



EXECUTIVE COMMITTEE MEETING MINUTES

December 5, 2016

1:00-3:00 p.m.

Facilitator:	Rebecca Rynbrandt		
Meeting Attendees:	Rebecca Rynbrandt, Tom Cottrell, Cheryl Schuch, Hattie Tinney, Jesica Vail, Jim Talen, Tracy Coffman		
Time Convened:	1:00 p.m.	Time Adjourned:	3:00 p.m.

Approval of Minutes		November 7, 2016	
Motion by:	Tom Cottrell	Support from:	Cheryl Schuch
Discussion	Minutes of the 11/07/16 Executive Committee were approved as circulated.		
Amendments	None		
Conclusion	None		
Agenda Item: CSH Report		Presenter: John Peterson	
Discussion			
<p>John Peterson met with the Executive Committee to review the final draft of the CSH Report, <i>Permanent Housing Solutions for Homeless Populations</i>. In addition to the report, committee members received copies of the contract, the contract extension, and a CSH project cost statement.</p> <p>Originally, 2014 data was to be used, but due to the delay of the report, 2015 data was also incorporated. Data originated from inside and outside of HMIS with the intent to identify who the homeless are, current housing/service resources, and projected housing/service needs in order to assist the local CoC revise and build upon its current strategic plan .</p> <p>It was noted by John Peterson that the delay of the report served to create a richer document that is inclusive of late developing initiatives at the State level, able to determine trends, an end product that is more workable, and builds a business case to attract investors. John proposed to continue to work with the CoC and do follow up work on the document as part of his commitment to the community.</p>			
Conclusions			
<p>Conclusions and questions to pursue:</p> <ol style="list-style-type: none"> 1. How do we move this into policy consideration? 2. We need to ask more questions and have a better understanding of the document to identify future steps. 3. Once a greater understanding of the document is in place, trends may be identified. If so, how often do we want to do trend analysis...perhaps every six (6) months and not every year. 4. Within the CoC, there are several tiers to engage: Executive, Steering, and full CoC. 5. We have 70 agencies to consider and engage them for review, conversation, and work sessions. If we don't do this we won't get the fullest extent of our resources. 6. How do we get agencies to engage? 7. The bigger group may be too large to develop a comprehensive plan. 8. Serving the most in need incurs a higher cost. Cost analysis paired with needs is a critical planning instrument. 			



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Action Items	Person Responsible	Deadline
Recommendation for payment.		
Agenda Item: Diversion Program Update	Presenter: Jesica Vail	
Discussion		
A meeting was held approximately two weeks ago. The three (3) agencies interested in being the project lead are to draft and present a concept paper to the group. Following the presentations, a decision by consensus will be made as to the project lead. If consensus cannot be reached, work to form a consensus through the use of a larger group attached to the CoC will be undertaken. The next meeting is to be held in mid December.		
Conclusions		
None.		
Action Items	Person Responsible	Deadline
Determination of Project Lead.	Diversion Program Group	Mid December
Agenda Item: LIHTC Policy Changes	Presenter: Jesica Vail	
Discussion		
The review and endorsing of LIHTC applications is advantageous to the CoC and initiatives to house the populations it serves.		
Action Items	Person Responsible	Deadline
A review of the policy should be made with subsequent notations made to the Steering/CoC Calendar.		
Agenda Item: Year in Review	Presenter: Rebecca Rynbrandt	
Discussion		
A review of the activities undertaken and their associated status was given.		
Conclusions		
Items needing further work were identified as were any items needing placement on the Executive, Steering, and/or full CoC calendar.		
Action Items	Person Responsible	Deadline



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Agenda Item: Draft Steering Committee Agenda for the 12/16/16		Presenter: Rebecca Rynbrandt	
Discussion			
The agenda for Steering was reviewed and approved with additions/modifications.			
Conclusions			
None Expressed.			
Action Items		Person Responsible	Deadline
Edit and circulate 12/16/16 Steering Committee Agenda.		Jesica Vail	Prior to 12/16/16
Agenda Item: Draft CoC Meeting Agenda for December 15, 2016		Presenter: Rebecca Rynbrandt	
Discussion			
Reviewed and approved as edited.			
Action Items		Person Responsible	Deadline
Edit and circulate 12/16/16 Steering Committee Agenda.		Jesica Vail	Prior to 12/15/16