

Grand Rapids Area Coalition to End Homelessness

Executive Committee Minutes

07/11/16

4pm-5:30pm

Present: Rebecca Rynbrandt, Cheryl Schuch, Tom Cottrell, Hattie Tinney, Vera Beach

Staff: Jesica Vail, Jim Talen

1. Review and approval of Minutes of June 6, 2016.
2. HUD Application process:
 - a. A review of the updated schedule was done. 2016 local application is due on 7/15.
 - b. eSnaps is still not working and don't have the collaborative application.
 - c. Additional guidance sent out by Jim Talen.
 - d. Review HUD Funding Allocation Policy recommendation from May 2016 Steering Committee.
 - e. Jim Talen, the last webinar about system performance measures, they urged boards to take a look at the data. Put on the Steering agenda to get feedback on Strategic Planning and the HUD Webinar. There will be points if you submit/review and no points, if you did not. We work on doing a review of the data and strategic initiatives on a periodic basis.
 - f. Last Steering meeting, decided that involuntary reallocation will not be done and Bonus Application would not be rated above renewals. Jesica has some ideas for developing the Reallocation Policy. Jesica has updated the policy and will send out for in review in August and/or September. If we have to approve for the Consolidated Application, we will call a special meeting to approve. We should also bring to the table two other policies and put them on as an information packet. Prioritize, Involuntary Separation.
 - g. NOFA Notes were circulated by Jesica for review and discussion.
3. Strategic Plan Review.
 - a. Revised matrix presented.
Committee did not think they were the appropriate body. Pull together a special committee. Use 15 minutes of Steering to do an area or section of the strategic plan. Suggested to take out those items that concern data elements.
 - b. Identify areas that we are not on target and discuss plan for remediation.
4. Staffing Plan Ad-Hoc Committee Update.
 - a. October is our deadline.
5. Updates:
 - a. HUD/MSHDA Policy Alignment Ad-Hoc Committee

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- (next meeting)
- b. Motel Stay Funding.
Shelter reservation system and looking when we run out of money, what do we do?
- 6. Communications Plan.
 - a. Minutes Template.
Tom Cottrell's example
 - b. Website process for postings.
Ask that minutes are to staff within 5 days of the meeting being held to be posted on the website.
- 7. CSH Report Timeline for Final Product Delivery.
 - a. Contact his direct report.
- 8. Steering Committee Annual Calendar Review.
 - a. Revised Steering Council Annual Calendar circulated.
- 9. CoC Budget Monthly Review.
 - a. New United Way CFO. May affect monthly CoC budget review.
- 10. Meeting Schedule Updates.
 - a. September Steering meeting schedule.
Cancel 9/16. Add 9/9 for next Steering meeting.
 - b. Next meeting of Executive – August 8, 1:00 p.m. at Community Rebuilders
August 12th Policy Steering meeting.
August 19th Regular Steering meeting

Meeting adjourned at 5:30pm