



## EXECUTIVE COMMITTEE MEETING MEETING MINUTES

February 7, 2019

1:00-2:30

|                    |   |                 |      |
|--------------------|---|-----------------|------|
| Facilitator:       | Casey Gordon  |                 |      |
| Meeting Attendees: | Casey Gordon, Lauren VanKuelen, Deanna Rolffs, Beverly Ryskamp, Karen Tjapkes, Courtney Myers-Keaton, Wende Randall, Brianne Czyzio |                 |      |
| Time Convened:     | 1:09  | Time Adjourned: | 2:54 |

|                           |   |                         |        |
|---------------------------|---|-------------------------|--------|
| <b>Approval of Agenda</b> |   | <b>February 7, 2019</b> |        |
| Motion by:                | Beverly   | Support from:           | Lauren |
| Discussion                | Action boards and ad-hoc groups are part of the committee updates |                         |        |
| Amendments                |   |                         |        |
| Conclusion                | Approved  |                         |        |

|                            |   |                        |  |
|----------------------------|---|------------------------|--|
| <b>Approval of Minutes</b> |   | <b>January 8, 2019</b> |  |
| Motion by:                 |   | Support from:          |  |
| Discussion                 |   |                        |  |
| Amendments                 |   |                        |  |
| Conclusion                 | The minutes cannot be approved, as Executive now has all new members. Minutes will be kept on file as a draft |                        |  |

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| <b>2019 Steering Meeting Locations</b>   |                    |          |
| Discussion   |                    |          |
| There were concerns with parking limitations at St. James. February and March Steering Council meetings will be at ICCF. City of Wyoming can host April and onward. Wende will let St. James know. |                    |          |
| Action Items   | Person Responsible | Deadline |
|  |                    |          |

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|--|--------------------|----------|
| <b>2019 Executive Meeting Locations</b>  |                    |          |
| Discussion   |                    |          |
| Network180 training center (3310 Eagle Park Drive NE) is available for Executive meetings. |                    |          |
| Action Items   | Person Responsible | Deadline |
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| <b>HCV Utilization</b>   |                    | <b>Courtney Myers-Keaton</b> |  |
| Discussion   |                    |                              |  |
| Once a month, MSHDA releases a report with the number of people on the waiting list and how many people are coming off the list. Page 10 of the ESG NOFA states that the adequacy of the list must be presented to the full CoC. Nicole Schalow reached out because these items were not on the full CoC agenda. In the past, this is the reason that the ESG Financial Assistance report was added to the Steering consent agenda – that space provides a more robust discussion. It seems this is almost a triage type discussion, that may be best as a discussion between providers. Perhaps this agenda items could be a way of making sure organizations are staying connected. Courtney will reach out to Nicole Schalow for clarification and to see if she is willing to present the items at the full CoC meeting. |                    |                              |  |
| Action Items   | Person Responsible | Deadline                     |  |
| Reach out for clarification, and ask if Nicole Schalow can present agenda items at the full CoC meeting  | Courtney           |                              |  |

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|---------------|--|--|
| <b>QSOBAA</b> |  |  |
| Discussion    |  |  |



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The QSOBAA is the information sharing agreement on the organization level. The Data Quality committee and HMIS Administrator recommend that Covenant House, Servants Center, North Kent Connect all be added to the QSOBAA. They also request that Steering approve the addition of network180, 3:11, HQ, and Veterans Administration to the HMIS Release of Information form. There was confusion about what exactly it means to be on the release, and when is it a good idea to not be on the release. The nice thing about being on the release is that the QSOBAA is renewed annually, so if an agency is on the list and changes are made, they would not need to go through the approval process again. This also could be an opportunity for Daniel to do some training on opportunities to use data, even if it is disidentified. For example, Mercy Health is interested in having read-only access so they can use it for planning for high-users. Sierra and Daniel ensure that all trainings are up to date for all users. Being added is an introductory level step for organizations but does not grant access to the entire HMIS system.

| Action Items   | Person Responsible | Deadline |
|--|--------------------|----------|
| Bring recommendation to approve agencies to Steering |                    |          |

### Emergency Weather Response Update

#### Discussion

There was an emergency provider call last week Thursday, January 31. Questions and concerns include: Is the expectation for coordinated entry agency/HAP to be an emergency provider? Is there a community-wide emergency plan? Does HAP have an emergency plan in place?

HAP was closed or opened late Jan 28 – Feb 1, 2019. There is uncertainty as to who is making the decisions about when to close HAP. When HAP is closed, there is 1 phone that can be used to call people back or take referrals from 211. There are concerns for the capacity of this on-call person staff member. It was suggested that the group look for HUD guidance for HARA operational support. It would be useful to look at what other HARAs in the state/region do in case of extreme weather. This research can be used to inform a new policy. The group expressed the importance of having an emergency weather protocol in place.

For tomorrow (February 8), more ice/snow is expected – Courtney will send an email to Salvation Army about the CoC's expectations and request information about their plan and how it will be communicated to major providers.

