



EXECUTIVE COMMITTEE MEETING MEETING MINUTES

April 10, 2023

1:30-3:00

Facilitator:	Casey Gordon		
Meeting Attendees:	Casey Gordon, Elizabeth Stoddard, Ryan Kilpatrick (join at 1:42) Staff: Courtney Myers-Keaton, Brianne Robach, Ronan Parmenter		
Time Convened:	1:36pm	Time Adjourned:	

Approval of Agenda			
Motion by:	Ryan Kilpatrick	Support from:	Elizabeth Stoddard
Discussion			
Amendments	None		
Conclusion	All in favor, motion passes.		

Approval of Minutes		March 13, 2023	
Motion by:	Elizabeth Stoddard	Support from:	Ryan Kilpatrick
Discussion			
Amendments	None		
Conclusion	All in favor, motion passes.		

Director's Report			
--------------------------	--	--	--

Discussion			
------------	--	--	--

Community Engagement

Courtney provided an update on ongoing discussions around community engagement with the City of Grand Rapids. Ryan provided additional context from his perspective. Agreement that identifying resource need would be beneficial. Depending on timeline, this could be completed by the data analyst in conjunction with Housing Kent data staff.

Staffing & Funding

Courtney introduced Ronan, the Administrative Coordinator and informed members of the status of the postings of other positions (HMIS Administrator, Data & Analytics Manager, and Youth Homelessness Coordinator). She will also communicate updates in the hiring process to funders as necessary.

Youth Homelessness Demonstration Program – Coordinated Community Plan

Courtney indicated that the Coordinated Community Plan (CCP) will be finalized this week and sent to the appropriate parties for signature. She hopes the youth coordinator can help increase participation. A bidder's conference for agencies interested in applying for YHDP funding will be held in May.

Action Items	Person Responsible	Deadline

Shelter Diversion RFP – Funding Review Process			
---	--	--	--

Discussion			
------------	--	--	--

Courtney indicated that the Coalition released an RFP for these funds and encouraged community wide process, Coalition staff are writing the proposal due to the circumstances. Courtney asked attendees to consider whether Funding Review Committee will need to review the application if only one is submitted. Agreement that if only one application is submitted, can go to Steering Council for



EXECUTIVE COMMITTEE MEETING MEETING MINUTES

April 10, 2023

1:30-3:00

<p>approval. Elizabeth added that Funding Review Committee does not review other funding applications submitted by Coalition staff. If multiple applications are submitted, Coalition staff will attend Funding Review but not weigh in on discussion.</p>			
Action Items		Person Responsible	Deadline
April Steering Council Meeting Agenda			
Discussion			
<p>Discussion of items to include on the Steering Council agenda including Dwelling Place presentation as they are requesting a letter of support for PSH gap financing and approval of the YHDP CCP.</p> <p>Discussion of agenda items for the April membership meeting. The Salvation Army will discuss the Housing Navigation Program and ensuring that all populations can access this funding. Courtney also hopes to have an update regarding Coordinated Entry.</p> <p>Casey noted that the last Steering Council meeting included discussion around engaging with HUD TA to ensure no conflicts of interest are present with a Coordinated Entry tool being held by provider. She requested that this is on an agenda in the near future.</p>			
Adjourn			
Motion by:	Ryan Kilpatrick	Support from:	Elizabeth Stoddard