secured by the end of this year. All admin dollars from grants go to United Way (HWMUW) who has indicated that these do not fully cover their costs. After funding is secured, positions can be posted. 3 months between posting and onboarding is standard. The Data Analyst job description is almost finalized but the operations role is not fully flushed out. Positions will be tied to different core capabilities identified in the strategic plan. Courtney will share drafts with Executive for feedback.

Members agree that long-term staffing is important, and that short-term support would be very helpful. Courtney will discuss this support with HWMUW. The group working on Coordinated Entry (CE) Redesign could develop an implementation plan without staff if someone was present to guide the conversation. Staff will also discuss cancelling meetings in the month of December. Conversation around whether partners may be able to provide support.

Courtney reflected that staff were busy prior to COVID and the pandemic seems to have greatly increased workload on CoCs across the country.

Action Items	Person Responsible	Deadline
Discuss short-term staff support with HWMUW	Courtney	
Share draft job descriptions with Executive for feedback	Courtney/Brianne	

CoC Program Competition Update			
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Discussion		
<p>(Lauren abstained from this item as an applicant and subrecipient)</p> <p>The initial Project Priority Listing will be posted later today following a Steering Council vote on the Appeals Panel recommendations. This is the first time the Appeals Panel process was necessary, and members found it clunky to have Steering Council vote on the panel's recommendations. At present the vote seems to serve as either a rubber stamp or a duplication of the panel's discussion and vote. Staff will work to simplify the Funding Appeals process for future competitions.</p> <p>Staff from CoCs across Michigan and representatives from Steering and Funding Review Committee (FRC) made up the Appeals Panel. Courtney overviewed the process and concerns addressed in the appeals. The conversation by the Appeals Panel validated FRC's recommendations. Elizabeth found it reassuring to hear confirmation and that other CoCs are having similar conversations. Staff have suggestions from the panel on how to improve the review process in the future. This includes considering guidelines for population-specific bonus projects to ensure experience with that population. Elizabeth found this year's process to be much smoother overall and a learning opportunity for continued improvement.</p> <p>Courtney found it awkward to review Kent County's funding application while the CoC also receives funds from Kent County. Karen shared that these projects were historically administered by the county but are now contracted to Community Rebuilders. This could be discussed during reallocation conversations for FY2022.</p> <p>Staff are working on the CoC application and attachments to ensure everything is ready to submit.</p>		
Action Items	Person Responsible	Deadline
Update/simplify funding and appeals process	CoC staff	
Governance Charter Changes		
Discussion		
<p>This was added to the agenda as it is an item on the Steering Council annual calendar. There are several changes that could be updated (reference to the Vision to End Homelessness and ENTTF, committee roles). Agreement that it would be beneficial for the Advisory Council or an ad-hoc group to review the charter. Staff will present a timeline and process for suggesting changes to Steering Council. Agreement that as changes are likely minimal, it would be best to have the review process take place after the start of the new year when new Steering Council and Executive Committee members are in place.</p> <p>The MOU with HWMUW was updated last year. This will be brought to Steering in November with an ask to reaffirm.</p>		
Action Items	Person Responsible	Deadline
Present timeline and process for updating Charter	Courtney/Brianne	Nov Steering
Bring MOU with HWMUW to Steering for reaffirmation	Brianne	
Refugee Resettlement Update		
Discussion		



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The CoC has been asked to develop a plan with refugee resettlement agencies for hotel placements for families arriving from Afghanistan as MSHDA ESG-CV dollars will be used for placements. MSHDA has indicated that this will keep refugee families out of congregate settings, thus reducing the spread of COVID-19. Agreement that this reasoning seems limited. Lauren asked if coordination and reporting could be delegated to another agency through an MOU. This was discussed with MSHDA but is not feasible as all reporting must be done by the ESG-CV fiduciary (HWMUW) and this change is a grant amendment, not a new grant.

Family Promise will likely be the agency making payments to the motels as a current ESG-CV subrecipient. Traditionally, refugee resettlement agencies take on the case work for those staying in hotels and it is up to MSHDA to determine whether these agencies could be subrecipients. But they could not make the payments to hotels as an HMIS transaction is required. Per MSHDA requirements, subrecipients cannot subcontract to other providers.

MSHDA is expecting agencies to use currently available funds and then refill line items once the additional funds are allocated (before the next FSR is due). This makes Courtney and the HWMUW Finance Team uncomfortable. Agreement that spending already contracted funds without an updated grant amendment puts HWMUW in a difficult position. Members feel it is important to ensure the CoC remains in compliance financially and programmatically. Conversation around mitigating this risk. Courtney will explore the following: MSHDA amending the grant for a portion of the anticipated funds, a reimbursement arrangement with a subgrantee, MSHDA providing staff support, and asking for plan for funding increases if there are more refugee arrivals than anticipated. Courtney will also request that HWMUW is not responsible if this is a misuse of funds. HWMUW may have a policy that they do not incur cost without funds on hand that can be referenced. Members feel that conversations with MSHDA leadership are needed to address questions. Karen reflected that MSHDA has continued to ask CoCs to take on funding and reporting responsibilities throughout the pandemic.

Action Items	Person Responsible	Deadline

November Steering Council Meeting Agenda

Discussion

Agenda Topics:

- Governance Charter Review
- Advisory Council
- Refugee Resettlement (brief, hopefully a process will be in place)
- Fiduciary MOU

Courtney shared that at the last CoC general membership meeting it felt that many attendees did not understand how a CoC functions. She thinks orienting new members to understand the role and processes of the coalition could be a workgroup responsibility. Generating ideas at Steering would be helpful. Suggestions from attendees include monthly/quarterly CoC 101 sessions; an overview of purpose, topics, etc.; FAQs or intro videos; a point person for questions; sharing the Coalition



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Compass; considering the virtual meeting environment. A Community Engagement group to serve as mentors or reference point and host intro sessions could fulfill these functions.		
Action Items	Person Responsible	Deadline
Generate ideas for new CoC member orientation	Steering Council	Nov meeting
Referrals and Coordinated Entry		
Discussion		
<p>(Erin left the meeting)</p> <p>Courtney heard from PSH providers that the referrals they are receiving are eligible but low scoring and are not being sent in a timely manner. This is concerning as units are staying open for longer lengths of time. She is unsure if this is an issue with the by-name list (BNL) or something else and thinks the CoC may need to explore whether there is a need for an MOU with the CE Lead Agency.</p> <p>The MOU may be included in the CE Redesign conversations as ensuring CE is serving the community effectively is a priority. In the past, inefficiencies in CE have led to agencies taking referrals from outside of the system. Members feel that an MOU in the future will help outline expectations (roles, responsibilities, key person) and ensure that the CE Lead Agency is accountable to parameters. Developing a more systemic solution for CE issues would also be beneficial. Staff will likely update CoC infrastructure grant applications next round to ensure accordance with community needs as well as HUD standards.</p>		
Action Items	Person Responsible	Deadline
Adjourn		