EXECUTIVE COMMITTEE MEETING
MEETING MINUTES
April 12, 2019
9:30-11:00

Facilitator:	Casey Gordon		
Meeting Attendees:	Casey Gordon, Beverly Ryskamp, Deanna Rolffs, Lauren VanKuelen (phone), Karen Tjapkes, Courtney Myers-Keaton, Wende Randall, Brianne Czyzio		
Time Convened:	9:33	Time Adjourned:	11:20

Approval of Agenda		April 12, 2019	
Motion by:	Deanna	Support from:	Beverly
Discussion			
Amendments	Add: LIHTC Process (10a), Reschedule July meeting (12), Confirming attendance at Steering (10b)		
Conclusion	All in favor by acclamation with no dissent		
Approval of Minutes		**From March 27, 2019**	
Motion by:	Beverly	Support from:	Deanna
Discussion			
Amendments			
Conclusion	All in favor by acclamation with no dissent		
Funding Review Committee		**Courtney Myers-Keaton**	
Discussion			
Denise Price and Karen Tjapkes resigned from Funding Review Committee. Laurie Craft may also be stepping down as she retires. It should go to Steering to appoint new committee members. Potential members need to be non-recipient of funds. Currently, there are not many people who are familiar with the housing space on the committee, so it would be a good idea to recruit some people who are familiar with the housing space. Possible candidates: Lee Nelson Weber, Darrell Singleton, Laura St. Louis, Liz Keegan, Elizabeth Stoddard. Courtney will reach out to individuals to see who has interest and let them know more about commitment.			
Action Items		Person Responsible	Deadline
Strategic Plan			
Discussion			
The ad-hoc Eviction Prevention committee was approved by Steering Council last month. Members should include: Salvation Army, City of Grand Rapids, RPOA or landlords (Deanna has a few contacts), City of Wyoming, DHHS (Karen will find contact). Once a time is decided, CoC stall will make sure full CoC knows the meeting is happening.			

Diversion – Case managers meet once a month, the pilot team has not met in a while. Community Rebuilders is doing Rapid Resolution. VOA will be starting diversion efforts as well for veterans. There may be nuances to the approaches based on population served, though the intent is likely the same. There could be a facilitated conversation with a representative from each of the population specific groups to talk more broadly around diversion efforts. All groups can talk about what is currently

happening, lessons learned, how to move the work forward, how the CoC can support. The goal of the conversation will be an understanding of how different diversion programs work together.

How do CoC funding and non-CoC funding fit into the purpose of the CoC? If the funding isn't through the CoC, what is the CoC's role in this project? How do all projects work together voluntarily? Differing definitions of the CoC could lead to miscommunication and misunderstandings in the housing space. Deanna will develop a process of how this conversation could work. This could be added to the Steering agenda, after Executive runs through the process.

Action Items	Person Responsible	Deadline

ESG & VAWA – New Requirements		
Discussion		
MSHDA is requiring a specific emergency transfer plan in place for victims of domestic violence. Haven, YWCA, and CoC staff could make up a small workgroup to develop. Completed plan will be presented for Steering Council to adopt.		
Action Items	Person Responsible	Deadline

YHDP		
Discussion		
A community collaborator agency whose primary purpose is convening cross-sector partnerships would strengthen the YHDP application. Lead agency shouldn't be a service provider or recipient of funds but is a coordinating agency. Several past YHDP recipients used their collaborative applicant as the lead agency. United Way is a non-competitive agency that will not apply for YHDP project funds. This could be taken as the community not wanting providers in the space. On the other hand, providers could walk away if there is a contentious RFQ process again. One of the benefits of United Way as the lead agency is that it removed the lead agency/chair conversation. Last year, there was blowback when the direction for an RFQ came from Steering. There has not been a conversation with Youth Committee around this, so there is no feedback or weigh-in. Conflict may be in the structure of the committee, not in the lead agency selection process. Recommendation could go to Youth Committee, and then leave it to them to decide via vote. This will allow the decision to come from the bottom-up instead of top-down.

Executive members will look through the recommendation and make changes based on the document going to Youth Committee. Members will also review the rubric in case Youth Committee decides to go through the RFQ process. There may be considerations from Steering, someone could bring these to the meeting, or limit it to one of two choices due to timeline constraints. | | |
| Action Items | Person Responsible | Deadline |
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Adding Agencies to QSOBAA		
Discussion		
In February, there was discussion at Steering around adding agencies to the QSOBAA. Steering had not reviewed agencies before, so they decided to follow the current process and then bring the		

process to Steering. Currently, additions go through HMIS staff and the HMIS Users group. To be added to the QSOBAA, agencies must comply with all trainings. Agencies have expressed concerns that there was not an opportunity for agencies to raise concerns about agencies who were added, there is space for this to occur at HMIS Users meetings. The process already in place needs to be formalized. Daniel will be putting process documents together in the next few weeks. HMIS Users Group will review the process to make sure there are no concerns.

Action Items	Person Responsible	Deadline

RRH Standards and Benchmarks		
Discussion		

The City of Grand Rapids adopts the CoC's policies and procedures. Current policies are from the Nation Alliance on Ending Homelessness. Providers are having issues with the performance benchmarks, specifically benchmark 3. It is hard to measure returns to homelessness within a year of exits, especially because the funding cycle is one year. Perhaps at Steering, the group can discuss how these points could be measured and what the difficulties are. Do all providers seek this information, are they relying on HMIS, are there 6- and 12-month follow-ups with common data points? In the past, agencies were collecting different data leading to different data points being reported. Another benchmark that could replace this one could be increasing income for participants. This could be measured and would indicate that RRH participants could likely afford stable housing.

Action Items	Person Responsible	Deadline
Add RRH Benchmarks to Steering Agenda	CoC Staff	

Committee Updates		
Discussion		

Data Analysis is looking for Steering Council to give them guidance on what they should look at to measure the system as a whole. One thing Data Analysis Committee could work on is developing the narrative around data that is shared to the public. They could fill in the story on what else is happening in the community to add context to reports like PIT and the annual count. Data Analysis should analyze the data, say what they see happening, and provide recommendations to the community. Executive wants to leave it to them to look at the information creatively and globally.

Action Items	Person Responsible	Deadline

April Steering Agenda		
Discussion		

Agenda Items: Funding Review, ESG Financial Assistance Report, ESG&VAWA requirements, Strategic Plan, YHDP update, RRH benchmarks, LIHTC process

Future item: Conversation around operationalization of values, how they can change culture and behavior. The conversation can be embedded in the meeting around strategic plan goals. Deanna can draft agenda for this group to practice along with the mapping at June's Executive meeting.

Action Items	Person Responsible	Deadline

April Full CoC Agenda		

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Agenda Items: HAP presentation around centralized intake, HCV utilization, strategic plan update, diversion, agency highlights (round table discussion)

| Community Rebuilders system mapping: It will be great for the community to have the information collected and in one place. The system map could be shared to Steering Council first, and then the full CoC. The methodology should be agreed upon so that the community does not feel the need to re-do the work later. Community Rebuilders wants this information to be community-based. Ask Vera to come to the next Executive meeting to talk more about the process and goals of the project, as well as how the CoC can support the work, make sure it is not duplicated, and provide clarity. |

Action Items	Person Responsible	Deadline

Adjourn	

Discussion
July Exec meeting will be rescheduled due to the 4th, a poll will be sent out. Beverly motioned to adjourn; Deanna seconded. All in favor by acclamation with no dissent.