



EXECUTIVE COMMITTEE MEETING MEETING MINUTES

September 3, 2020

1:00-2:30

Facilitator:	Casey Gordon		
Meeting Attendees:	Casey Gordon, Erin Banchoff, Karen Tjapkes, Lauren VanKeulen Staff: Courtney Myers-Keaton, Wende Randall, Brianne Czyzio Robach		
Time Convened:	1:04	Time Adjourned:	2:40

Approval of Agenda		September 3, 2020	
Motion by:	Erin Banchoff	Support from:	Lauren VanKeulen
Discussion			
Amendments	Add 5c) MSHDA ESG		
Conclusion	All in favor by acclamation with no dissent		

Approval of Minutes		August 6, 2020	
Motion by:	Erin Banchoff	Support from:	Lauren VanKeulen
Discussion			
Amendments	None		
Conclusion	In favor: 3, Abstain 1: Karen (did not attend August meeting), motion passes		

COVID-19 Response

Discussion

Isolation Update
Kent County is still working on plans for isolation, nothing has been presented to the community. It seems that plans are in place for a larger isolation space for single adults. For families, 5 units are available through Community Rebuilders. Shelters will begin ramping back up continuous testing.

Action Items	Person Responsible	Deadline

General CoC Updates

Discussion

Monitoring
It seems that the Program Competition will likely be renewal-based, but there has not been an update from HUD. Courtney noted that this ties into the QSOBAA discussion as some agencies have not signed the QSOBAA. This requirement could be included in monitoring process. Also, concern that some programs may be shuffling clients from one project into another. Erin suggested looking into central intake procedures for information regarding procedures for moving between programs. Casey indicated a need robust monitoring program as CoC is responsible for meeting obligations.

Previously, the group discussed putting together a subcommittee to look at what pieces should be included monitored and which pieces should be in funding review process. In the interim, staff will ask for an eLOCCS screenshot and ensure date is captured. Erin suggested looking at it in short-term and long-term phases for monitoring, beginning with existing documents and using risk analysis to prioritize organizations. Courtney will provide Monitoring Checklist for Exec to review.

Homeless Outreach Team

Courtney has been in conversation with the City of Grand Rapids around the Homeless Outreach Team. At the City leadership levels, seems that there is a willingness to engage and collaborate.



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Courtney has asked the City to post notice before doing sweeps and give notice to outreach staff (like current process with City of Wyoming). City is looking for WMCAT to facilitate guided conversations with outreach workgroup and HOT Team and City. Courtney is working on developing common messaging with the City around this topic.

Nominating Committee Formation

The end of the year is right around the corner. To form the committee, Steering will need to nominate 2 Steering members, followed by the election of 3 full CoC members. CoC staff reach out to current members to gauge if there is interest in continuing to serve on this committee. If there is not, move forward with seeking nominations.

Action Items	Person Responsible	Deadline
Share Monitoring Checklist for Executive to review	Courtney Myers-Keaton	
Connect with previous Nominating Committee members to gauge interest	CoC staff	

Anticipated Upcoming Funding

Discussion

MSHDA ESG-CV2 - No update from MSHDA regarding timing of these funds

CoC Program Competition – no update from HUD regarding program competition timing or format

MSHDA ESG – the CoC’s application has not yet been approved due to concern in reduction of funds for the HARA from previous applications. Courtney has indicated that the HARA operations are funded fully, and in the past housing assistance funds have gone to a different department at Salvation Army. In addition, Steering Council decided to go through the Funding Review process to ensure fairness. Staff are awaiting a conversation with MSHDA.

Action Items	Person Responsible	Deadline

Current Strategic Plan

Discussion

Suggestion to title this “Prioritized Goals and Activities” moving forward. Staff compiled feedback on draft priorities and activities from the full CoC meeting. Next steps: bring to Sept. Steering for approval and October full CoC for approval.

Strategic Visioning

There was not time or quorum to discuss re-releasing an RFQ for strategic visioning at Steering. Members feel that buy-in from Steering members would be important and there is concern with capacity in the current situation. On the other hand, also feel that current planning efforts outside the CoC may end up influencing CoC goals if no plan is developed. Courtney indicated that there would likely be consultants interested in applying if RFP were re-issued.

Conversation around moving to a full strategic planning process, not just visioning. Staff will review the budget to identify what funds would be available due to COVID. Courtney re-draft RFQ based on



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full strategic planning process. Lauren move to pursue a full Strategic planning process via RFP. Erin support. All in favor, motion passes.		
Action Items	Person Responsible	Deadline
Bring <i>Prioritized Goals and Activities</i> to Steering for approval; then to full CoC for approval	CoC Staff	
Review CoC budget and identify additional funds available	CoC staff	
Re-draft RFP for a full strategic planning process	Courtney	
QSOBAA		
Discussion		
There is an issue arising with agencies who are not willing to sign the QSOBAA. Agreement that it would be helpful to have procedure/guidance in place to guide who signs on to the QSOBAA. Suggest that the QSOBAA requirement could be added to Funding Review process as CoC must fulfill federal guidelines. Staff will get the written process or procedure for who is added to the QSOBAA from Daniel and provide to Executive.		
Action Items	Person Responsible	Deadline
Connect with Daniel re: process/procedures for adding agencies to the QSOBAA	CoC Staff	
Staff Allocation		
Discussion		
Job descriptions are being updated and will be provided once approved by UW. Also, Sierra has resigned from her position as she accepted an offer elsewhere. Her last day will be September 11. Suggestions that this could be an opportunity to increase this position to 1.0 FTE. Courtney shared that roles will like be shifting to a model based off the CoC in Battle Creek, with a CoC Director and CoC Associate. Erin indicated support for UW staff to make staffing decision. Suggestion to develop a plan and timeline to increase positions to 1.0 FTE. Conversation around current allocation and FTE status. Casey noted that the staff allocation document provided in the packet difficult to determine what is needed and what can be afforded.		
Karen left the meeting towards the end of this discussion topic.		
Action Items	Person Responsible	Deadline
CoC Membership		
Discussion		
CoC staff had internally discussed whether membership should be renewed less frequently. The current charter requires annual renewal. Erin indicated that that annual renewals may be a helpful touch point if the contact at an organization changes. CoC staff discuss application process and ways to incorporate check-ins.		
Action Items	Person Responsible	Deadline
Review application process	CoC staff	
August Full CoC Agenda		
Discussion		
- LIHTC Prestation – staff will ensure that materials are provided to Steering Council up front		



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- Strategic Visioning Update
- Data Reports: CE numbers/data report, Shelter Count,

The Steering Council meeting will be shortened to 10:00am, staff will keep the agenda to essential items only.

Adjourn

Motion by: Erin Banchoff

Support from: Lauren VanKeulen