



EXECUTIVE COMMITTEE MEETING MEETING MINUTES

May 2, 2022

1:00-2:30

Facilitator:	Lauren VanKeulen		
Meeting Attendees:	<u>Executive Committee members:</u> Lauren VanKeulen, Elizabeth Stoddard, Rebecca Rynbrandt, Casey Gordon (late) <u>Staff:</u> Courtney Myers-Keaton, Brianne Czyzio Robach		
Time Convened:	1:04	Time Adjourned:	2:30

Approval of Agenda			
Motion by:	Rebecca Rynbrandt	Support from:	Elizabeth Stoddard
Discussion			
Amendments			
Conclusion	All in favor, motion passes		
Approval of Minutes		April 18, 2022	
Motion by:	Elizabeth Stoddard	Support from:	Rebecca Rynbrandt
Discussion			
Amendments	None		
Conclusion	All in favor, motion passes		
CoC Staffing & Infrastructure Plan Update			
Discussion			
<p>Courtney indicated that a small group has continued to update the proposed infrastructure plan. Next steps include the creation of an accountability chart to show job functions and a meeting with agency and Coalition leaders to discuss the budget. Steering Council will also need to discuss selection, expectation, and funding of an outreach lead agency. Lauren suggested relying on the established lead agency selection process.</p> <p>Last meeting, members asked whether other CoCs utilize a similar model. Daniel shared with staff that several CoCs have a similar infrastructure including Boston and Philadelphia. Courtney can add a slide that highlights communities with a similar infrastructure.</p> <p>Courtney stated that a lot of work from many community partners has gone into designing a proposed infrastructure that is best suited for the community. She asked members about best next steps for presenting a final proposal to Steering Council. Lauren feels that conversations with Steering members will help increase understanding and preparation for a vote. Rebecca suggested a Steering Council work session to present the proposal prior to the voting on it at a meeting. Questions could be recorded and then answered in the Steering meeting. Public comment could be available at the beginning and end of the work session. Agreement to move forward with this approach. Courtney and Lauren will coordinate a time to meet.</p>			
Action Items	Person Responsible	Deadline	
Coordinate work session re: infrastructure proposal	Courtney & Lauren		
FY23 Coalition Budget			
Discussion			



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Courtney shared the Coalition budget that was presented to the United Way (HWMUW) board. There have not been major changes and it is easily modifiable, if the Coalition wishes to make changes. She reviewed each of the revenue line items. Highlights:

- Kent County CUNP is still technically combined with funding for the Essential Needs Task Force (ENTF). Separation of funds has been discussed.
- HWMUW funds towards match dollars decrease over the next three years. The Coalition will have to identify additional match dollars in coming years. Facilitation of action boards and advisory council and in-kind time tracking for Steering have been discussed as possibilities.
- The HUD HMIS grant is currently awarded to TSA based on precedent; HMIS lead agency responsibilities are contracted to HWMUW via MOU. Awarding the grant to HWMUW could be discussed at Steering. In the past, HUD stated the only requirement would be a community letter stating that the lead agency would switch starting with the next grant term.

Courtney reviewed each of the expense line items. Personnel funding is available for 2.5 FTE staff; a part-time Administrative Assistant could be hired soon. A Program Manager job description can be developed and sent to Executive for feedback and then to Steering for review.

Elizabeth asked about the status of the Data Analyst position. Courtney indicated that a funder has not firmly committed funding this position, so it is not included. There has been conversation with a funder around the position and Courtney has highlighted how it will increase sustainability of the Coalition.

Rebecca suggested mirroring categories from previous budgets or providing definitions for the community engagement, training, and community inclusion line items.

Courtney noted that professional fees cover both HMIS Administration and support. If additional funding is secured, local staff could be hired. Within the current budget, the Coalition could consider local HMIS Administration, but could not maintain a separate helpdesk support position. Courtney's preference is to build transition time into a shift to a local HMIS staff model.

Lauren asked about next steps for approval as the budget has to be approved by Steering, but the current iteration would change if the infrastructure changes. Courtney indicated that HWMUW has approved a budget prior to Steering approval in the past, with the understanding that changes to the Coalition budget are unlikely to impact the high-level budget. However, infrastructure changes would require significant changes to the budget.

Action Items	Person Responsible	Deadline
Provide Program Manager job description for feedback	Courtney & Brianne	
Funding Appeal Policy		
Discussion		
Brianne presented changes that were made to this policy draft following the last meeting. Continuity of service was removed as a reason to submit an appeal and will be considered throughout the		



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funding review process. Rebecca suggested edits to the document including adding a standard around real or perceived conflict of interest and ensuring appeals panels consist of at least 5 members.

Conversation around the criteria for an eligible appeal and whether this should be limited to projects who are not recommended for funding. Agreement to broaden eligibility to any applicant given the limited reasons for submitting an appeal and work remove subjectivity in the funding process.

Staff will make updates to the policy and Rebecca will review prior to providing a final draft to Steering Council for discussion and approval.

Action Items	Person Responsible	Deadline
May Steering Council Meeting Agenda		
Discussion		
Agenda items will include: <ul style="list-style-type: none"> - Coalition Infrastructure Plan - Funding Appeal Policy - Funding Process Review - CoC Application - discussion from review session - YHDP Update 		
<u>Other Matters</u> Rebecca stated that she was unable to attend the Housing Kent meeting last week and asked if there was anything Executive Committee should consider. Elizabeth attended and shared an overview. She noted that the focus seems to have broadened from families and children. Courtney agreed with this observation. Courtney also noticed that a system map visual did not seem to include the Coalition as a system convener and asked for clarity around the visual. Rebecca feels that ensuring connection and clarity between the Coalition and Housing Stability Alliance (HSA) will be important. This can be discussed next meeting.		
Action Items	Person Responsible	Deadline
Include HSA/Housing Kent on June agenda	Brianne/Lauren	
Adjourn		