



## EXECUTIVE COMMITTEE MEETING MEETING MINUTES

July 11, 2022

1:00-2:30

Facilitator:	Lauren VanKeulen		
Meeting Attendees:	<u>Executive Committee members:</u> Elizabeth Stoddard, Rebecca Rynbrandt (left at 2:27), Casey Gordon, Lauren VanKeulen, Adrienne Goodstal <u>Staff:</u> Courtney Myers-Keaton, Brianne Robach		
Time Convened:	1:01	Time Adjourned:	2:29

<b>Approval of Agenda</b>			
Motion by:	Adrienne Goodstal	Support from:	Casey Gordon
Discussion	Courtney noted that a Notice of Funding Opportunity (NOFO) for Supplemental Funding to Address Unsheltered Homelessness was recently released. This will be discussed at Steering and could also be discussed today.		
Amendments	Add Supplemental Unsheltered NOFO under #7, if time allows		
Conclusion	All in favor, motion passes		
<b>Approval of Minutes</b>		<b>June 6, 2022</b>	
Motion by:	Rebecca Rynbrandt	Support from:	Elizabeth Stoddard
Discussion			
Amendments	None		
Conclusion	All in favor, motion passes		
<b>CoC Staffing &amp; Infrastructure Plan Update</b>			
Discussion			
<p>Courtney noted that last month Steering Council voted on a grantee change for HMIS and Supportive Services Only (SSO) grants, but not the staffing and infrastructure plan. She feels it is important these are discussed as two separate items. The grantee change would allow for system coordination and oversight. Further clarifications are needed before she feels the Coalition can affirm a proposed staffing plan - meeting with state and federal funders and developing a staff allocation plan.</p> <p>Courtney has been considering the best use for the balance of funds from SSO grants. Based on conversations with The Salvation Army (TSA), she thinks the best option is to retain staff at TSA to manage walk-ins and phone calls. Community Housing Connect (CHC) 2.0 is still being built out so this would ensure there is not a gap in the infrastructure. Casey asked about the timing of the grantee change if some staff will remain at TSA. Courtney noted that this still needs to be determined and thinks it is most reasonable to transition the HMIS grant when its new term starts on 12/1/22. With SSO grants, she thinks grantees could transition at the start of their new grant term (6/1/2023) with an interim MOU between United Way and TSA for funding to support the Coalition infrastructure.</p> <p>Courtney noted that Executive recently discussed concerns with how SSO funds are spent. She learned that all expenses are allowable though they may not necessarily align with the community's understanding. Rebecca suggested steps to ensure there is clarity in expectations from funded providers. Courtney agreed and referenced MSHDA's request for service standards as a potential avenue. Lauren feels accountability is a collaborative applicant responsibility and suggested future conversation with folks with experience ensuring grantees meet expectations. Elizabeth indicated that this also ties to changes to funding applications. She feels this is an area where the CoC should</p>			



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decide standards and then determine its role in overseeing how these funds are spent. Staff can bring this conversation to Funding Review Committee.

Lauren affirmed that last month's vote was regarding the grantee change and agrees that decisions on the staffing plan should happen after the proposal is finalized in the coming months. Rebecca suggested that staff prepare a recommended motion for Steering Council to keep discussion focused. Casey feels clear communication will be important to ensure understanding. Courtney suggested separate motions for HMIS and SSO grants as they have separate functions. Language around expectations for an expenditure plan for the balance of SSO funds could be included.

Action Items	Person Responsible	Deadline
Develop proposed motions re: HUD grantee change for the Steering Council meeting	Courtney & Brianne	

### FY22-23 MSHDA ESG

#### Discussion

Courtney indicated that the community still has not received information about this year's allocation. She is meeting with MSHDA next week to discuss the proposed grantee changes and hopes to better understand Housing Assessment and Resource Agency (HARA) expectations as the community is required to allocate a percentage of funds to the HARA. A Request for Proposals (RFP) process has been used in past years to allocate funds for Rapid Re-Housing, prevention and emergency shelter.

