



EXECUTIVE COMMITTEE MEETING MEETING MINUTES

March 31, 2021

9:00-10:30

Facilitator:	Karen Tjapkes		
Meeting Attendees:	Erin Banchoff, Karen Tjapkes, Adrienne Goodstal, Elizabeth Stoddard, Lauren VanKeulen <u>Staff:</u> Courtney Myers-Keaton, Brianne Czyzio Robach <u>Community Members:</u> Wende Randall		
Time Convened:	9:02	Time Adjourned:	10:35

Approval of Agenda		March 31, 2021	
Motion by:	Adrienne Goodstal	Support from:	Lauren VanKeulen
Discussion			
Amendments	Add Coordinated Entry Policies Implementation (3b)		
Conclusion	All in favor, motion passes		
Approval of Minutes		March 1, 2021	
Motion by:	Lauren VanKeulen	Support from:	Erin Banchoff
Discussion			
Amendments			
Conclusion	All in favor, motion passes		
General CoC Updates			
Discussion			
<u>Built for Zero</u>			
<p>Members of Executive, Steering, and any community members who anticipate being heavily involved are encouraged to attend an upcoming onboarding session. Suggestion to send the onboarding dates separately from the newsletter and to specific community partners who will likely be engaged with the process. The community will be able to choose which subpopulation to focus on, but the process will impact all subpopulations. Length of stay will be used to measure success, so it will be important to ensure our CoC is able to use LSA data given the low confidence in the system performance measure data.</p>			
<u>Coordinated Entry Policies Implementation</u>			
<p>Courtney shared that she has been receiving feedback that referral openings are taking longer after the implementation of the new policies. Solutions Specialists from multiple agencies able to make referrals may be creating confusion. In addition, clarity may be needed around the role and structure of the Coordinated Entry (CE) lead agency (Salvation Army) with another agency (Community Rebuilders) housing the Community Housing Connect (CHC) tool. Courtney will be having problem solving conversations around issues over the next few days. Agreement on the importance of ensuring staff are supporting Salvation Army, as the CE lead, in their leadership role in this space.</p>			
<p>Lauren recently heard of a youth RRH project that may not be connecting to resources through HAP. She is concerned that there may be confusion by community members and staff around how to access resources and that may be resulting in youth not being prioritized equitably into resources. Conversations in this space will continue. Staff encourage that all conversations regarding CE are directed to HAP with follow up with individual agencies as needed.</p>			



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Conversation around better understanding of the funding that is coming into the community, how it is being distributed, and how folks can connect with resources. Suggestion to revise the funding/project sheet with updated information from funders.

Action Items	Person Responsible	Deadline
Connect with partners re: BFO orientation sessions	Courtney	

Funding Update: CERA Funds

Discussion

CERA Funds:
United Way has brought on Gustavo Perez as the Program Manager for these funds. TSA and KCCA are in the process of hiring staff. Hispanic Center will have 2 FTE caseworkers and the SOURCE will have a .5FTE caseworker to support applications. Courtney has been in conversation with a consultant supporting other communities if additional support is needed. Courtney noted that additional conversation may be needed with KCCA and how to better coordinate with the CE system for all prevention funding in the community. (Erin step away)

With the American Rescue Plan Act (APRA) that recently passed in Congress, additional funding for rental assistance is expected. The deadline to expend funds per the APRA is September 30, 2022, but this has not been confirmed by MSHDA.

The online platform is not ready for use, but MSHDA has indicated that this will be available on April 7th. In the interim, local agencies have developed an internal process to process applications. Agencies are prioritizing cases currently in the eviction process. HAP is doing the primary intake, but applications are also available at KCCA and the Hispanic Center. The outreach flyer has been translated in Spanish, but staff have not received translated applications or other documents from MSHDA. A group will be meeting around messaging and outreach next week. (Erin return)

Erin asked about the Housing Stability Alliance meeting around CERA funds as KConnect was coordinating the meeting, but they are not directly involved with administering the funds. The meeting was scheduled and facilitated without input from the CoC, though Courtney was able to answer questions about the funds during the meeting. Members expressed frustration that this happened outside of the work being done on the backend develop a process and comply with MSHDA requirements. Lauren shared that Sal recently indicated interest in speaking at an upcoming Executive committee meeting.

Action Items	Person Responsible	Deadline

Funding Review Committee Members

Discussion

Staff are hoping to increase the number of members on Funding Review Committee (FRC) and asked for suggestions of community members to approach. Agreement that it would be very helpful to leverage community relationships when recruiting new members. It would be helpful to have FRC members who can bring understanding of how CoC funds function to the broader community.



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<p>Conversation around delegating this responsibility to Nominating Committee. The Charter states that members have to be appointed by Steering Council but does not specify who selects potential members. Staff can connect with Nominating Committee around desired traits (diversity, neutrality, etc.) and ask the committee to identify potential members.</p>		
Action Items	Person Responsible	Deadline
Connect with Nominating Committee re: FRC members	CoC staff	
Plan to Replace Steering Council Member		
Discussion		
<p>Dreyson Byker, community member, has expressed that he is interested in filling the seat. He has been a consistent member of the CoC for the past few years. Members feel that it would be helpful for new members to have mentor-type relationship with a current Steering Council member.</p> <p>Adrienne moved to appoint Dreyson Byker to fill the open seat on Steering Council for the next year. Lauren supported. All in favor, motion passes.</p>		
Action Items	Person Responsible	Deadline
HMIS Vendor Discussion		
Discussion		
<p>Staff are strongly concerned about the discrepancies in the System Performance Measure report. Courtney is reaching out to staff at CoCs in Detroit and Ottawa County to see how this has impacted them. To help inform the conversation, it would be helpful to see LSA data compared with SPM data. These reports have different universes, but Daniel has indicated that they should be comparable. Pinpointing data from submitted SPMs from previous years will help articulate specific issues. In addition, it would be helpful to have a list of all issues that have arisen with the vendor. Brianne will connect with Daniel to get this information.</p> <p>Staff to schedule meeting with MCAH around HMIS vendor issues. Members feel that conversation around replacing HMIS Vendor is premature. Instead, they feel that it would be important to fully understand the dynamics and background to be able to suggest the best next steps.</p>		
Action Items	Person Responsible	Deadline
Connect with Daniel re: vendor information and comparison	Brianne	
Community Perceptions of the CoC		
Discussion		
<p>This conversation ties into earlier conversation around Housing Stability Alliance. Members expressed concern that community may not see CoC as a leader in the housing space. It is important to re-direct this narrative. Karen noted that the CoC focuses on day-to-day program administration which limits the capacity to do broader policy work. Conversation around how to best highlight that CoC is working successfully in the housing space and the work that has been accomplished. Suggestion to create a communication (annual report or impact sheet) that highlights the valuable work of the CoC. This also could include messaging around data. Staff to discuss content for impact sheet.</p>		



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Erin suggested using feedback opportunities for strategic plan iterations to increase understanding and buy-in. This can be discussed with the strategic planning group.			
Action Items		Person Responsible	Deadline
Discuss content for CoC impact sheet		CoC staff	
Strategic Planning: Next Steps			
Discussion			
The planning team is meeting with consultants later today and will be discussing next steps.			
Action Items		Person Responsible	Deadline
Strategic Priorities Update			
Discussion			
Will be discussed at Steering Council meeting.			
Action Items		Person Responsible	Deadline
April Steering Council Meeting Agenda			
Discussion			
Agenda will include an introduction to Dreyson as a new Steering Member. Staff will loop Executive into agenda conversations.			
Adjourn			
Motion by:	Lauren VanKeulen	Support from:	Adrienne Goodstal