



EXECUTIVE MEETING MEETING MINUTES

September 7, 2017

3:00 – 4:30pm

Facilitator:	Karen Tjapkes		
Meeting Attendees:	Karen Tjapkes, Jessica Vail, Rebecca Rynbrandt, Matthew VanZetten, Beverly Ryskamp, Jim Talen, Wende Randall, Bree Butler		
Time Convened:	3:09	Time Adjourned:	4:30

Approval of Minutes		July 10, 2017	
Motion by:	Matthew	Support from:	Beverly
Discussion	None		
Amendments	None		
Conclusion	Motion Passed		
Approval of Agenda		September 7, 2017	
Motion by:	Consensus	Support from:	Consensus
Discussion	None		
Amendments	Agenda item additions: 2b. Steering Committee Seat Open. 2c. Data Analysis Committee Chair. 4c. MCAH Operating Policies and Procedures		
Conclusion	Motion Passed with amendments		
Steering Committee Seat Open		Jesica	
Discussion			
Deborah Armstrong has vacated her seat on the Steering Committee. Our charter requires two homeless or formerly homeless persons on the Steering Committee (HUD requires one) and Deborah has filled one of those seats. One option is to reach out to the Youth Advisory Board (18-24) that was formed in the application process for the Youth Homelessness Demonstration Project. Another option is to ask Steering members if they have any recommendations for people to apply, Denny and Vera might be good resources. Street Reach has peer advisors who may be a good option. Per the charter, new members are appointed by Executive to complete the year until the next election.			
Conclusions			
Staff will work on having a list of nominees for the December election.			
Data Analysis Committee Chair		Jim	
Discussion			
Lee Weber is interested in being Chair of the Data Analysis Committee for an appointment of one year. Staff have spoken with the current chair and other committee members and there is support for Lee to take on this role. Data Analysis technically falls under the category of Ad Hoc, which means members have to be appointed by Executive.			
Conclusions			
Matthew motioned to appoint Lee as the Chair of the Data Analysis Committee, Beverly seconded. All voted in favor, motion passed.			
Review of the HMIS System Administrator Job Description		Wende	
Discussion			



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Jim has filled the position of HMIS System Administrator for five years and in preparation for his retirement, steps are being taken to hire a new HMIS System Administrator. A draft job description was emailed to Executive members a week in advance and changes and input have been given and incorporated by Wende.

One important factor in regard to this position is where to go with HMIS information once it's gathered. To find someone who fits this, there have been changes done to the recommendations section.

Wende has researched other similar positions from CoCs around the country and found it is most desirable to have a candidate that can blend both sides. The technical side of working with the data as well as an analytical side so that they are able to solve problems specific to Kent County.

The committee then reviewed the transition plan. The projected timeline includes time to have community discussion around what this position should look like and how it can best serve the community. It would be optimal to have a replacement identified before the new year so that there is overlap between Jim leaving and a new employee starting. This is imperative to keep the HMIS quality smooth through the transition. The importance of finding someone capable in HMIS who is able to communicate the story of Kent County through numbers is imperative.

Comments:

It may be helpful to put work with the HMIS Specialist so that the technician may become the help desk agent without lag once Jim is gone.

Conclusions

For further input, Executive members are encouraged to contact Wende.

HUD Application

Jesica

Discussion

a. Governance Charter Update

This discussion topic was previously tabled from the August Steering Committee meeting. The work Data Analysis has done is of quality and important to strengthen the charter. It would be desirable to formalize these changes. It would be preferable to go through the changes to the document and approve or defer each edit individually. Add to Steering agenda that changes are going to be voted on at Steering. The changes will be grouped by importance pertaining to HUD.

b. Application Questions Needing Input

The application has been paired down this year which has been nice because there are less questions but the questions now carry more weight. The questions are very specific and ask which group/organization oversees the strategy. There was discussion around how the Executive committee would like to answer this section since with the Coalition uses layers of committees. Executive agrees that, as stated by the Charter, the Steering committee has ultimate responsibility. As this application is completed any questions that need additional input from members will be sent out.

c. MCAH Operating Policies and Procedures

If an independent jurisdiction wants to use these policies and procedures, they should approve them officially. This is the set we have been using, it gives the general guidelines for what is shared.



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Conclusions		
Add MCAH Operating Policies and Procedures to the consent agenda and send electronic copy with the Steering packet.		
Marne Rehab	Jesica Vail	
Discussion		
<p>During the September Outreach meeting, Downtown Ambassadors shared that they have been running into individuals who have found themselves homeless because they have been dropped off by a rehab facility in Marne, MI. This facility has a history of dropping people off at Mel Trotter Ministries and there have been incidents of individuals not having their government documents returned to them after drop-off. This facility is in Ottawa County and it's alarming that they are dropping off individuals in downtown Grand Rapids, Kent County. People from across the country attend the rehab and might then be dropped off in Grand Rapids instead of being sent home where they have a support network.</p> <p>It might be worth reaching out to them and discussing the issues involved with dropping off individuals in downtown Grand Rapids to fend for themselves. There is a CoC of Ottawa County and a shelter in Holland that might be worth reaching out to. One fear is if they stop dropping individuals off in GR they will just start dropping off individuals in other areas. It may be useful to gather examples from other rehab institutions in Kent County that have proper discharge plans in place to have as a discussion point.</p>		
Action Items	Person Responsible	Deadline
Reach out to Ottawa CoC	Jesica	
CSH	Jesica	
Discussion		
<p>A draft email was presented to the Executive Committee regarding a recent CSH contracting experience. Input on the letter from the Executive Committee was given, changes will be made accordingly. A copy of the draft email has also been given to Michelle and changes have been made from her input. A plan was discussed on how the CoC should move forward to correct this situation, the experience with the CSH representative hired has been an extremely negative one.</p>		
Action Items	Person Responsible	Deadline
Changes to email updated by Jesica	Jesica	
Adjourn		
Discussion		
7. Policy Platform Development to be deferred to October meeting.		