



EXECUTIVE COMMITTEE MEETING MINUTES

December 4, 2018

2:00-4:00

Facilitator:	Lisa Cruden		
Meeting Attendees:	Lisa Cruden, Nancy Oliver, Kenya Brown, Erin Banchoff, Jeff King Staff: Courtney Myers-Keaton, Brianne Czyzio		
Time Convened:	2:04	Time Adjourned:	4:17

Approval of Agenda		December 4, 2018	
Discussion	Erin suggested moving Strategic Planning to the end and add CoC grant debrief and the HMIS NOFA. Lisa suggested adding Committee Expectations.		
Amendments	Add: - HMIS NOFA - CoC Grant Debrief - Committee Expectations Move Strategic Planning to the last agenda item.		
Conclusion	Passed with amendments		
Approval of Minutes		November 7, 2018	
Motion by:	Nancy	Support from:	Kenya
Discussion			
Amendments			
Conclusion	Approved		
CoC Staff Updates			
Discussion			
Welcome Courtney!			
Action Items		Person Responsible	Deadline
KConnect Update		Courtney Myers-Keaton	
Discussion			
Courtney shared that the Design Team for the KConnect process meeting will be this Friday, the 7 th . Pam will present at the December Steering Council meeting. Erin asked what level of detail will be provided at the meeting. Courtney is not sure what will be shared but noted that KConnect knows that Steering is interested in receiving more information.			
Action Items		Person Responsible	Deadline
Nominations for 2019		Courtney Myers-Keaton	
Discussion			
Courtney shared that there are 11 nominations right now. The slate will be sent to the Full CoC membership on Wednesday or Thursday. Erin asked if there are any gaps in who is leaving and who has been nominated. She shared that there has been conversation about making sure there is broader representation from numerous stakeholders. Lisa shared that law enforcement, higher education, and health systems are historically the representations that are missing. From the current nominations slate, Courtney noted that law enforcement and hospitals are not represented. Erin asked if there is an effort to make sure voting members are attending. In the email to the full CoC, Brianne will include the importance of sending voting members.			
Conclusion			



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Action Items	Person Responsible	Deadline
Family Shelter Emergency Taskforce	Nancy Oliver	
Discussion		
<p>Nancy shared that there are two conversations that are running parallel tracts. There is the imminent need as well as longer term solutions. The open house was well attended, 150-200 people signed in. There will be a long-term solution brainstorming meeting on Friday. Next steps include continuing to determine funding, the Special Land Use hearing next Thursday, and perusing the items that are needed. Meals are likely going to be by Holland Home and Kids Food Basket. The goal is to provide one hot meal a day. Erin asked if the funding is being readily secured. Kenya asked if this space is something that Community Rebuilders would consider funding. Jeff shared that they are in the process of doing a data analysis and are not sure of their funding priorities yet. Vera will share at the full CoC meeting and Community Rebuilders will have more information then. Erin asked if there is a timeline of when the decision will be made on whether the Fulton Manor project will run. Lisa shared that Carrie Boer put out an ask and funders should get back to her by the end of the week. After the Planning Commission, there will be a better answer. Nancy shared that projected costs for a full year for both wings is \$1.2 million. This is approximately \$32 a night per room, which is more cost effective than the hotels.</p>		
Conclusion		
Action Items	Person Responsible	Deadline
HCV Voucher Update	Lisa Cruden	
Discussion		
<p>Lisa has not heard back from Robin Acton and Nicole Schalow about the reasons that vouchers are not being used. This will stay on the agenda. Erin shared that it is frustrating that some members of Steering expressed interest in this topic, but there has not been significant progress made. Erin suggested talking with Hattie as well. Nancy met with Robin who shared that the biggest reason people are not able to use vouchers is the affordability factor. People who receive a voucher cannot find a unit that is fair market rate. Criminal histories, previous evictions, and poor credit are additional issues. If someone wants to live in a different county, the other county has to agree to take the voucher from the participants. Kenya shared that Rent This Way is trying to work with the RPOA. It was suggested that perhaps voucher providers and other agencies communicate with RPOA with one voice. Erin asked that this topic can be parked in the Strategic Planning conversation. If it does not come up there, she suggested it be discussed separately.</p>		
Conclusion		
Action Items	Person Responsible	Deadline
Meeting Location	Lisa Cruden	
Discussion		



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Lisa shared that in the previous meeting, different meeting locations were discussed. Brianne and Wende looked into the library, it was too expensive. Wende suggested St. James Place. There is plenty of parking, it is on the bus line, adequate space for guests. Wende will tour the building in the next few days. Nancy reached out to the Masonic Center and will report when she hears something. The Fair Housing Center is a possibility, but they have a smaller parking lot. The City of Wyoming was suggested. Courtney and Brianne will send possible locations by next Tuesday, so everyone will be able to respond by the Steering meeting on Friday. Brianne will reach out to the Kroc Center and confirm 2019 dates for the full CoC.

Conclusion

Action Items	Person Responsible	Deadline
Send out potential locations	Courtney & Brianne	December 11
Confirm 2019 Full CoC dates with the Kroc Center	Brianne	December 13

Committee Expectations

Lisa Cruden

Discussion

Lisa shared that this conversation started in August to make sure there was continuity among different committees. All committee chairs need to have this document and know how to report back. These policies apply to all committees and any sanctioned ad-hoc groups. Erin shared that it seems that committee chairs need to be the lead, but all members need to be aware of these procedures. Courtney will help each of the committees understand this document. Brianne will research if there is a reporting template. This will ensure that committee updates will be provided in the consent agenda.

