



EXECUTIVE COMMITTEE MEETING MEETING MINUTES

March 14, 2022

2:00-3:30

Facilitator:	Lauren VanKeulen		
Meeting Attendees:	<u>Executive Committee members:</u> Lauren VanKeulen, Adrienne Goodstal, Casey Gordon, Elizabeth Stoddard (late) <u>Staff:</u> Courtney Myers-Keaton, Brianne Czyzio Robach		
Time Convened:	2:05	Time Adjourned:	3:21

Approval of Agenda			
Motion by:	Casey Gordon	Support from:	Adrienne Goodstal
Discussion			
Amendments	Add: <ul style="list-style-type: none"> - Annual Report & Brief - Community Housing Connect 2.0 Update - Advisory Council Update 		
Conclusion	All in favor, motion passes		

Approval of Minutes		February 14, 2022	
Motion by:	Adrienne Goodstal	Support from:	Casey Gordon
Discussion			
Amendments	None		
Conclusion	All in favor, motion passes		

MCAH Data Reports Update			
Discussion			
<p>Courtney shared that she had a conversation with Gerry at MCAH. He affirmed there is a shift in reporting universes from MCAH's annual count to their Core Demographics report. The Core Demo data is similar to data reported to HUD - it does not include those who contact coordinated entry (CE) but not another resource. Courtney indicated there is an opportunity for the community to increase the accuracy of system data by ensuring all households entering the system are in a program page in HMIS. Further conversation is needed with Daniel around HMIS mechanics. From there, it will be important to ensure processes for each population and outreach include entry to a page. For 2021, the CE Annual Performance Report could serve as an addendum to annual data.</p> <p>CoC staff will consider removing previous annual reports from the website so as to not present conflicting data. Past data could be updated. Narrative around the change in reporting tool would be needed for transparency.</p>			

Action Items	Person Responsible	Deadline

MI Racial Equity Strategic Plan Update			
Discussion			
<p>Courtney shared that there is a statewide effort around strategic planning to increase racial equity. MCAH has contracted with consultant who will work with CoCs in developing a plan. Significant time (8-10 hours/month) by multiple CoCs partners is being requested. Participation is important and will align with strategic plan objectives but will be challenging in terms of staff time.</p>			



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Courtney plans to share an overview with Steering and ask for discussion around who should participate as point. There may be creative ways to bring community partners into this work.		
Action Items	Person Responsible	Deadline
Recurring Meeting Schedule		
Discussion		
The 1 st Monday of each month at 1:00-2:30 will be the recurring meeting time for this group. The April Steering Council meeting will be shifted to 4/22 due to the national Housing First Partners Conference and Easter. The April Executive meeting will be shifted to 4/18 due to spring break.		
Action Items	Person Responsible	Deadline
Annual Brief & Report		
Discussion		
Staff would like to release an annual brief and report by early summer. As discussed at past meetings, an RFQ can be released for services less than \$10,000. Courtney asked members for consultant recommendations; staff can research potential consultants. The implementation team will discuss content for the report; a small group may be helpful.		
The strategic plan report has been shared with the full CoC through meetings and the newsletter. A link can be included in all newsletters moving forward. Also, Courtney has been meeting with stakeholders and presenting the Coalition's work and how strategic plan aligns with work.		
Action Items	Person Responsible	Deadline
Discuss annual report content	ITM	
Include link to strategic plan in all future newsletters	Brianne	
Community Housing Connect 2.0 Update		
Discussion		
Courtney recently met with partners involved with Community Housing Connect (CHC) 2.0. She noted the Steering Council vote around this topic was to "approve implementation of enhanced Coordinated Entry system wide (including development and adoption of CHC for use as a CE system tool for all sub populations, where appropriate) and to direct staff to develop an implementation plan in coordination with CE Committee, making changes to policies and documents as necessary based on the implementation plan". Courtney thinks it will be important for the Coalition to champion CHC 2.0 as the process moves forward.		
As small group has been meeting around an implementation plan and recently review an FAQ developed by Courtney, Vera (Community Rebuilders), and Blythe (Euzen Connect). There are some unknowns around oversight and governance and the FAQ states that community partners will work together to develop governing policies (same process for CE policy development).		
Casey asked about the anticipated cost of implementing CHC. Annual costs would include maintenance, administration, and providers incentives. Courtney can ask for more detail about costs and noted that some may not be allowable under HUD. CR has committed to raising funding to build		



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the tool but has indicated they do not intend to be the backbone in the long-term. Agreement that it would be important to understand the funding needed from the system and develop a funding plan prior to full adoption. In addition, there will be a need for more solutions specialist in the community and funding to support these positions would need to be identified.

Conversation around CHC and the CE funding structure. Courtney thinks it may be helpful to have high-level CE staff in a central position with responsibility to set system thresholds and facilitate functional zero groups.

Conversation around CHC and the GRACE network and how the two platforms connect. Courtney can get clarity on the difference and connection between the platforms.

(Elizabeth joined the meeting)

Action Items	Person Responsible	Deadline

Advisory Council

Discussion

Courtney noted the Advisory Council (AC) came out of strategic planning and a recognition that the action boards and the Coalition were not necessarily meeting the others' needs. The hope is the AC will work alongside Steering Council to help draft policies and make decisions.

Courtney noted work in differentiating the AC and action boards is still needed. Also, the Coalition's Stipend Use Guidelines specifically call out action boards so the verbiage would need to change. Courtney plans to draft a structure and staff can create an FAQ around both entities, their roles, and their expectations. Staff are starting to recruit AC leadership.

Conversation around held Steering Council seats. These are currently held for action board members, but the Coalition could discuss whether it is a better fit for an AC member(s) to have a held seat. Suggestion to ask action boards for feedback. The held seat allocation could be discussed within the Governance Charter changes conversation. Steering must have representation from at least one member with lived experience. Staff will be sending a survey to get a sense of stakeholder representation.

Action Items	Person Responsible	Deadline

CoC Program Competition

Discussion

Awards for the FY2021 CoC Program Competition were announced. Our community received all tier 1 funding and no tier 2 funding. Courtney noted that there has been conversation in CoC circles and others were surprised they did not receive tier 2 funding. The initial thinking is that priority was given to DV projects and our community has more DV projects than many other communities. HUD will not release scorecards for another few months though these will not give a full understanding. General comments can be used to help increase the overall community score in future rounds. Courtney



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noted that the annual funding process takes staff time away from other areas. Adding more staffing or a consultant could be considered.			
Action Items		Person Responsible	Deadline
March Steering Council Meeting Agenda			
Discussion			
Action Items		Person Responsible	Deadline
Adjourn			
Motion by:	Adrienne Goodstal	Support from:	Casey Gordon