In June, Steering Council determined that some funds should be allocated to an outreach lead agency selected through the Coalition's process for identifying a lead agency. Conversation around how to best release an application as the amount of funding is not set. The RFP could include an outline of minimum expectations so applicants could respond with their qualifications, how they would meet expectations, and proposed itemized costs. Courtney offered to prepare minimum expectations of an outreach lead agency and provide to Steering Council as a frame for the RFP. Lauren agreed a frame would be sufficient as the lead agency selection process requires consultation with Steering and review of the final RFP draft by an outside body.

Courtney indicated that the funding application is due mid-August. Since the community has not received this year's allocation, it will be difficult to release an RFP for the remaining funds so an extension may need to be requested.

Action Items	Person Responsible	Deadline
Outline outreach lead agency expectations; provide to Steering	Courtney	

### Quarterly Strategic Plan Implementation Team

#### Discussion

Courtney mentioned that the strategic plan recognized that it would be difficult to move quarterly goals forward without additional staff. The implementation team is currently led by CoC staff who have observed that many of the activities are assigned to staff. Courtney asked the group to discuss the best way to stay focused on accomplishing strategic plan goals in a way that honors capacity. She noted that funds may be available for consulting as additional staff has not been hired. Casey asked



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about a timeline for adding staff. Courtney indicated that this is uncertain given ongoing discussions around staffing structure. Lauren suggested a virtual assistant company to cover administrative tasks. Staff will explore.

Conversation around the scope of work of an outside consultant, if hired. In the past, Mission Matters Group (MMG) took on some research tasks which was helpful for staff. Lauren suggested that the consultant explore assumptions made when the plan was created and what goals should be changed (removed, added, or paused) based on the current situation. This would not be a creating new plan and a method and process for communicating and quantifying changes would be important. MMG could be approached to support implementation as they are familiar with the work. Members agreed that getting a quote prior to signing a contract would be helpful and suggested exploring whether a local consultant could provide similar work.

Staff need to verify the amount of funds, if any, available for a contract. Courtney will meet with the Finance team and bring a budget back to Executive to consider. She anticipates costs would be capped and the contract would only run for a few months.

Action Items	Person Responsible	Deadline

### Kent County American Rescue Plan Act (ARPA) Funding

#### Discussion

Courtney does not have a large update as staff have not received a response from Kent County regarding these funds. Lauren shared that she attended a GR Chamber session about these funds; the County indicated they would welcome feedback from the Coalition in written form.

Rebecca clarified that Kent County American Rescue Plan Act (ARPA) funds are not the same as HOME-ARP funds which require consultation with the CoC. The City of Wyoming is part of the Kent County consortium for HOME-ARP funds which is currently hiring a consultant; the engagement process has yet to begin. She offered to share an update with the group and suggested contacting Chad Coffman with questions.

Courtney thanked Rebecca for delineating the two. The Coalition will wait to hear from the consultant regarding HOME-ARP funds as they are not included in the ARPA process.

Action Items	Person Responsible	Deadline

### July Steering Council Meeting Agenda

#### Discussion

#### Supplemental NOFO to Address Unsheltered Homelessness

HUD recently released a NOFO for a supplemental Program Competition that is expected to run concurrently with the anticipated CoC Program Competition. Funding will be available over three years to address unsheltered homelessness but will not become part of the community's Annual Renewal Demand (ARD). Courtney thinks the community should apply for the opportunity but noted



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that the likelihood of receiving funding is low. Staff are exploring application questions and Courtney offered to include areas of need in the Steering Council packet. Coordination with housing and healthcare providers will be key to a successful application. Courtney requested the Coalition consider developing a small group start to discuss narrative for application; staff will coordinate.

HUD has noted that some questions will be similar to questions in the CoC application which will be beneficial. Grant Inventory Worksheets are due soon and the CoC Program NOFO is anticipated soon after. (Rebecca left the meeting)

Action Items	Person Responsible	Deadline
<b>Adjourn</b>		
Motion by:	Adrienne Goodstal	Support from: Casey Gordon