For Orientation, there will be two dates in January where Steering members can attend either. Orientation is highly encouraged for all Steering members. Erin suggested it as more of a 'retreat' where the group focuses on how to work together in the future. Nancy suggested an overview of expectations and a revisit of Robert's Rules could be helpful. Courtney shared that she thinks it could be both – rules and expectations as well as something more. Lisa suggested using something similar to last year's activity. Brianne and Courtney will present Orientation dates at the Steering Council.

Conclusion

Action Items	Person Responsible	Deadline
Add Committee Expectations to Policies and Procedures	Brianne	
Research if there is a reporting template for committees	Brianne	
Plan and present dates for Orientation	Courtney & Brianne	December 14

HMIS NOFA

Erin Banchoff

Discussion

Erin shared that she had seen a notice and noted that it is due January 31. She wondered if this is something that the CoC will be considering. Nancy shared that improvement can mean multiple things according to the grant. There is a webinar on December 7, from 3-5. To Erin, the NOFA sounds like the grant focuses more on internal structure, she wonders if there is opportunity to look at data reporting or things like that. Lisa asked where Daniel Gore fits into this process. She asked if it would



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be helpful to Daniel to attend the meetings via phone. The consensus was that he does not need to attend unless the discussion focuses around HMIS. Lisa asked if this should be brought to Steering. Courtney suggested that a phone conference with Daniel may be helpful. Jeff shared that he thinks the CoC should definitely look into this as there may be some important things that come out of the funding. He suggested Steering Council could provide a letter of support. For Steering Council, Courtney will do some research and present.

Conclusion

Action Items	Person Responsible	Deadline
Research HMIS NOFA and present to Steering	Courtney	December 14

CoC Grant Debrief Erin Banchoff

Discussion

Erin asked how and what can be done to look at some lower scoring areas and have some standard process to look through areas of weakness and how improvements can be made. She noted that the strategic planning may be an opportunity to gain some points. Courtney will review score and provide feedback and recommendations are the next Executive meeting.

Conclusion

Action Items	Person Responsible	Deadline
Present CoC grant feedback and recommendations	Courtney	

Strategic Planning

Discussion

Nancy and Erin recapped the process of the Strategic Plan through the past year. The goal was to prioritize goals in the shorter-term. Steering asked that Executive keep the goals and edit the actions and make recommendations on who should accomplish specific actions. The current charge was for Steering members to comment on if the activity was relevant and actionable.

1. GOAL: Reduce number of households moving from imminent risk of homelessness to homeless.
 - a. Jeff shared that a more appropriate goal would be to track and reduce the number of people experiencing first time homelessness. From there, the measurable activities would be increasing the number of people who receive eviction prevention services and reducing the number of families who go through diversion and are at risk again.
 - b. People or households: this is a question for Daniel on how this is built in HMIS, and what is most efficient and effective in HMIS.
 - c. *Change this goal to: 'reduce the number of households experiencing first time homeless'*
 - d. Erin wondered if there are actionable goals related specifically to diversion and eviction prevention work that is already in place.
 - i. Lisa shared that the data from the pilot year of the diversion program will be available later this week.
 - ii. 61st District Court eviction prevention program is in place. An evaluation will be completed soon, funding will continue for two more years.



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- e. Lisa shared that if diversion will continue to be used, there is a need to look at what funding can be used. This may fall under the first activity.
- f. *ACTIVITY II.1.a – Change to: increase resources available for eviction prevention and diversion*
- g. *ACTIVITY II.1.b – Change to: increase available diversion resources*
 - i. There is a need to identify the assessment tool and questions, so data can be inputted in HAP.
 - ii. This could be related the Coordinated Entry Committee’s work and changes to the Coordinated Entry system.
 - iii. Lisa asked what other communities are doing along these lines.
 - iv. Erin asked if there is a way to look at assessing eviction prevention and diversions returns.
 - v. Erin questioned if these are the most important things to be doing in the short term to reduce the number of people who experiencing homelessness.
- h. *ACTIVITY II.1.c – Remove in the short-term*
 - i. Jeff noted that in the high performing criteria, we are doing quite well in some areas. He shared that we would be looking at reductions which are tracked in HMIS.
 - ii. Family and Youth are two areas that are not currently high performing for us. Nancy asked if we could choose one or both of those to work on
 - iii. Jeff suggested a more effective area would be focusing on the mean length of homelessness. HPC criteria looks at a reduction of 10%
 - iv. Courtney noted that the activity does not seem to reflect reducing the number of households experiencing first-time homelessness
- 2. Work with other systems to prevent homelessness
 - a. *ACTIVITY II.2.a – Remove this goal*
 - i. Nancy asked why prisoner re-entry was chosen when there are other systems like the hospitals
 - ii. For the purposes of YHDP and Vouchers, there were MOUs signed between partner agencies and the CoC and DHHS/CPS and Coordinated Entry
 - b. *ACTIVITY II.2.b. Assign to youth committee.*
 - c. *ACTIVITY II.2.c.*
 - i. this may be connected to activity II.2.a.

Erin asked Brianne to add a primary responsibility column to help track who is assigned goals.

Conclusion		
There will be a meeting Tuesday afternoon (12/11) to finish the strategic planning conversation.		
Action Items	Person Responsible	Deadline
Adjourn		