



EXECUTIVE COMMITTEE MEETING MEETING MINUTES

November 7, 2018

10:00-11:30

Facilitator:	Lisa Cruden		
Meeting Attendees:	Lisa Cruden, Erin Banchoff, Nancy Oliver (late), Wende Randall, Emily Schichtel, Sierra Salaam, Daniel Gore, Brianne Czyzio		
Time Convened:	10:20	Time Adjourned:	12:10

Approval of Agenda		November 7, 2018	
Motion by:		Support from:	
Discussion	<ul style="list-style-type: none"> Erin asked if there is an update on the Housing Choice Voucher, this will be added to the agenda. Erin asked if there are committee updates. Emily will send these via email and provide an update at Steering. Erin wanted to discuss the December Executive Committee meeting date and time, this will be added to the agenda. 		
Amendments	Add HCV update Add December Executive Committee meeting date and time.		
Conclusion	Approved with amendments		
Approval of Minutes		From October 6, 2018	
Motion by:	Erin	Support from:	Lisa/Nancy
Discussion	Erin provide edits to Brianne before the meeting, these edits were made.		
Amendments	None		
Conclusion	Approved		
CoC Staff Updates		Wende Randall	
Discussion			
<p>Wende shared that there are exciting updates this month. Daniel is on board as the HMIS Administrator. The new CoC Coordinator, Courtney Myers-Keaton, will be starting Monday (11/12). Emily and Wende will work to get her orientated. She will start meeting with different organizations as soon as possible. Victoria Sleuga, a past CoC Coordinator, agreed to help as a sounding board for Courtney. Daniel asked for clarification on what the CoC Coordinator positions entails. Wende explained the CoC Coordinator is the primary voice for the CoC, working closely with the committees and committee chairs to make sure things are moving forward.</p> <p>Paul did an excellent job with the NOFA and would love to continue to be involved.</p> <p>Nancy thanked Sierra and Brianne for doing an amazing job.</p>			
Action Items		Person Responsible	Deadline
Present CoC Staff Updates to Steering Council		Emily	
Strategic Planning Process		Emily Schichtel	
Discussion			
Lisa presented that the current strategic plan was kept in place through the end of 2018, since there was not the capacity to develop a new plan. The hope was to bring Steering of areas of focus to move forward.			



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Emily presented that there was a small group at the recent meeting. They were asked to prioritize 3 to 5 goals that could be accomplished in the next year from the 22 goals that are in progress/not achieved. There was discussion that the current strategic plan is not very connected to a lot of the current CoC efforts. There were 4 areas that the group decided to prioritize:

1. Increase permanent housing resources available for RRH and PSH. This is also related to the financial modeling (CSH) report.
2. Work with other systems and stakeholders to prevent homelessness. Prevention speaks to a little of the K Connect process.
3. Ensure access to shelter that meets households' needs. There was discussion about whether this goal is about reducing barriers or is related to family homelessness task force. Possibly it is related to both.
4. Reduce the number of households moving from imminent risk of homelessness to homeless. This is currently happening in diversion, Support Services, and Eviction Prevention.

The goal is to present the prioritized goals so Steering Council can accept those priorities and assign responsibilities. Steering Council will assign goals to current committees or make new committees. CoC staff can identify highlighted goals and activities and compile them with comments and groupings that arose from the strategic planning meeting.

The diversion group could be broadened to include eviction prevention, support services, etc. to focus on prevention. Since the CoC is not doing any reallocation at this point, maybe the group could look at re-running the financial modeling report and then connecting that report into the new Strategic Plan and the KConnect process. Daniel suggested SWAP as a tool that has been used by multiple communities in the past.

Strategic Planning group will recommend that Steering Council create an ad-hoc Access to Shelter workgroup to focus on reducing shelter barriers and unsafe exits, increasing resources available to reducing banning, and HMIS information and data. The Family Homelessness Emergency Taskforce will continue to work on Fulton Manor and long-term solutions.

Wende asked if it makes sense for Steering Council to recommend the Chronic Workgroup reconvene. The focus could be on chronic/frequent users as well as working with hospitals, mental health, and workforce development.

Wende recommended that Sierra is involved in each of the groups for the first few meetings to inform them what data is available. There is agreement that there needs to be data involvement and a data lens in each of the groups. Sierra could bring what is available, what could be available, and how to get these data in the future. This may be helpful in bringing organizations to the same page.

Erin suggested having the meeting templates set to ensure that goals and data are on each committees' radar. There was a template that was shared that was suggested to be used. Communication between meetings is very informal. Emily observed that many groups have a lot of work that needs to be done outside the meetings, but people can tend to think that the work is going to the meeting. Emily asked if Daniel knew of a platform that can be used to help committees review



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agendas and track action items. Trello has been helpful in sharing updates and documents. Lisa wondered if this something that Courtney would be in the position to drive.

Erin pointed out that the Coordinated Entry piece is being missed as part of the system, especially since the Cloudburst Evaluation just went out. Wende suggested to tell Steering that CE is also a priority area and CE group will also take feedback. In addition, Wende hopes that the Data Analysis Committee will begin to present data back to different committees and Steering Council.

