



## EXECUTIVE COMMITTEE MEETING MEETING MINUTES

November 7, 2022

1:00-2:30

Facilitator:	Casey Gordon, Vice Chair		
Meeting Attendees:	Adrienne Goodstal, Tammy Vincent, Elizabeth Stoddard, Courtney Myers-Keaton		
Time Convened:	11/7/22 1:00pm	Time Adjourned:	2:30pm

<b>Approval of Agenda</b>		<b>November 17, 2022</b>	
Motion by:	Adrienne Goodstal	Support from:	Elizabeth Stoddard
Discussion	Courtney asked to add CHC discussion and HMIS Privacy Concern		
Amendments	CHC moved to 5b and HMIS moved to 4a		
Conclusion	Approved with amendments		

<b>Approval of Minutes</b>		<b>October 3, 2022</b>	
Motion by:	Elizabeth Stoddard	Support from:	Adrienne Goodstal
Discussion	None		
Amendments			
Conclusion	Approved		

<b>Youth Homelessness Demonstration Program</b>	<b>Courtney Myers-Keaton</b>	
Discussion		
<p>Courtney suggested that staff is hired at the CoC level as opposed to seeking out a lead agency. The Youth Homelessness Demonstration Project (YHDP) doesn't require a lead agency to be identified and is a natural fit at the CoC given other initiatives like Family Functional Zero and BFZ.</p> <p>TA has advised to hire on a FT staff to oversee YHDP. If using planning dollars can up avoided, it would be the desired route as these dollars will not be put back into grant at renewal. Courtney will put feelers out to funders and if there isn't interest after two weeks, then will apply for planning grant.</p> <p>Elizabeth asked about the vision for sustainability of this position, Courtney envisions 2 year but believes there might be opportunity for growth. Project applications open in July 2023 and grant agreements must be signed by September 30, 2023. This will go through funding review and overall HUD award process. \$1.25 million will roll into annual HUD grant allocation after 2 years.</p>		

Action Items	Person Responsible	Deadline
Reach out to funders for support of staffing	Courtney	

<b>Staffing Infrastructure</b>	<b>Courtney Myers-Keaton</b>	
Discussion		
<p>There is joint funding for a Data Analyst position and a funder to support funding the transition plan. A Data Analyst will be fully onboard 2-3 months after they start and followed by the transition from contracted HMIS to local full-time staff.</p> <p>Concern that the CoC application will lose points due to housing inventory tracking is another reason to hire Data Analyst.</p>		

Action Items	Person Responsible	Deadline



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<b>HMIS Privacy</b>		<b>Courtney Myers-Keaton</b>	
Discussion			
Community Rebuilders discovered through an audit that the HOPWA privacy setting had been removed. Daniel and Courtney are looking into seeing how it was able to be changed. MCAH and MDHHS will be able to confirm whether any client information has been viewed.			
Action Items		Person Responsible	Deadline
<b>Community Housing Connect Update</b>		<b>Courtney Myers-Keaton</b>	
Discussion			
Courtney will meet with Community Rebuilders to gain a better understanding on the specific data concerns with Community Housing Connect (CHC). Courtney reached out to HUD TA for assistance on CHC			
Action Items		Person Responsible	Deadline
<b>Adjourn</b>			
Motion by:	Tammy Vincent	Support from:	Elizabeth Stoddard