



EXECUTIVE COMMITTEE MEETING MEETING MINUTES

May 3, 2021

2:00-3:30

Facilitator:	Karen Tjapkes		
Meeting Attendees:	<u>Executive Committee members:</u> 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:	2:04	Time Adjourned:	

Approval of Agenda		May 3, 2021	
Motion by:	Adrienne Goodstal	Support from:	Lauren VanKeulen
Discussion			
Amendments	Add Youth Coordinated Entry/By-Name List as #6 Shift Advocacy Process to #5a Add HMIS Vendor Update as #9a Add HSA Meeting Update as #10a		
Conclusion	All in favor, motion passes		

Approval of Minutes		March 31, 2021	
Motion by:	Elizabeth Stoddard	Support from:	Adrienne Goodstal
Discussion			
Amendments	On page 3, FRC members must be appointed “by” Steering not “to” Steering		
Conclusion	All in favor, motion passes		

Isolation	
Discussion	
<p>Kent County extended the contract with a hotel for isolation through the end of May. The last day for intakes will be May 19th. Mel Trotter will be standing up a space for isolation starting May 21st in collaboration with Degage. Adrienne recently spoke with Kent County who signaled that they may have a difference in opinion in the role of County in isolation given vaccination and positivity rates, indicating that they may not see the need to allocate funding for this space. Mel Trotter plans to move forward either way, given the consistent need they are seeing at the isolation space. Many folks come into isolation who were not experiencing homelessness, either from the health care system or who have been asked to leave where they are staying until they are no longer contagious.</p> <p>Members find it concerning that Kent County Health Department (KCHD) as the public health authority does not see need for isolation considering that other public health orders pertaining to the pandemic are still in place. Per Executive Orders, Kent County is the entity allocated funds to lead and support isolation. Adrienne and Thelma have connected with some County Commissioners around the ongoing disagreement of roles of providing isolation for people who have no other safe place to go.</p> <p>Staff will convene meeting with stakeholders to develop and clarify a baseline understanding of roles and responsibilities of isolation during a public health emergency for vulnerable populations. It would be helpful to have example from other communities where health departments have stepped into this space as a public health issue, not just a homelessness issue. Note that KCHD has an isolation</p>	



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space for those contagious with other communicable diseases, could discuss how this process may align with COVID-19 isolation.		
Action Items	Person Responsible	Deadline
Convene meeting re: roles and responsibilities of isolation during a public health emergency	CoC staff	May 17
Built for Zero: Team Members & Next Steps		
Discussion		
<p>Though this process, we will be working towards reaching functional zero for chronic populations. The Built for Zero team identified the roles on the improvement team and who should be involved. Courtney has some ideas for how should be involved on this team and wants to ensure that folks are able to commit to this effort. Participation and support from leadership within Grand Rapids, Wyoming, and Kent County, though those in leadership positions likely will not participate in monthly learning sessions.</p> <p>Executive members suggested workgroup representatives from local providers and government. Courtney will develop and share her recommendations for the improvement team for Executive to discuss. Suggestion to consider diversity when selecting team members.</p>		
Action Items	Person Responsible	Deadline
Share recommended improvement team members	Courtney	May 5
City of Wyoming Ordinance		
Discussion		
<p>There is a meeting on the calendar to discuss the proposed ordinance around staying in vehicles with City of Wyoming staff. The proposed time limit on occupying vehicles, especially overnight, seems to be targeting individual who are sleeping in their cars. If Wyoming could provide what they are trying to achieve with this ordinance and then discuss ways to address the issue that remove penalties and further victimizes those in a vulnerable situation.</p> <p>ACLU asked to participate in the meeting with the CoC. Members support Courtney in suggesting they request a separate meeting as their points are different from the CoC's.</p> <p><u>Advocacy Process</u></p> <p>Courtney asked the group to discuss a process for when future situations when advocacy opportunities could be shared with the full membership to raise awareness. The structure of CoC is one that director/staff may not feel supported in putting out a call to action without first going through Executive and Steering. Karen indicated that this has been a fault line in the past especially when organizations do not agree on a policy position taken by staff. It will be important to have a well thought out procedure that gives staff the ability to take action on what is appropriate. This process could be included in strategic planning discussions, as established values and collective priorities will help. In the interim, staff can provide opportunities around advocacy as educational with CoC members.</p>		
Action Items	Person Responsible	Deadline



