



EXECUTIVE COMMITTEE MEETING MEETING MINUTES

February 13, 2023

3:00-4:30

Facilitator:	Elizabeth Stoddard		
Meeting Attendees:	Adrienne Goodstal, Ryan Kilpatrick, Elizabeth Stoddard Staff: Courtney Myers-Keaton, Brianne Robach		
Time Convened:	3:02pm	Time Adjourned:	4:20pm

Approval of Agenda			
Motion by:	Adrienne Goodstal	Support from:	Ryan Kilpatrick
Discussion			
Amendments	Remove strategic plan (#5)		
Conclusion	All in favor, motion passes.		

Approval of Minutes		January 9, 2023	
Motion by:		Support from:	
Discussion	No quorum of those in attendance at the December meeting; minutes will be up for approval next month.		
Amendments	None		
Conclusion			

Director's Report			
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Discussion			
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Community Engagement
Courtney Myers-Keaton provided an update on this item noting that it has been topic of conversation in multiple spaces. Conversations continue and Courtney continues to distinguish homelessness and safety as two separate issues.

Youth Homelessness Demonstration Program (YHDP)
Courtney shared highlights from a convening with local partners and federal Technical Assistance. Topics that warrant further exploration include strategies to incorporate feedback from those with lived experience, the process to connect youth and other populations to resources, and the increasing number of youth staying outside. Conversation around the next steps in developing an interim assessment for single households. The Built for Zero planning team can develop a suggested process and present to Coordinated Entry Committee.

Staffing & Funding
Courtney shared updates on planned staffing positions. The Administrative Coordinator position is posted; Data Analyst and HMIS Administrator positions will be posted soon. The Coordinated Entry Program Manager position will be further defined as conversations about the system continue. Courtney is working to determine the FTE need for the YHDP coordinator position.

Action Items	Person Responsible	Deadline

PIT Count Update			
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Discussion			
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Courtney shared that there were data quality concerns with one data collection area. This was addressed and outreach teams worked to collect supplemental data.



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Brianne overviewed preliminary numbers from the count; numbers are higher than past year's, particularly the number of those staying outside. The data will be compared to existing by-name lists to confirm chronic and veteran status.

Conversation around holding a PIT-type count in different seasons and strategies to collect system data. This can be discussed with the Outreach Workgroup.

Action Items	Person Responsible	Deadline
RRH Service Standards		
Discussion		
<p>Brianne indicated that Coordinated Entry Committee requested a small change to the RRH Service Standards Policy to define 'safe' as meeting habitability or Housing Quality Standards (HQS). Agreement that HQS should be capitalized as it references HUD standards. Adrienne Goodstal motioned to recommend the RRH Service Standards are presented to Steering Council for approval with discussed changes. Ryan Kilpatrick seconded. All in favor, motion passes.</p>		
Action Items	Person Responsible	Deadline
Steering Council Orientation & Annual Brief		
Discussion		
A reminder that the annual brief will be held towards the end of the month.		
Action Items	Person Responsible	Deadline
February Steering Council Meeting Agenda		
Discussion		
<p>Discussion of items to include on the Steering Council agenda including RRH Service Standards, Preliminary PIT Data, YHDP update, and a Low Income Housing Tax Credit presentation.</p> <p>Ryan offered to support develop of an interim assessment tool as appropriate.</p>		
Adjourn		
Motion by:	Ryan Kilpatrick	Support from: Adrienne Goodstal