



EXECUTIVE COMMITTEE MEETING MEETING MINUTES

October 1, 2020

1:00-2:30

Facilitator:	Lauren VanKeulen		
Meeting Attendees:	Erin Banchoff, Karen Tjapkes, Lauren VanKeulen, Cathy LaPorte <u>Staff:</u> Courtney Myers-Keaton, Brianne Czyzio Robach <u>Community Members:</u> Wende Randall		
Time Convened:	1:04	Time Adjourned:	2:32

Approval of Agenda		October 1, 2020	
Motion by:	Karen Tjapkes	Support from:	Cathy LaPorte
Discussion			
Amendments	Add 3e) Coordinated Entry update		
Conclusion	All in favor by acclamation with no dissent		
Approval of Minutes		September 3, 2020	
Motion by:	Cathy LaPorte	Support from:	Erin Banchoff
Discussion	Monitoring checklist and QSOBAA process are forthcoming Action Item: Provide Monitoring Checklist and QSOBAA Process to Exec		
Amendments	Erin provided suggested changes regarding monitoring and staffing conversations.		
Conclusion	All in favor, motion passes		
General CoC Updates			
Discussion			
<p><u>HOT Team</u> Facilitated planning sessions have been paused as there seems to be lack of clarity on purpose of conversations. City is determining next steps prior to re-engagement with facilitator. The CoC hopes to re-engage to ensure collaboration and coordination with outreach workgroup.</p> <p><u>Isolation Planning</u> Courtney is following up with the County after recently hearing that plans for isolation may not be in place. She will request an update at October Steering Council meeting and communication to go to the full CoC membership. Shelter providers have determined the capacity at each shelter. The pilot count will help inform how many may be in need of shelter this winter to determine potential gaps.</p> <p><u>Summer Pilot Count</u> Last week Wednesday, the outreach workgroup did a geographically targeted count limited to the City of Grand Rapids. Feedback on the count from outreach workgroup was mainly positive. They found that engagement was easier during warmer months. Staff will be putting together a tally and followed by a full report-out over the next few weeks. Outreach workgroup discussed future summer counts, which would be expanded to the entire county, every other year to lessen over-surveying.</p> <p><u>Housing Stability Alliance Backbone Update</u> Staff recently received notification that the CoC was not selected as a finalist for the HSA backbone entity. The Housing Stability Alliance (HSA) will be determining whether any of selected agencies have the capacity and if not, a new entity will be formed.</p>			



EXECUTIVE COMMITTEE MEETING MEETING MINUTES

October 1, 2020

1:00-2:30

Coordinated Entry update

Erin asked where the CE Committee stands in updating the coordinated entry policies and procedures to ensure they comply with HUD standards. Conversation around next steps for updating policies. Cathy and Courtney can update existing processes at HAP to the CE policy document. Any specific changes made due to current circumstances (e.g.: COVID-19) can be included in an addendum. The document will then go to the Coordinated Entry Committee for edits and then to Steering at the November meeting. Future changes can be made to the procedure document as they are implemented.

Action Items	Person Responsible	Deadline
Request isolation update from Kent County at Steering	Courtney Myers-Keaton	
Update existing processes at HAP to the CE policy document, share with Coordinated Entry Committee followed by Steering.	Cathy LaPorte and Courtney Myers-Keaton	

Funding Update

Discussion

Community in the mode where many funds are in the process of being spent down.

- MSHDA Eviction Diversion: First drawdown of funds was mostly expended. There is a cap on amount of assistance a household can receive which can be a barrier for some households. TSA is receiving treasury funds through the county to supplement payments for those living outside of City of Grand Rapids. Cathy suggested advocacy around this stipulation as it is inequitable, especially as the highest area of impact is within the City.
- MSHDA ESG-CV funds: PineRest seems close to hiring street outreach staff. Family Promise beginning to expend the funds for emergency shelter.
- City of Grand Rapids ESG-CV: award announcement is expected soon.
- Kent County ESG-CV: heard that some will be used for hoteling, but program model is unclear. Prevention funds are not yet online through KCCA.
- HWMUW has funding available for housing services through county treasury funds.

Action Items	Person Responsible	Deadline

Prioritized Goals and Activities

Discussion

This topic was discussed at Steering, staff made updates to the document based on Steering conversation.

Suggested edits:

- Item 4 – add “develop communications plan” to clarify intention
- Item 5 – move up to item 1. Staff are seeking suggestions from Executive for activities that could fall under racial equity piece.



EXECUTIVE COMMITTEE MEETING MEETING MINUTES

October 1, 2020

1:00-2:30

<p>The goal is to present a finalized version at the October full CoC meeting for approval. Staff will send to Steering for review and comment and edits ahead of discussion at October meeting. Executive members will provide feedback by Wednesday (10/7)</p>		
Action Items	Person Responsible	Deadline
Provide feedback on the prioritized goals and activities, including suggestions for racial equity activities	All	
Provide updated goals and activities to Steering for review and discussion	CoC staff	
Strategic Planning		
Discussion		
<p>This topic was tabled at Steering until there was an update on the HSA backbone entity. Since the CoC was not chosen as the backbone entity, suggest moving forward with strategic planning process. There is about \$26,000 available in for strategic planning, though some will need to be made by November 30. An updated RFQ has already been drafted based the previous RFQ. To ensure that funding allows for a robust process, there will not be a cap in the RFQ. Instead staff will ask for bids and then determine whether to seek additional funds.</p> <p>Karen moved to recommend to Steering that the CoC release an RFQ for strategic planning based on previous RFQ document without a cap on expenses for an e-vote. Erin supported. All in favor, motion passes.</p>		
Action Items	Person Responsible	Deadline
Provide draft RFQ to Steering for approval via an e-vote	CoC staff	
Projected Budget and Staff Allocation Plan		
Discussion		
<p>Job descriptions have been approved by United Way recently. In the past, there were approved and then provided to CoC for information. If there are places where CoC feels roles should be filled, there can be discussion around the functions the CoC wants out of UW staff.</p> <p>Wende will provide previous versions of job descriptions with highlighted changes. Reporting and FTE status changes are anticipated in the new grant year, staff will confirm all descriptions are in alignment with changes.</p> <p>UW Finance team had projected out changes and are updating a document to show current splits and anticipated splits as of December 1 (new grant year). They anticipate changes in shifting associate time split which is within range of increased HUD Planning grant. In addition, there has been conversations around decreasing the percent of ENTF Director time to the CoC as supervision will change.</p> <p>Staff to share job descriptions and budget outline from UW Finance team with Steering as an informational item. Recommend pushing to November if budget is not available in advance.</p>		
Action Items	Person Responsible	Deadline
Provide job descriptions with highlighted changes to Exec	Wende Randall	



EXECUTIVE COMMITTEE MEETING MEETING MINUTES

October 1, 2020

1:00-2:30

Provide job descriptions and projected budget outline to Steering in October as information items	CoC/UW staff	
LIHTC Letter of Support Policy		
Discussion		
Tabled to next month due to time.		
Action Items	Person Responsible	Deadline
October Steering Council Agenda		
Discussion		
<ul style="list-style-type: none"> - Prioritized Goals and Activities (for approval) - Strategic Planning Conversation - Job Descriptions/Projected Budget 		
In order to ensure robust conversations, Erin suggested a cutoff for when documents will be sent to Steering. Materials will be provided by Tuesday EOD or the item will be removed from the agenda.		
Action Items	Person Responsible	Deadline
Adjourn		
Motion by:	Erin Banchoff	Support from: Karen Tjapkes