



## EXECUTIVE COMMITTEE MEETING MEETING MINUTES

February 14, 2022

2:30-4:00

Facilitator:	Lauren VanKeulen		
Meeting Attendees:	<u>Executive Committee members:</u> Lauren VanKeulen, Elizabeth Stoddard, Adrienne Goodstal, Casey Gordon, Rebecca Rynbrandt <u>Staff:</u> Courtney Myers-Keaton, Brianne Czyzio Robach		
Time Convened:	2:33	Time Adjourned:	4:01

<b>Approval of Agenda</b>			
Motion by:	Adrienne Goodstal	Support from:	Elizabeth Stoddard
Discussion			
Amendments	Adrienne motion to amend agenda with Finance Committee debrief as 4a.		
Conclusion	All in favor, motion passes		
<b>Approval of Minutes</b>		<b>December 6, 2021</b>	
Motion by:	Adrienne Goodstal	Support from:	Elizabeth Stoddard
Discussion	Courtney noted that the MOU with HWMUW was discussed last month. Finance Committee met earlier; she does not think an MOU will be ready this month based on identified needs and gap. She suggested a debrief on Finance Committee under agenda item #4.		
Amendments			
Conclusion	All in favor, motion passes		
<b>MSHDA ESG-CV Allocation</b>			
Discussion			
Based off expenditure rates and amount of time left in the contract, Courtney recommends the additional MSHDA ESG-CV allocation is split between current subrecipients with 60% going to emergency shelter and 40% going to Rapid Re-Housing. This is based on FSRs and current need. Both agencies are on board with expending these additional funds.			
<b>Adrienne motioned to approve staff's recommendation for the MSHDA ESG-CV allocation. Casey second. All in favor, motion passes.</b>			
Action Items		Person Responsible	Deadline
<b>Review of Staffing Plan &amp; Job Descriptions</b>			
Discussion			
Courtney shared current job descriptions and descriptions posted prior to filling HMIS roles with a contractor. She plans to create a presentation with a proposed staffing structure, salary ranges, and related strategic plan activities based on the 3-year vision.			
Courtney shared a recommended structure based on next year's budget - Brianne's role would transition into a Project Manager role and administrative staff could be hired on a part-time basis. The Data Analyst role would be hired as full time; responsibilities are separate from HMIS Admin responsibilities.			



## EXECUTIVE COMMITTEE MEETING MEETING MINUTES

February 14, 2022

2:30-4:00

In future year, the administrative position may be increased to .75-1 FTE. A structure with a local HMIS Admin that supports both administration and help desk may be possible with an analyst on board. This plan may change as understanding of needs change. Courtney suggests a transition plan is in place if/when bringing local HMIS staff onboard. She plans to add timelines, salary ranges, and projections to the org chart with a 3-year desired state. Casey suggested including low and anticipated estimates for funding to help with planning over 2-3 years.

Conversation about current HMIS roles. Richard provides help desk support through Daniel's contract and has been effective in the role. Staff plan to survey providers to ensure needs are being met. Courtney noted it is difficult to understand the time spent on HMIS responsibilities as HWMUW does not receive a statement of activities with invoices. She is also concerned this could pose an audit risk.

Rebecca asked for background on the job descriptions. They were reviewed by a small group when discussing separation of ENTF and CoC responsibilities. Staff are open to discussing changes with current and future descriptions. Courtney noted that the analyst description will likely need to be approved first so a position can be posted once funding is received. Rebecca suggested including the anticipated percent of time to be spent on each role to help set expectations.

Conversation around the Data Analyst position. Discussion with the funder have focused on the role this position would fulfill in the community. They have indicated the initial award would be for 2-3 years followed by an opportunity for continued funding. Lauren hopes the community would see the fruitfulness and value in the position after the initial contract.

Casey asked about funder expectations. Courtney has reiterated that as a systems convener, the Coalition would work with community organizations including the Housing Stability Alliance. The goal is that the analyst will develop community reports and dashboards and represent the CoC with community level groups and speak to data.

