



EXECUTIVE COMMITTEE MEETING MEETING MINUTES

March 7, 2019

1:09pm – 2:42pm

Facilitator:	Casey Gordon		
Meeting Attendees:	Casey Gordon, Beverly Ryskamp, Deanna Rolffs, Lauren VanKeulen, Karen Tjapkes, Courtney Myers-Keaton		
Time Convened:	1:09pm	Time Adjourned:	2:42pm

Approval of Agenda		March 7, 2019	
Motion by:	Beverly Ryskamp	Support from:	Deanna Rolffs
Discussion	Steering Council Meeting Time under 8a. (March Steering Council Agenda) 4a. CoC Name (Strategic Planning)		
Amendments			
Conclusion	Approved unanimously.		
Approval of Minutes		[Date]	
Motion by:	Lauren VanKeulen	Support from:	Deanna Rolffs
Discussion	Consensus that Brianne is great and doing an awesome job.		
Amendments	none		
Conclusion	Approved unanimously.		
Emergency Weather Protocol Update		Casey Gordon and Courtney Myers-Keaton	
Discussion			
<p>Courtney and Casey met with HAP staff regarding emergency planning and the MSDHA ESG Exhibit 1. They did confirm that they use Grand Rapids Public Schools closure as a proxy. GRPS Policy – if GRPS is closed, there will be a 2 hour delay at HAP. They did state that they put in a requisition for a new phone system, which could change how emergency situations are handled by allowing for staff to take phone calls at home, which would ideally alleviate some of the burden on 2-1-1's lines during inclement weather and/or emergency situations. Courtney will follow-up and draft a plan for HAP, 2-1-1, and the CoC to sign off on.</p> <p>There was discussion about what our expectations are for the agency that serves as the HARA, especially regarding the reasons for closure. Can we look at what is mandated by HUD and MSHDA to help determine what expectations are and provide recommendations to TSA.</p> <p>The questions is who decides what the recommendations are and how changes are made to the Coordinated Entry system and HARA? Discussion about centralized vs decentralized – power to make decisions/changes has been previously held at the HARA but we have historically used a very centralized approach to intake.</p> <p>network180 uses a hybrid model, which is ever changing and requires a balance to have a consistent, efficient system.</p> <p>Discussion about CE changes and HUD TA, it was suggested to add HUD TA update to the Steering Agenda. It would be helpful to know what the different models/elements are and what the possibilities could look like. Also, brought up that there are a lot of misnomers within our system and that shelter intake and housing resource intake are pushed together, rather than separated out.</p> <p>The Coordinated Entry committee met for the first time in over a year and it felt like there were several people who did not understand the history of the work and need to be updated so they will</p>			



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be reviewing historical documents before next meeting. They will also look the HUD TA documents and information to learn more about some best practices that are happening across the country. Discussed that if we increase overall accessibility and increase access points, shifting from CI to decentralized, the HARA/CE entity would likely have fiduciary responsibilities and it can be more difficult to remain on top of it. Also, when considering diversifying funding sources, the prioritization model may not currently work for other funders.

Steering agenda item can include a charge for the CE committee: This is where we are, here's what we think is important, here's some best practices, and provide some recommendations on where to go.

There was also a discussion about 2-way communication/recommendations between Steering and Committees. This could also vary for committees, especially for population-based committees, which ideally should go bottom up. The goal is to provide some structure but allow for flexibility.

Action Items	Person Responsible	Deadline
Strategic Plan	Casey Gordon	
Discussion		
<p>Recommended to add our official HUD CoC name to all documents. Add to footer or header of agendas and minutes.</p> <p>Steering will have to authorize the formation ad-hoc committee for eviction prevention to align with strategic planning. Regarding diversion, is there a need to clarify between shelter diversion and homelessness prevention? Family diversion work underway, but diversion resources could be applied across the system. What are the next steps to increase diversion resources for all? What are the big picture lessons are learned?</p> <p>Also, request Data Analysis committee to assist with IV.1.a and 1v.1.b of Strategic Plan. Ad-hoc committee to develop recommendations for short, medium, and long-term recommendation for HCV utilization could potentially be a subcommittee of Data Analysis.</p>		
	Person Responsible	Deadline
Ask Family Promise to present on big picture lessons from Diversion Pilot and its system-wide implications at future Steering Council meeting.	Courtney Myers-Keaton	April 5, 2019
Request Steering to approve development of ad hoc committee for Strategic Plan.		March 15, 2019
Bring Strategic Plan to Data Analysis Committee for discussion on IV.1.a and 1v.1.b		April 11, 2019
Committee Descriptions	Courtney Myers-Keaton	
Discussion		
<p>Basic example position descriptions provided, with the addition of vice chair stepping into Chair's role if needed.</p> <p>Courtney provided an outline of the committee reporting process to use as a guide.</p>		
	Person Responsible	Deadline
YHDP Rubric	Courtney Myers-Keaton	



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Discussion		
We can table until next meeting due to time. YHDP is not projected to come out until May.		
	Person Responsible	Deadline
MCAH Meeting Request	Courtney Myers-Keaton	
Discussion		
<p>Gerry Leslie, the director at Michigan Coalition Against Homelessness (MCAH), reached out to Wende and Courtney to request a meeting to discuss annual count data. There seems to be some concern regarding approximately a 20% increase in 2018 from 2017. Also, around 3400 people screened at HAP and identified as category 1 homeless are not connected with a resource/service so there were some questions regarding the accuracy of the data and also wondering why they weren't not connected. ESP providers, CoC leadership, and county/city government have been invited to take part in the meeting.</p> <p>Courtney will provide a quick explanation for the meeting at Steering Council.</p>		
	Person Responsible	Deadline
March Steering Council Agenda and April CoC Agenda	Casey Gordon and Courtney Myers-Keaton	
Discussion		
<p>For March Steering Council's Agenda include the following: HUD TA, CE strategic plan goals, update on MCAH, Committee Reporting Process, and everything on Steering Council Annual Calendar, Budget prep (specific line items for action board), ESG mid-term reporting.</p> <p>It was brought up that they thought Steering Council meetings were extended. Should look through previous minutes to determine if we extended future meetings.</p> <p>For April Full CoC Agenda – Courtney will not be present at the April CoC membership meeting but Casey and she will collaborate to put together an agenda.</p>		
<p>Motion to adjourn – Beverly Ryskamp Deanna Rolffs seconded. Approved unanimously. Adjourned 2:42pm</p>		