



**Executive Committee
MEETING MINUTES**

August 8, 2018
10:00 a.m. -11:30 a.m.

Facilitator:	Lisa Cruden		
Meeting Attendees:	Kenya, Erin, Jeffery, Lisa, Nancy Staff: Emily, Wende (late), Kyle		
Time Convened:	10:07	Time Adjourned:	12:04pm

1. Approval of Agenda			
Motion by:	Lisa	Support from:	
Discussion			
Amendments	Add 3 a. Conflict Resolution Move 7. To 4 c. 9. Letter of Support <u>Policy</u> 11. True Color Update 12. Meeting date for Executive		
Conclusion	Motion passed		
2. Approval of Minutes		July 10, 2018	
Motion by:	Kenya	Support from:	All in favor
Discussion			
Amendments			
Conclusion			
	Motion passed		
3. Strategic Planning		[Presenter]	
Discussion			
<u>Current Strategic Plan.</u> The Ad Hoc Strategic Plan Workgroup needs a second meeting.			
<u>Next Strategic Plan.</u> Steering delegated to Executive the development of a plan for the next strategic planning process within the next 90 days. - Erin stated we need to keep in mind KConnect’s convening process and to not duplicate efforts. - Discussed holding off a bit to see how KConnect’s process evolves.			
<u>Conflict Resolution.</u> Wende had investigated parties that could facilitate this mediation. Discussed it is preferable to implement conflict resolution sooner, rather than later. Erin suggests prior to strategic planning.			
Conclusions			
Action Items	Person Responsible	Deadline	
Schedule 2nd Ad Hoc Strategic Plan Workgroup meeting	Kyle, Wende	ASAP	
Consider options for conflict resolution	Wende		



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4. Action Boards		[Presenter]	
Discussion			
<p><u>Voices of Youth Count.</u> The Youth and Outreach Committees are planning this count. While in the initial planning phase, the aim is to have the count in October and the entire process finished by the end of October. Erin asked about the timing of this count as opposed to the PIT. Due to youth availability and visibility, research suggests the warmer months are more apt to collect better data. The Outreach committee suggests having a week to capture the best data both on the streets and other venues like schools, churches, hangouts.</p> <p><u>Veteran Action Board.</u> The Ending Veteran Homelessness Committee has been meeting and working to form a Veteran Action Board. The Committee would like members Elena Bridges and Johanna Schulte to provide Steering with a committee update and formally request designation of a Veteran Action Board. Discussed the request should be accompanied by draft charter language. It was mentioned the verbiage for the charter should be vetted and sent ahead of time to facilitate Steering review/approval.</p> <p><u>Youth Action Board Governance Charter Language.</u> Reviewed proposed language. Kyle will follow up with Julie and Karen regarding proposed language for #5 under Roles and Responsibilities.</p>			
Conclusions			
Action Items		Person Responsible	Deadline
Prepare a one page summary that details the youth count methodology and how this count differs from PIT.		Emily	
Get feedback from Karen and Julie about Charter language		Kyle	Before 8/17/18 Steering
5. Committee Update		[Presenter]	
Discussion			
<p><u>CoC Committee Update Document.</u> Emily drafted this document to summarize membership and committee status. The Coordinated Access committee may want to reconvene after the Cloudburst presentation. The following edits will be made to the document: 1) strike the Overhaul committee from the committee list, 2) add committee chair, and 3) remove membership and record elsewhere. The revised document will be included with Steering’s Consent Agenda.</p> <p><u>Committee Operations Expectations Document.</u> Erin looked into how other CoCs have handle committee operations and drafted a document for consideration. Discussed it is desirable for committees to use a uniform template for agendas, minutes, rosters, etc. Use of standardized templates will be added to the document. Committees will report to staff. Staff will then summarize committee activity, including progress being made toward CoC goals, in a document that will be included in Steering’s Consent Agenda. Once the noted edit is made, the document will be provided</p>			



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as Executive’s recommendation to Steering to provide structure and consistency across committees. The document has been prepared in place of reconvening the Committee Overhaul group.		
Conclusions		
Action Items	Person Responsible	Deadline
Make edit to Committee Operations Expectations Document and forward for inclusion in next Steering agenda	Erin	8/9/18
6. HUD Application [Presenter]		
Discussion		
<p>The local application is open and responses are due August 10. Funding Review is meeting next week Tuesday and Thursday. A process for appeals is being established. An outside individual with experience with HUD funding will complete a scorecard for new projects. August 9 there is a small group meeting to review the draft consolidated application. Jeffery asked if there are any large reallocation projects. Wende replied she has not heard of any significant changes. Some shifting among projects is anticipated. There are signs that some new providers are applying. Since there will be no reallocation, new applicants would be eligible only for bonus funding.</p> <p>The MSHDA ESG application is in process, and Exhibit 1 signatures are starting to be collected.</p>		
Conclusions		
Action Items	Person Responsible	Deadline
7. August Steering Agenda Items [Presenter]		
Discussion		
<ul style="list-style-type: none"> -Update Steering on True Colors Report (Julie) -Disability Advocates presentation -Veteran Action Board (VAB) presentation and VAB and YAB Governance charter language -Committee Operations Expectations Document - Discussion 		
Conclusions		
Action Items	Person Responsible	Deadline
8. Letter of Support Policy [Presenter]		
Discussion		
Jeffery and Erin will discuss. The aim is for this to be available for consideration at the September Steering meeting and to share with the full CoC in October.		
Conclusions		



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Action Items	Person Responsible	Deadline
Continue work on Policy	Erin/Jeffery/Kyle	
9. CE Evaluation [Presenter]		
Discussion		
Wende is looking to change the August 15 presentation date. She suggested a time later this fall. Discussed this is acceptable.		
Conclusions		
Action Items	Person Responsible	Deadline
Reschedule CE Evaluation presentation	Wende	
10. True Colors Report Jeffery		
Discussion		
Copy of report distributed. Jeffery commented it would be great if the housing recommendations fell under the CoC.		
Conclusions		
Action Items	Person Responsible	Deadline
Report update to Steering	Julie	8/17/18
11. Next Executive Meeting [Presenter]		
Discussion		
The September Steering meeting has been moved from September 21 to September 7. Discussed Executive should meet in advance of the September 7 Steering meeting.		
Conclusions		
The Executive Committee will meet August 28 from 2:00-3:30 p.m. at Family Promise.		
Action Items	Person Responsible	Deadline
Vacant Steering Seat Nancy		
Discussion		
The Steering Council is currently missing representation from the assistance payment side of DHHS, law enforcement, higher education, healthcare, and workforce development. Nancy would like to see all stakeholders represented and suggested Steering seats be added to accommodate. Erin noted there has been prior discussion about adding four action board representatives and expressed concern with the Steering Council growing too large to function effectively. The Governance Charter identifies a process for providing representation – through nominations and voting. If changes are sought, how other CoC’s fill their board seats should be researched. Erin feels any significant change should wait until after strategic planning has occurred.		



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Erin asked for clarification about the purpose of this agenda item. The start of discussion indicated it was related to one Steering seat and conversation has extended further. Nancy confirmed Scott Orr is set to join Steering (as Matt Kuzma’s replacement). Discussion there appears to be another open Steering seat; however, the roster has not been updated since December Steering elections, so this is not clear.

Conclusions

Action Items	Person Responsible	Deadline
Identify Steering members and their terms; update Steering roster.	Kyle, Wende	