



EXECUTIVE COMMITTEE MEETING MEETING MINUTES

September 5, 2019

12:00-2:30

Facilitator:	Casey Gordon		
Meeting Attendees:	Casey Gordon, Beverly Ryskamp, Deanna Rolffs, Courtney Myers-Keaton, Lauren VanKeulen, Wende Randall, Karen Tjapkes		
Time Convened:	12:17pm	Time Adjourned:	2:14

Approval of Agenda		September 5, 2019	
Motion by:	Beverly	Support from:	Deanna
Discussion	Add discussion of CoC meeting date in October – item 9 Add time to discuss Vera’s (Community Rebuilders) presentation – item 6		
Amendments			
Conclusion	Approved		
Approval of Minutes		August 1, 2019	
Motion by:	Deanna	Support from:	Beverly
Discussion	Appreciate great detail		
Amendments			
Conclusion	Approved		
Action Board Stipends and Policies			
Discussion			
<p>There was discussion around communication regarding closed meetings and decision-making structures within committees and leadership of the CoC. Karen moved that we release the minutes from the Executive meeting on August 14th. Karen asked to table her previous motion and to move that we will amend the minutes based on conversation and email comments already submitted. Casey or Courtney will send a resubmission of the minutes for a quick email vote. Second by Deanna. Three votes to approve, Beverly abstained because she was not present.</p> <p>Casey referenced a document that she hopes to talk through and work from regarding Action Board stipends and policies; she provided background perspectives indicating that youth are harming each other and there need to be protocols or additional facilitation in place. The group discussed what needs to go to Steering as a pre-read and how to organize the materials in a way that provides a person who is not close to the issue the ability to understand and make a decision. In the past, Steering discussed stipends for action board meetings, but the sticking point is that Steering never approved that stipends be allowed for other meetings or activities. This has to go to Steering as a need to be approved before that practice can continue.</p> <p>Casey suggests creating processes for member selection, removal, terms and reappointment and that Steering review the current budget and approvals. Steering should discuss whether action boards should look at other funds or should adjust the frequency of meetings in order to stay within budget. Also, there is a need to clarify quorum as opposed to majority vote regardless of who is present. Casey noted that we also need to have a policy for compensating people with lived experience serving on Steering.</p>			



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<p>Courtney asked to clarify some of the points on the document. Beverly suggested that Courtney draft a policy based on the core topics in the document; email responses and then have it brought to Steering. Lauren suggested that we could model the document after the committee expectations document; she supports that Courtney draft and send to Executive for email discussion and go to Steering at September meeting.</p>		
Action Items	Person Responsible	Deadline
Develop Action Board policies draft and send to Executive for feedback; discuss document at Steering	Courtney Myers-Keaton	
Strategic Plan RFP		
Discussion		
<p>Courtney indicated that there was lots of conversation at last Steering; no one sent comments. Suggestion to put it out for comment with a due date, then Executive will revise to incorporate; then develop new RFP to go to Steering for approval. Agreement.</p> <p>Lauren suggested including the topic of clarifying our governance structure as part of the deliverable for the strategic plan and letting Steering know that this piece is being added as part of the discussion.</p>		
Action Items	Person Responsible	Deadline
Send RFP to Steering for comments; incorporate feedback; present updated RFP to Steering for approval	Courtney Myers-Keaton	
Funding Review Ranking		
Discussion		
<p>Courtney indicated that award letters were sent out, but ranking has not been made public yet. There was feedback regarding scorecards and discussion within the committee. In the future, the funding review process should be revisited several months prior to the next reapplication round.</p>		
Action Items	Person Responsible	Deadline
Community Rebuilders Presentation		
Discussion		
<p>There was discussion around the evaluation of the coordinated entry system. Courtney indicated that there are some areas that need to be fixed, but they can be fixed easily. She has met with Vera and discussed the checklists; they are seeing the same things that the workgroup identified.</p> <p>There was conversation around Community Rebuilders plans for their Day One funds. The group wondered how Community Rebuilders may be planning to collaborate on the family entry process, especially as they roll out additional phases. Courtney will reach out to Vera and ask if she is able to present at a Coordinated Entry meeting.</p>		
Action Items	Person Responsible	Deadline
Letters of Support Process		
Discussion		
Tabled due to time.		
Action Items	Person Responsible	Deadline



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KConnect Response		
Discussion		
Tabled due to time.		
Action Items	Person Responsible	Deadline
September Steering Council Agenda		
Discussion		
Lauren suggested that Courtney and Casey draft the agenda and send it to Executive. Members agreed.		
Action Items	Person Responsible	Deadline
New date for full CoC membership		
Discussion		
Possible Oct 31 or Oct 17; Courtney will check site availability and let the group know.		
Adjournment		