



EXECUTIVE COMMITTEE MEETING MINUTES

April 10, 2017

3:00-4:30pm

Facilitator:	Karen Tjapkes		
Meeting Attendees:	Matthew VanZetten, Rebecca Rynbrandt, Beverly Ryskamp, Kwan McEwen, Jesica Vail, Wende Randall		
Time Convened:	3:11 pm	Time Adjourned:	4:44pm

Approval of Minutes		March 6, 2017	
Motion by:	Rebecca	Support from:	Matthew
Discussion	None		
Amendments	Add Victoria's last name and agency to the minutes		
Conclusion	Motion passed, minutes approved		
ESP Funding Update		Jesica Vail	
Discussion			
<p>Staff discussed that it would be helpful to know in advance if any shelter providers are interested in applying for ESP funding when the request for proposals (RFP) is released. When going to talk with DHHS we should know if saying that none of the funds can be used in this community is true or not. Staff has been careful in approach to this discussion so as not to give an appearance of the Coalition interfering in shelter funding options.</p> <p>There was further discussion about how the funding restrictions do not seem to support Housing First/permanent housing interventions and it would be more beneficial if funding could be granted in blocks to communities and more local control to determine if the need is in emergency shelter or other areas.</p>			
Action Items	Person Responsible	Deadline	
Meet with Mel Trotter first	Jesica		
Meet with shelter group, get talking points to Denny for ICH	Jesica		
Meet with DHHS	Jesica, Karen		
Appointing Ad-Hoc Workgroups for PSH & Prevention Service Standards		Jesica Vail	
Discussion			
A few representatives have been identified, full roster will be brought to the next meeting.			
CoC Program Desk Monitoring Update		Jesica Vail	
Conclusions			
<p>Draft of the Monitoring document was shared with the committee in advance. Some typos were noted on the document that should be corrected.</p> <p>MOTION to require all projects that have not had an onsite HUD monitoring visit in the past 12 months complete the desk monitoring and submit to the CoC Coordinator by Rebecca, seconded by Kwan. All in favor, motion passed.</p>			



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Following this year's administration of the document, a risk assessment tool should be created after to identify when onsite monitoring will be done in future years. There also needs to be a discussion about costs and timing to complete onsite monitoring.

Ad-Hoc Funding Group Reconstitution

Jesica Vail

Discussion

Staff would like the Ad-Hoc Funding group to reconvene to address issues related to the local HUD application. An initial email to the members of the previous year's group has only secured 5 committee members interested in continuing.

Conclusions

Staff will set a date with the current five members, once a date is scheduled, invite others to join. Any future recommendations would go to the Steering Committee for consideration.

ENTF/CoC MOUs and Charter Updates

Matthew VanZetten

Discussion

There was a large discussion involving CoC and ENTF representatives. It was ultimately decided that there will be no MOU between the CoC and the ENTF. An MOU will be completed between the CoC and United Way. Staff is working on drafting an MOU to be vetted by the various involved parties, including Executive and Steering.

Diversion and Coordinated Entry

Kwan McEwen

Discussion

Urban League is the fiduciary for the project and had a site visit from the Community Foundation a few weeks ago, a decision from the board is expected today. There will be presentations to other funders in May. Including but not limited to Frye and DeVos Foundations.

Regarding Coordinated Entry and how that committee is function, staff reported that the committee had a break from meeting while the Chair had one on one meetings with partners to hear their thoughts on the committee's work and how it could be improved. The meeting convened in the past week used this feedback, and members expressed their appreciation of the way the meeting was run and what was accomplished. There are also ideas about how some responsibilities should be broken off of Coordinated Entry because they better align with other committees.

Suggestion from Executive that Committee Chairs be elected each year, along with Vice Chairs and Secretaries. This can be done in time to announce Chairs in the June CoC meeting. Committees may also be asked to create work plans for the year ahead to help them stay on task.