Action Items	Person Responsible	Deadline
Present an update on the Strategic Planning process to Steering Council, including recommendation to create an Access to Shelter workgroup.	Emily	

K Connect Update **Wende Randall**

Discussion

KConnect has refined their process and determined that there will be 4 groups involved:

1. Design team – mostly high-level members/thinkers. Invitations were sent out and will be meeting in the next few weeks.
2. Scout team – to do research and possible site visits to other communities' housing conversations
3. Context – primarily individuals and families with lived experiences
4. Content – service providers with experience

The final three groups will meet in December. There will be 2 or 3 open call meetings, the first will be in March. The Design team will be responsible for designing the process of open call meetings, deciding on facilitators, and consolidating feedback. KConnect is approaching several foundations and asking for funding. At this point, they have not asked the CoC for funding. KConnect has a new communications manager and new data person focused on community-wide family data. Adam Wilder will be the main facilitator. They have asked Neil Carlson from Calvin to be involved. Any draft communications should not be shared. Wende will prepare a script that Emily can present at Steering. KConnect may come to the December meeting.

Action Items	Person Responsible	Deadline
Present a K Connect Update to Steering Council	Emily	

PIT Count **Emily Schichtel**

Discussion

Emily will be attending a PIT meeting today. The Outreach Workgroup met last week and stated focusing on preparations for the PIT count. Emily feels Outreach has a good handle on the unsheltered count, but she feels in the dark with the sheltered count and HMIS data. Emily asked Jim Talen to be a part of the meeting for his expertise. The PIT count will be on Wednesday, January 30, 2019.

Nancy is concerned that someone in the community may raise concerns that past staff members will be part of the conversation. Emily feels it will be important to have people available lay the ground work. Daniel stated that it is normal for the CoC Coordinator to be in the position of organizing the PIT Count. Emily will provide an update at the Steering Council meeting.

	Person Responsible	Deadline
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Provide a PIT Count Update at Steering	Emily	
Nominations for 2019	Emily Schichtel	
Discussion		
<p>Emily met with Nominations Committee. They have the plan and timeline together. They will initiate an email on 11/19. Julie will compile the results. Tammy will take calls for nominations from the floor. There is also a plan in place in case there is a tie. They plan to send out calendar invite and the importance of being there because of the quorum. Nominations received ahead of time will be sent out December 3. CoC members can submit a nomination from November 19 to November 30. The nominations committee will be seeking out participants so there are more groups who are represented in Steering Council.</p> <p>One of the seats needs to be reserved for a Veteran Action Board member, so 6 seats will open but 5 will be elected. With Laurie retiring, there is a possibility for someone who is a member of a foundation to become member of Steering Council. Carrie Boer or Lynne Ferrell are possibilities. Emily will reach out to Beverly Ryskamp to see if she is running again. Because Hattie is one of the people who will be coming off Steering, she will need to play a light role in the Nominations Committee process. Denise and Tammy both volunteered to do tallying during the meeting.</p> <p>There is concern about having a rotating YAB member because of continuity. Brianne will bring this up at next YAB meeting, with a strong recommendation that one member attend meetings with potential alternates. Steering could reconsider moving meeting time if that would better accommodate a YAB member. Nancy added that this is another opportunity to use technology.</p> <p>Erin suggested looking for a location that is not always in the service providers space. Nancy suggested CoC include a room rental in their budget. CoC Staff will make recommendations for 2019 meeting locations and bring them to Steering. The location needs to have parking and be near a bus stop.</p>		
	Person Responsible	Deadline
Reach out to Beverly to see if she plans to run for Steering Council	Emily	
Recommend to YAB that they choose one member to represent them at Steering Council.	Brianne	
Family Shelter Emergency Taskforce	Nancy Oliver	
Discussion		
<p>Nancy will report to Steering Council that the taskforce identified a potential partner in Holland Home. They need shelter providers, funders, and anyone who believes they have something to say or has resources is welcome. Staff will convene a group to look at long-term solutions in the future. Wende received an email from GR Women's magazine asking for an input on homelessness, there will be an article coming out at some point.</p>		
	Person Responsible	Deadline
Report Family Homelessness Emergency Taskforce updates to Steering Council.	Nancy	



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Steering Council		Lisa Cruden	
Discussion			
<p>Agenda items:</p> <ul style="list-style-type: none"> - Staffing Updates - Strategic Planning - KConnect - PIT Count - Emergency Taskforce - Nominations - Committee Update - Consent Agenda - ESG, family shelter, calendar. <p>Erin suggested a different format for the emergency shelter requests chart in the future.</p>			
		Person Responsible	Deadline
HCV Updates			
Discussion			
<p>Lisa will bring information on how many vouchers had been used to the next meeting. Nancy met with Robin, and they discussed that there are tables of files of vouchers being turned back in due to lack of availability on a regional level. Nancy will reach out to see if there is specific data on why vouchers are not being used.</p>			
		Person Responsible	Deadline
December Executive Meeting			
Discussion			
<p>The December Executive meeting will be Tuesday, December 4 at 2:00 at Family Promise. There is phone conference equipment available for Daniel.</p>			
		Person Responsible	Deadline
Agency Updates			
Discussion			