



EXECUTIVE COMMITTEE MEETING MEETING MINUTES

June 6, 2022

1:00-2:30

Facilitator:	Casey Gordon		
Meeting Attendees:	<u>Executive Committee members:</u> Elizabeth Stoddard, Rebecca Rynbrandt (joined at 1:15), Casey Gordon <u>Staff:</u> Courtney Myers-Keaton, Brianne Czyzio Robach		
Time Convened:	1:05	Time Adjourned:	2:39

Approval of Agenda			
Motion by:	Elizabeth Stoddard	Support from:	Rebecca Rynbrandt
Discussion			
Amendments			
Conclusion	All in favor, motion passes		
Approval of Minutes		May 2, 2022	
Motion by:	Elizabeth Stoddard	Support from:	Rebecca Rynbrandt
Discussion	None		
Amendments			
Conclusion	All in favor, motion passes		
CoC Staffing & Infrastructure Plan Update			
Discussion			
<p>Courtney shared that she recently met with The Salvation Army (TSA) staff to better understand how funds are currently used to support staff. TSA activities include intake specialists (manage call lines), afterhours access (for emergency assistance), and assist Housing Choice Voucher (HCV) applications. She thinks the community could discuss utilizing remaining funds in the draft infrastructure plan to support intake coverage/management and afterhours emergency assistance. (Rebecca Rynbrandt joined)</p> <p>Elizabeth asked if translated HCV forms are available; providers are responsible for serving those with limited English proficiency. Courtney indicated that TSA works with a local translation agency. The discussion with TSA also included staffing and a timeline for transition. Current TSA staff would have to apply for new positions created at the Coalition per the United Way (HWMUW) process. A timeline has not been established, though Courtney and Victoria Arnold (TSA) are developing a transition plan. Conversation around the staff time is divided amongst different grants.</p> <p>Elizabeth asked how the Coalition will select an agency to fill the HARA role. Courtney indicated that this may require conversation with MSHDA to better understand what they hope to fulfill with this requirement and how the role fits with the proposed infrastructure.</p> <p>Next steps: Courtney and Victoria A will create plan to shift CE grants to HWMUW starting with the new grant year and create a subrecipient agreement with TSA. Elizabeth recommended that the framework have clear boundaries as well as the ability to pivot as makes sense. A work session during the next Steering Council meeting was suggested but has not been finalized.</p>			



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Courtney shared that she plans to meet with Lauren to prepare for the conversation with the general membership and invited members to participate. She is also meeting with a foundation this week and hopes to have conversation around funding the Data Analyst position.

Action Items	Person Responsible	Deadline
Develop infrastructure transition plan	Courtney (with Victoria Arnold)	

FY22-23 MSHDA ESG

Discussion

Courtney shared that Coalition should be receiving information on the community's FY22-23 allocation from MSHDA in the next few weeks; a plan for how to spend funds needs to be created so the Coalition is prepared to release an RFP or RFQ before the August application deadline. Courtney noted that a street outreach (SO) position at TSA has been funded in previous years, though she does not think this should continue given the proposed infrastructure changes. Instead, she suggested developing an RFQ for a SO lead agency to coordinate outreach agencies. She anticipates an increase in the amount of funding allocated to SO would be needed to support a lead agency.

Courtney noted funding prevention and rapid re-housing is typically required as a portion of the allocation and case management services could be funded through MSHDA ESG as well. If the community decides to fund case management, her suggestion is to explore Solutions Specialist roles at different agencies. She also sees an opportunity for newer ESG recipients to share what have been doing with funds.

Courtney asked who is best suited to discuss and recommend a structure for allocating MSHDA ESG funds. Members agreed that this could be a role of the ESG Exhibit 1 workgroup. Casey suggested the group consider how to broaden the agencies applying for funding. Courtney noted that administrative funds can be part of the conversation as well. Finance Committee has previously discussed HWMUW's role in administering funds and the importance of ensuring sufficient funds to manage fiduciary requirements. Elizabeth and Casey suggested a step-down or transition year if changes are made to administrative costs.

Action Items	Person Responsible	Deadline
Explore how ESG funding could be allocated and provide recommendations	ESG Exhibit 1 Workgroup	

Fair Housing and Anti-Discrimination Policy

Discussion

Elizabeth noticed the need for a Fair Housing Policy and researched several different policies to develop the draft which was included in the packet. She tried to include language directly from federal regulations, whenever possible.

Brianne noted that the requirements are limited to CoC and ESG funded providers, though all Coalition members are encouraged to follow the policy guidelines. Rebecca suggested including language encouraging awareness around additional nondiscrimination laws that apply to agencies.



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The draft requires that providers comply with all state and local nondiscrimination laws. This is not a federal requirement but is included for discussion. Agreement that the policy should be limited to applicable federal laws. Conversation around the Coalition's role in compliance and grievances related to the draft policy. The Coalition currently has a grievance procedure specific to Coordinated Entry, and staff have discussed the need for a system-wide grievance procedure. However, the Coalition is limited to resolving grievances related to the allocation of funds. Agreement to remove the grievance section.

Suggestion that the local funding process asks applicants to demonstrate Fair Housing policies and information on how clients are provided with information on their Fair Housing rights. The annual number of grievances levied can also be reported for Funding Review Committee to consider.

Rebecca asked if the policy should also include stipulations related to those with Limited English Proficiency. Agreement to include language as long as it fits within Fair Housing and anti-discrimination requirements.

Elizabeth shared that the Fair Housing Center may be able to support translation of the policy, once finalized. Courtney agreed that translation is an important consideration as the Coalition works to increase diversity and equity. Brianne will provide an updated draft to Executive for review. The goal is to have this document approved at Steering Council so it can be included with the Exhibit 1 submission.

Action Items	Person Responsible	Deadline
Make discussed edits and provide draft to Executive	Brianne	

Connection with Housing Kent

Discussion

This topic was included to follow-up on discussion during last month's meeting. Courtney shared that she is in communication with Housing Kent leadership and feels positive about the relationship. She can provide updates to the group related to collaboration and scope.

Action Items	Person Responsible	Deadline

July Meeting

Discussion

Currently scheduled for 7/4 holiday. Brianne suggested rescheduling to 7/11 and will confirm whether Adrienne and Lauren are available. If they are not, she will send a Doodle poll.

Action Items	Person Responsible	Deadline

June Steering Council Meeting Agenda

Discussion

The meeting will be extended by 30 minutes to include a work session around the draft infrastructure for public observation and comment. Questions raised during the work session can then be addressed at the general membership meeting.

Additional items:



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<ul style="list-style-type: none"> - MSHDA ESG Exhibit 1 - comments due prior to meeting - Preliminary thoughts on the forthcoming MSHDA ESG Application - Preliminary thoughts on the forthcoming CoC Program Competition 			
Action Items		Person Responsible	Deadline
Adjourn			
Motion by:	Rebecca Rynbrandt	Support from:	Elizabeth Stoddard