



**EXECUTIVE COMMITTEE  
MEETING MINUTES (UNAPPROVED)**

May 14, 2018  
3:00- 5:00 PM

Chairperson:	Lisa Cruden		
Meeting Attendees:	Nancy Oliver (The Salvation Army), Jeffery King (Community Rebuilders), Erin Banchoff (City of Grand Rapids), Lisa Cruden (Family Promise), Kenya Brown (ICCF), Jesica Vail (CoC), Angela Gillisse (CoC), Wende Randall (ENTF)		
Time Convened:	3:04 pm	Time Adjourned:	5:21 pm

<b>Approval of Agenda</b>			
Motion by:	Nancy	Support by:	Jeffery

Amendments
5b- Stipends 5c- Lead agency/ Committee chair 7. HUD Application
Conclusion

<b>Approval of Minutes</b>			
Motion by:	Kenya	Support by:	Nancy

Amendments
February 2, 2018- Minutes Changes reviewed, previously approved March 6, 2018- Motion by Nancy, Seconded by Erin all in favor motion approved April 10, 2018- Noted changed are- Code of Conduct update to be done in October, Committee Overhaul Group remove sentence starting with, "Erin Wants..", Updates- C add Community Rebuilders D add HUD application E add North Kent Work Group Motion with edits.
Conclusion

Action Items	Person Responsible	Deadline
Make edits for April minutes	Jesica	By 5 June

<b>PIT and HIC</b>	<b>Angela</b>
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Discussion
There was a 21% drop in Point in Time (PIT) count from 2017 to 2018. Single persons and emergency shelters constituted the biggest change. This year the Housing Inventory Count (HIC) did not report the Housing Choice Vouchers (HCV) from MSHDA, which looks like a loss of 2200 beds. HOME is not used exclusively for literally homeless so it was not added to HIC. Highlighted numbers on the HIC reference sheet are what should have been reported in previous years. HIC is not a perfect system because inventory gets skewed. It is anticipated we will lose points in the CoC application process for lower HIC numbers but will gain points for lower PIT numbers. It was suggested to start cutting years off in Housing Inventory Count History handout. Five years seems to be a good length for building narrative for CoC efficacy. A discussion was held that clarifying narrative should be included with the Housing Inventory County History. If this report would be disseminated more information would be



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included to clarify empty cells, etc. PIT press release was not released last year because these numbers are not necessarily the most illustrative data. If someone reaches out to the CoC they can be directed to the website where the data is posted. Chronic homelessness is up in the PIT over the past five years but that can be due to many factors that include better data collection.

**Conclusions**

Information will be shared at Steering.

**CoC Budget Approval** **Wende**

**Discussion**

This runs on United Way’s fiscal year, July 1 -June 30. Matched dollars are not part of this budget but are useable. The budget has stayed relatively stable from years past. However, two years ago there was a significant increase in CoC Planning grant funding. MSHDA increase in current budget year was due to a Pay for Performance bonus that is not anticipated to be earned for the coming fiscal year. Discretionary funds for the next year are anticipated to be roughly the same as the current year. Wende will bring a budget to the June meeting for the July 1 2018- June 30 2019 fiscal year for approval.

**Conclusions**

Executive will approve budget at June meeting.

Action Items	Person Responsible	Deadline
Wende to send fiscal year budget 2018/2019	Wende	

**Governance Charter- Youth Action Board** **Jesica**

**Discussion**

In March, Steering discussed Youth Action Board (YAB) and consumer action boards in general. The conclusion was that at this time Steering would only approve the YAB. In April, the YAB was then approved to be included in governance charter. Past youth council initiatives failed as roles and responsibilities were not clearly stated or understood. Executive will bring a recommendation to Steering on how to move forward with YAB in terms of clarifying responsibilities for convening the action board. Other CoCs that have experience in this arena should be contacted for best practices. Special populations are vital but the process for formation need not be bogged down in red tape. There are seven youths currently joined on to the YAB and need the support from Steering. An issue of resources and lead agencies was brought up. The lead agency would be responsible to HUD and CoC standards, but we do not want to discourage other non-HUD funding opportunities. A framework exists for this process from the work with veterans that can be updated to reflect youth. The YAB needs to move forward but at the same time there are other concerns about committee structure and roles that need to be addressed further. Who is accountable for this board and how to put it in the charter. There needs to be an initial suggestion on how to move forward with the YAB with the idea that the committee structure needs to be streamlined and universal for all committees. Instead of “lead agency” use “CoC Designated agency.” When presenting to Steering clearly state that the changes being sought now are to help move forward but it is fully anticipated that additional changes will be made as the CoC restructures other committees



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<p>Stipend to pay youth for their time is coming out of the CoC, and it does not have the budget for many hours of wages. \$600/year is the threshold for having a 1099 form. We need to find out how to include them and where the money is coming from (i.e. local funders).</p>		
<p><b>Conclusions</b></p>		
<p>At Steering suggest language related to CoC designated agency, reorganize governance charter changes to reflect other committees, and incorporate changes suggested at the CoC meeting. Convene a work group to plan for payment of action board members.</p>		
<p><b>Action Items</b></p>	<p><b>Person Responsible</b></p>	<p><b>Deadline</b></p>
<p>Bring up work group at Steering</p>	<p>Jesica</p>	<p>05-18-2018</p>
<p><b>Strategic Planning &amp; CoC Priorities</b></p>		<p><b>Wende</b></p>
<p><b>Discussion</b></p>		
<p>There is an opportunity to create a “Vision to End Homelessness” type of grand goal to bring people together, including other voices that are not in the conversation but should be included. Wende presented a rough outline that Executive may be able to use to begin the conversation about planning with Steering Council. Ideas about planning from Executive included: structuring the plan in a more streamlined/technological friendly way; bridging vision and goals with measurable outcomes and integrating data and equitable access to the planning process. CoC staff should create a survey to send to Steering for ideas for moving forward and what suggestions they have. Executive has ideas but wants to hear from everyone first.</p>		
<p><b>Conclusions</b></p>		
<p><b>Action Items</b></p>	<p><b>Person Responsible</b></p>	<p><b>Deadline</b></p>
<p>Draft questions for doodle poll from Executive Committee</p>	<p>Jesica</p>	<p>05-18-18</p>
<p><b>HUD Application</b></p>		
<p><b>Discussion</b></p>		
<p>GIW and registration are complete. The local application needs a task group for review. Until the NOFA comes out we do not know what reallocation is allowable.</p>		
<p><b>Conclusions</b></p>		
<p><b>Meeting Adjourned</b></p>		
<p><b>Discussion</b></p>		
<p>5:21</p>		