The group expressed their gratitude to 211 staff for all their hard work!

| Action Items  | Person Responsible | Deadline |
|---|--------------------|----------|
| Look into MOUs, HUD documents, other HARA structures to determine best practices to inform community plan | Courtney           |          |
| Keep this agenda item on for next month   |                    |          |

### Coordinated Entry Status/HAP

#### Discussion

There was discussion in regard to the need for Salvation Army staff to explain what the flow is for someone entering the system and where/how decisions are being made so that everyone in the CoC has a general understanding of the intake and flow process. The Coordinated Entry committee could



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| look at how to do the loopback, referrals, by-name list management, and when diversion should happen.   |                              |          |
| Questions to consider in future discussions include: Is there an opportunity to do a comprehensive rebuild? How is this started strategically? How does Executive/Steering make sure the conversation is productive? There are innovative things that some communities are doing, how do we incorporate some innovations? What best practices are not currently being used?   |                              |          |
| Action Items  | Person Responsible           | Deadline |
| Schedule HAP/coordinated entry status conversation with Rich, Mary, Michelle, Casey, Courtney   | Courtney                     |          |
| <b>PIT Count Update</b>   | <b>Courtney Myers-Keaton</b> |          |
| Discussion  |                              |          |
| Outreach teams went out to the locations they were assigned. Initial reports suggest they did not connect with many people on the street, which is good because it indicates that many people were likely in shelter. Next steps will include discussing how to reach families and rural areas, as well as developing a written process for next year.  |                              |          |
| Action Items  | Person Responsible           | Deadline |
|   |                              |          |
| <b>Committee Updates and Communication</b>  | <b>Courtney Myers-Keaton</b> |          |
| Discussion  |                              |          |
| These updates include action boards as well as ad-hoc groups. The reporting mechanism is being re-developed. In the past, it has been on the consent agenda for monthly Steering Council meetings. It was suggested that a representative from each committee can attend Steering to answer questions. The presentations could rotate so each committee reports-out quarterly.  |                              |          |
| Action Items  | Person Responsible           | Deadline |
|   |                              |          |
| <b>Strategic Planning</b>   |                              |          |
| Discussion  |                              |          |
| There is a need to make sure the CoC membership knows what data is needed to track goals. Strategic planning could be a standing item on Steering and full CoC agendas. The CoC could create a workgroup committee that starts planning the strategic planning process. It would be better to begin the background work and gathering feedback soon, so that whoever takes on the strategic planning process can be in a good position. Executive should discuss whether outsourcing the work is best. Next month, Executive can look at what type of money would be available. Then the CoC would have to go through an RFP process. |                              |          |
| Action Items  | Person Responsible           | Deadline |
| Determine potential budget for strategic plan consultants   | Wende and Courtney           |          |
| <b>Role of Chair, Vice Chair, and Secretary in Committees</b>   | <b>Courtney Myers-Keaton</b> |          |
| Discussion  |                              |          |
| See discussion under <i>Youth Committee Structure</i>   |                              |          |
|   | Person Responsible           | Deadline |



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|   |                    |                              |
| <b>Youth Committee Structure</b>  |                    | <b>Courtney Myers-Keaton</b> |
| Discussion  |                    |                              |
| <p>The lack of defined structure has been an issue for some committees. There are no defined roles for chair, vice chair, secretary, or lead agency. Defining roles will help with expectations and leadership development. In addition, the term 'lead agency' is fairly new language from HUD but will likely continue to be used in the future. There needs to be a process for how committees are formed, as well as what a lead agency does and how they communicate with the chair. A discussion took place regarding population-specific committees and how they may differ in structure. There was discussion about how a chair and a lead agency may work together within these committees, but more research needs to be done to understand what that relationship would entail.</p> <p>Additionally, there are two action boards. There is concern that if the chair of a committee is separate from the lead agency, this could lead to loss of support for the action boards. CoC staff would look at exploring action board facilitation from a staffing perspective. This decision would build suggestions for the future, not change the current structure.</p> <p>Lastly, the rubric for YHDP should be reviewed before the NOFA drops, this will be on the March executive agenda.</p> <p>Executive recommends all committees hold off on elections until a clear structure is developed. Courtney will be interim chair of each committee that has not yet held elections. Courtney will research and bring recommendations for each role to Executive next month.</p> |                    |                              |
| Action Items  | Person Responsible | Deadline                     |
| Research different ideas for chair, vice chair, secretary, lead agency role.  | Courtney           |                              |
| <b>Funding Review</b>   |                    |                              |
| Discussion  |                    |                              |
| <p>If and when a NOFA is released, is there a process for determining whether the effort for applying would be worth it? In the past, staff has done this evaluation in consultation with the appropriate stakeholders. Conversations will come to Executive when funding opportunities become available.</p>   |                    |                              |
| Action Items  | Person Responsible | Deadline                     |
|   |                    |                              |
| <b>Steering Committee Agenda</b>  |                    |                              |
| Discussion  |                    |                              |
| Due to time constraints, Courtney and Casey will connect later to develop an agenda.  |                    |                              |
|   | Person Responsible | Deadline                     |
|   |                    |                              |
| <b>Adjourn</b>  |                    |                              |