



EXECUTIVE COMMITTEE MEETING MEETING MINUTES

April 18, 2022

1:00-2:30

Facilitator:	Casey Gordon		
Meeting Attendees:	<u>Executive Committee members:</u> Adrienne Goodstal, Casey Gordon, Elizabeth Stoddard, Rebecca Rynbrandt <u>Staff:</u> Courtney Myers-Keaton, Brianne Czyzio Robach		
Time Convened:	1:02	Time Adjourned:	2:30

Approval of Agenda			
Motion by:	Adrienne Goodstal	Support from:	Rebecca Rynbrandt
Discussion	CoC Staff & Infrastructure Plan - Lauren has been part of these discussions and is unable to attend today. Courtney will provide updates from her end.		
Amendments	If time allows, add discussion of Q2 strategic plan rocks to #7. If not, it will be discussed at Steering Council.		
Conclusion	All in favor, motion passes		
Approval of Minutes		March 14, 2022	
Motion by:	Elizabeth Stoddard	Support from:	Adrienne Goodstal
Discussion			
Amendments	None		
Conclusion	All in favor, motion passes		
CoC Staffing & Infrastructure Plan			
Discussion			
<p>Courtney shared that there has been conversation around the need to increase Coalition staff for some time. She presented the latest iteration of a Coalition staffing and infrastructure model.</p> <p>Adrienne asked if other CoCs of similar size have a comparable structure. Courtney will reach out to a CoC listserv to ask if other communities have similar structures and if they have been successful.</p> <p>Courtney will continue conversations around the responsibilities for each proposed role. Job descriptions can be drafted as needed. A budget will be shared once updated based on conversation with United Way's Finance team. A small group can meet to discuss salary ranges. Courtney indicated that the United Way board is approving the budget in a few weeks. The CoC's budget will not include the proposed structure but is flexible enough to change as needed.</p>			
Action Items		Person Responsible	Deadline
Flush out responsibilities for proposed roles		Courtney and small group	
Share proposed budget with Executive		Courtney	
Fiduciary MOU			
Discussion			
<p>An updated draft was shared with members. At HWMUW's request, staff adding Coalition responsibilities for ensuring sufficient funds for match and to cover fiduciary responsibilities. Additional suggested edits will be made prior providing the final draft to Steering Council for review.</p>			



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Conversation around supervision as the employer of record. Courtney provides input to Brianne's annual review but a process for Executive/Steering to participate with Courtney's review is not in place. Rebecca indicated a defined process was used several years ago and could be refreshed.

The MOU will need to be approved by Steering Council and then sent for signature.

Action Items	Person Responsible	Deadline
Make edits to MOU and provide to Steering Council	Brianne	
Next Steps for Stipend Use Guidelines		
Discussion		
<p>In preparation for the establishment of the Advisory Council, staff began to draft an update to the Stipend Use Guidelines. Staff recently discussed creating a guiding document for engagement with individuals with lived experience including values, expectations, compensation, and cultural competency. Executive is asked to discuss which approach is best. Members agreed that developing a guiding document would be an opportunity to flush out the relationship with action boards and a space for those with lived experience to inform and develop a preferred style of engagement.</p> <p>Compensation will continue to be issued in accordance with the Stipend Use Guidelines for now and staff will look to create a new document that is more encompassing.</p>		
Action Items	Person Responsible	Deadline
Create guidelines for engaging with those with lived experience	CoC staff	
Funding Appeal Policy		
Discussion		
<p>Last winter, Steering Council discussed updating and codifying the interim Funding Appeal Policy. Staff provided an updated draft document which is specific to the CoC Program Competition but could be broadened to include other funding sources, like MSHDA ESG. Both MSHDA and CoC funding have specific regulations and different timelines that need to be considered.</p> <p>Members suggested splitting the sections around the composition of the appeals panel and timeline into 'CoC Program Competition' and 'Other Funding Sources' segments. The policy should also allow for flexibility if funder regulations are present. (Casey left the meeting; Adrienne took over as chair role)</p> <p>Conversation around specified reasons that appeals may be made. Staff will review and consider how the item around lack of fairness can be clarified and/or strengthened and how the item around continuity of service can be included. Members will provide language suggestions to staff who will provide a final draft Steering Council.</p>		
Action Items	Person Responsible	Deadline
Make edits to Funding Appeal Policy; provide to Steering	Brianne	
April Steering Council Meeting Agenda		
Discussion		



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Strategic Plan: Rocks for Q2 will be brought to Steering Council for conversation. Additional topics will include the fiduciary MOU, appeals policy, and budget (if available). Brianne will ensure upcoming items on the Steering Annual Calendar are included.

Action Items	Person Responsible	Deadline
Adjourn		
Motion by:	Elizabeth Stoddard	Support from: Rebecca Rynbrandt