



EXECUTIVE COMMITTEE MEETING MEETING MINUTES

November 7, 2019

1:00-2:30

Facilitator:	Casey Gordon		
Meeting Attendees:	Casey Gordon, Deanna Rolffs, Lauren VanKeulen, Courtney Myers-Keaton, Brianne Czyzio Robach		
Time Convened:	1:15	Time Adjourned:	2:40

Approval of Agenda		November 7, 2019	
Motion by:	Deanna	Support from:	Lauren
Discussion			
Amendments	No changes		
Conclusion	All in favor by acclamation with no dissent		

Approval of Minutes		October 10, 2019	
Motion by:	Lauren	Support from:	Deanna
Discussion			
Amendments	No changes		
Conclusion	All in favor by acclamation with no dissent.		

Strategic Plan RFP

Discussion

Courtney asked the group to identify a clear plan for the strategic plan RFP moving forward. At past Steering meetings, there was conversation around the fact that the scope was limited. Members indicated there is an opportunity to connect or participate with City and County officials in the planning processes.

As written, phase 1 does not include direct action items, but there needs to be concrete action items the CoC can focus on after the current strategic plan expires in April 2020. There was conversation around how action items could be included. Phase 1 could be a 1-year plan for implementation of values and vision. The implementation portion would develop a 3- to 5-year plan as phase 2. Phase 1 should incorporate the strategy and impact of systems change in the context of the CoC. The draft RFP was edited to reflect these changes. The finalized RFP will be sent to Steering Council as a pre-read.

Executive members agreed that the decision-making process should be clarified ahead of time. Proposals will be due by December 13. Steering Council could review following the December 13 meeting. Deanna will develop a rubric based on the RFP that will be approved by Steering. Proposals will be scored by Steering Council members using this rubric. The consultant will be chosen based on highest score and a finalized vote of Steering Council members. Conflicts of interest would need to be disclosed if there were potential personal or financial gain.

Action Items	Person Responsible	Deadline
Create rubric based on approved Strategic Planning RFP	Deanna	

Governance Charter Amendments

Discussion

Succession Planning: In order to change the vice chair role to chair elect, language would need to be drafted to be voted on at the November Steering Council meeting. Members agreed that it is



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important to have consistency as institutional, historical, and procedural knowledge is lost when Executive turns over each year. There was conversation around how term-length would tie in with a chair elect position. A chair elect would have a two-year term if they were automatically elected to the chair position. Possible solutions include 2-year staggered terms for officers. In order to be eligible, members would then need 2 years of Steering eligibility. Another option is to have the expectation that someone who is elected to Executive has the intent to move into the chair role. Members agreed that there was need for more conversation to flush out options before making changes to the Governance Charter. Executive will provide summary of conversation with challenges and potential solutions.

Staff Roles: There was conversation around staff descriptions and roles. Current roles do not encompass all duties that staff fulfill and are not in alignment with other CoCs in the state. **Deanna moves to review job descriptions, titles, and compensation of CoC staff to ensure that they accurately represent the work being done. Lauren seconded. All in favor by acclamation with no dissent.** Executive will talk with Wende and review job descriptions. Members will bring proposed changes to Steering Council.

Meeting Schedule: Members agreed that Steering Council would need to meet monthly due to the number of action/ agenda items. Full CoC meeting likely could be quarterly as long as deadlines were identified. Perhaps off months could be supplemented with trainings for providers.

Action Board Policies: Reflecting on Steering conversations, the concern seems to arise from jeopardizing funding. A stipend use policy may more accurately fit this need. Staff would be responsible for ensuring that activities fall under allowable activities outlined from the CFR. A robust tracking system could be implemented. A policy could include that stipends from the planning grant are available to action board members for meetings related to 7 categories and are set at \$30 per meeting. A list of allowable and unallowable activities will be provided. Anything that is outside/unclear must be brought to CoC staff. Meeting stipends cannot exceed \$4000 per year. For activities outside of meetings, members may work with staff or outside organizations to identify funding. A draft policy will be brought to Steering Council. Members agreed that there should be a conversation with Steering around what the CoC can do to support action by consumer boards as advisory is the only allowable expense under HUD guidelines.

Action Boards: There was conversation around how to support action boards. The committee expectations document could be used to guide action boards. Executive member agreed that it would be important to ensure that board membership is consistent with 8 members. It would be important to ask action boards what it means to them to have effective facilitation as well as staff support. There is a possibility that facilitation could be paid out of the CoC Planning Grant. This would require an MOU between the CoC and a partner agency with set expectations.

Action Items	Person Responsible	Deadline
Summarize succession planning conversation		
Review job descriptions and discuss with Wende	Executive Committee	
Create proposed job descriptions for Steering to review	Executive Committee	



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Draft Stipend Use policy for Steering to review.	CoC Staff	
United Way MOU		
Discussion		
Members agreed with changes sent via email. The draft MOU will be sent to Steering Council.		
Action Items	Person Responsible	Deadline
Include draft MOU with Steering Council pre-reads	Brianne	
Steering Council Annual Calendar Review		
Discussion		
Members discussed changes to the annual calendar. Changes include:		
<ul style="list-style-type: none"> - LIHTC presentations will be at Steering Council in accordance with policy change. - Remove strategic planning process presentation as this is specific to 2019. - A draft CoC budget should be ready for review at April meeting, with approval at May meeting. - Each month's consent agenda will include a budget report. 		
Action Items	Person Responsible	Deadline
Update calendar according to above changes	Brianne	
Letter of Support Policy		
Discussion		
Courtney provided an example of a Letter of Support policy from HAND in Detroit. She will draft a policy based on this policy. Future conversation should include a discussion around who should sign letters of support that are not for LIHTC projects.		
Action Items	Person Responsible	Deadline
Draft non-LIHTC Letter of Support Policy	Courtney	
Data Access Policy Discussion		
Discussion		
Tabled due to time.		
Outreach Conversations		
Discussion		
Tabled due to time.		
November Steering Council Agenda		
Discussion		
<ul style="list-style-type: none"> - KConnect Reflection - Strategic Planning RFP - United Way MOU - Stipend Policy - Succession Planning Conversation 		
December Full CoC Agenda		
Discussion		
<ul style="list-style-type: none"> - Steering Council elections 		
Adjourn		
Lauren motioned to adjourn; Deanna supported. All in favor by acclamation with no dissent.		