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Youth Coordinated Entry/By-Name List		
Discussion		
<p>For the past few months, there have been by-name management conversations with youth committee partners including Mel Trotter, Covenant House, Arbor Circle, AYA, and HAP. At a recent community meeting, someone incorrectly stated that AYA is the lead for Coordinated Entry for youth. Someone interpreted this to indicate that side-door processes are happening and raised concerns around the equitable distribution of resources.</p> <p>Lauren does not think there has been any mismanagement or backdoor discussions as these conversations have been brought up at Youth Committee, which the agency raising concerns attends, but they have not indicated interest. For AYA, these conversations have been successful because they have been able to identify folks who would have been removed from the by-name list if multiple partners were not around the table. All partners in the conversations are coordinating and working from one by-name list. This will be discussed</p> <p>The Coordinated Entry (CE) Policies approved in the fall indicate that agencies with a grievance about coordinated entry operations should first bring the matter to the parties involved and then to the CE Committee if the matter cannot be resolved by the parties. If there are outstanding concerns, they should be addressed in a CE meeting, a summary of concerns should be provided to the group to review prior to the meeting.</p>		
Action Items	Person Responsible	Deadline
Action Board Lead Agency Selection Process		
Discussion		
<p>The topic of ensuring that action boards are well integrated into the CoC structure and that action board members are provided the right type of support. Community Rebuilders provides support and facilitation for the veterans action board as they were the lead agency for veterans funding. For youth, an agency that provides support and facilitation to an action board would not need to be a lead agency for a grant. AYA has stepped in as a natural fit for youth, but Courtney wants to discuss the selection process for determining lead agency for youth. This discussion aligns with strategic planning conversations. The status quo will be maintained until the strategic plan is finalized as it is important to have this group functioning. (Lauren left the meeting)</p>		
Action Items	Person Responsible	Deadline
ESG Monitoring		
Discussion		
<p>Staff will be moving forward with monitoring in partnership with UW. Courtney has talked with Johanna at the City of Grand Rapids around implementation, this will include MSHDA ESG and ESG-CV. Courtney hopes to use this process as a learning opportunity for future NOFA opportunities. Further conversations will be needed around how the results will be analyzed and made available. This may be a conversation to be discussed in strategic planning.</p>		
Action Items	Person Responsible	Deadline



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HMIS Data Quality Committee Structure		
Discussion		
<p>Daniel recommendation to make this a workgroup instead of a formal committee in the charter based on All Chicago's model. They have a working committee and an evaluation committee that reviews compliance. Members noted that the Governance Charter has specific roles designated to the Data Quality Committee. It would be important to review the rules and regulations to ensure all requirements are covered if changes were to be made are made. Courtney will follow-up with Daniel for additional information and reasoning on why he feels this change is appropriate.</p>		
<u>HMIS Vendor Update</u>		
<p>No update. Courtney hopes to connect with Lynne in Ottawa County to hear her experience with the statewide system. More conversation seems to be needed around issues with general system functioning system versus reporting functions before meeting with MCAH. Knowing that the community is moving into Built for Zero and they will be looking at length of time metrics, want to continue these conversations.</p>		
Action Items	Person Responsible	Deadline
Connect with Daniel re: committee structure reasoning	Courtney	
Strategic Planning Debrief		
Discussion		
<p>The presentation at the full CoC meeting seemed to go well. It seemed that there were good conversations in breakout rooms and the consultants received responses through the forms. The Core Values session on May 12th will be another opportunity for input.</p>		
<u>HSA Update</u>		
<p>In the past, Executive has discussed KConnect staff speaking at a meeting. KConnect staff have been speaking with Mission Matters. It seems that all parties agree that there should be partnership moving forward, though it feels a little ambiguous. Courtney will be meeting with Sal and Mission Matters. It may make sense for Sal to attend Executive in the next few months.</p>		
Action Items	Person Responsible	Deadline
Strategic Priorities Update		
Discussion		
<p>This can be removed as a standing item and added to the consent agenda for Steering. The CoC did receive funds from NPTA to support strategic planning.</p>		
May Steering Council Meeting Agenda		
Discussion		
Will discuss via email.		
Adjourn		
Motion by:	Elizabeth Stoddard	Support from: Erin Banchoff