Staff can clarify org chart over the next month and share updated docs with Executive. Members should send questions or suggestions to staff. Once finalized, an Executive recommendation could be brought to Steering Council. Courtney noted that job descriptions will need to go through HWMUW's Human Resources process prior to posting.

### Finance Committee Debrief

United Way (HWMUW) staff identified a gap between the cost of the support they provide to the Coalition and what they receive via indirect fees. They stated that they may consider no longer issuing a grant to the Coalition after the next fiscal year to cover this gap. There may be an opportunity for further discussion around adjusting indirect costs and support of the Coalition's mission. This potential change can be incorporated in the staffing plan timeline/presentation.

HWMUW collects admin fees on grants, but this does not fully cover the gap. Lauren wondered if historical data on CoC spending on finance/admin could help get a sense of how the influx of federal funding relates to increased admin time. Courtney thinks data would not be available but noted that



## EXECUTIVE COMMITTEE MEETING MEETING MINUTES

February 14, 2022

2:30-4:00

recent increases with MSHDA distributions and subrecipients which create a large time burden. MSHDA admin is capped at 7-8% and split with subgrantees. There was previous conversation around HWMUW retaining all admin funds to meet needs and whether this could create a barrier for smaller organizations when applying for funds.

Casey noted that in some instances, fiduciaries do not recover all costs and instead hold the role for the community benefit. She also wants to consider retaining all admin fees as this common in other realms. Courtney noted that the split was based on precedence with one subgrantee. Adrienne indicated that clear expectations in the application could be helpful, if there is a change.

It may be difficult to update the MOU before this conversation is resolved. The MOU may only have minor changes this current year, but moving forward may have substantial changes. Staff can work on a draft MOU for the short-term (1 year).

Action Items	Person Responsible	Deadline
Share staffing plan timeline with salary ranges	Courtney	
Discuss short-term changes to MOU	Courtney/Brianne	

### **MCAH Annual Count and Core Demo Data Reports**

#### Discussion

Courtney noted that the community has been using MCAH's annual count for reporting annual data over past 5+ years. In 2019, there were conversations around this data when compared with data reported to HUD. It was revealed that a significant number of households who connected with Coordinated Entry (CE) and identified as category 1 did not receive a resource. At that time, the community decided not to exclude those not connected to a resource from the annual count.

Now, MCAH is moving away from the annual count report. They shifted to a data warehouse and developed a core demographics report which is closer to the HUD data universe which counts only those entered into emergency shelter, transitional housing, safe haven, or street outreach projects. MCAH has shared that they are looking to include an option to include those who have contacted CE two or more times, but this is not functional yet and still would not be comparable. Without a comparable report, any annual data the CoC reports will not be equivalent to past trend and baseline data.

Courtney expressed concern as there has been significant work to ensure all are comfortable and confident with the community's data. This shift may decrease confidence and lead concerns about underreporting. Adrienne asked if this new process was developed collaboratively. Courtney can ask MCAH how it came about and thinks it came from conversations in 2019 as multiple communities were approached with concerns.

The community may be able to work to ensure that anyone experiencing unsheltered homelessness is entered into a street outreach project in HMIS. This can be discussed in CE redesign and by-name list conversations.



## EXECUTIVE COMMITTEE MEETING MEETING MINUTES

February 14, 2022

2:30-4:00

Courtney plans to discuss the reports with Gerry at MCAH and can provide an update to Steering. If there are no changes, a clear explainer that lays out why the difference will be needed.			
Action Items		Person Responsible	Deadline
<b>Strategic Plan Implementation Team</b>			
Discussion			
It is important for a member of Executive to sit on the strategic plan implementation team to help ensure connection between the two. Adrienne will join the team; a new recurring time will be chosen.			
Action Items		Person Responsible	Deadline
<b>February Steering Council Meeting Agenda</b>			
Discussion			
Courtney asked the group to consider a presentation on the vision of Community Housing Connect 2.0. Members agreed that having a developed plan would be helpful before presenting.			
Action Items		Person Responsible	Deadline
<b>Adjourn</b>			
Motion by:	Adrienne Goodstal	Support from:	Elizabeth Stoddard