



EXECUTIVE COMMITTEE MEETING MEETING MINUTES

August 1, 2022

1:00-2:30

Facilitator:	Lauren VanKeulen		
Meeting Attendees:	<u>Executive Committee members:</u> Elizabeth Stoddard, Rebecca Rynbrandt, Casey Gordon, Lauren VanKeulen, Adrienne Goodstal <u>Staff:</u> Courtney Myers-Keaton, Brianne Robach		
Time Convened:	1:03	Time Adjourned:	2:29

Approval of Agenda			
Motion by:	Adrienne Goodstal	Support from:	Casey Gordon
Discussion			
Amendments	None		
Conclusion	All in favor, motion passes		
Approval of Minutes		July 11, 2022	
Motion by:	Elizabeth Stoddard	Support from:	Casey Gordon
Discussion			
Amendments	None		
Conclusion	All in favor, motion passes		
CoC Grantee Change and Staffing & Infrastructure Plan Updates			
Discussion			
<p>Courtney provided updates on grantee changes. Staff plan to send a letter to HUD within the next week requesting a grantee change for the HMIS grant cycle starting 12/1/22. A staff allocation plan for Supportive Services Only (SSO) grants and proposed budget are being developed. The role and responsibilities of the Housing Assessment and Referral Agency (HARA) was discussed and Courtney suggested further conversation with MSHDA to identify any potential gaps. She plans to coordinate a meeting with Coalition staff, Executive representation, and The Salvation Army staff. Casey offered to attend this meeting if Lauren is unavailable. Courtney plans to send the budget spreadsheet and draft CE workflow to the committee prior to the next meeting.</p> <p>Courtney shared that she has an upcoming meeting to discuss Community Housing Connect (CHC) updates and opportunities to engage with the broader CoC. Conversation around the change in vendor and current family functional zero process.</p> <p>Courtney provided updates on staff positions previously discussed. Staff engaged with a virtual assistant for administrative responsibilities. Courtney plans to share the CoC Program Manager job description with the committee for feedback prior to posting internally. United Way makes the final decision on staff as the CoC's employer of record, but the Coalition can provide input.</p>			
Action Items		Person Responsible	Deadline
Share projected budget and workflow		Courtney	Before 9/6
Share Program Manager job description for feedback		Courtney	
FY22-23 MSHDA ESG Funding			
Discussion			



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Courtney suggested the community consider a process where funds are renewed for projects that are performing well to mitigate agency concerns and align with funding processes in other communities. New partners would have the opportunity to apply if funds are reallocated.

Members feel that robust monitoring processes would ensure projects are evaluated for effectiveness and support a streamlined process for renewal applicants. Funding requirements for competitive application processes also need to be considered.

Consensus for staff to move forward with a process for agencies to indicate interest in renewing funds and for Executive to develop next steps around reallocation processes. Adrienne motioned to amend the agenda to add reallocation and monitoring as item #6. Elizabeth supported. All in favor, motion passes.

Action Items	Person Responsible	Deadline

Supplemental NOFO to Address Unsheltered Homelessness

Discussion

Courtney suggested the community submit a community-based project that incorporates multiple allowable project types addressing unsheltered homelessness to highlight collaboration. Conversation around how the lead and fiduciary would be selected, potentially using the Coalition's lead agency selection process.

Courtney plans to meet with a key group of partners to begin planning and then broaden the group to include additional housing and healthcare providers. The Built for Zero planning team may be heavily engaged with planning.

If a lead agency is selected, they could support writing of the collaborative application with Coalition staff involvement. HUD has indicated that some questions will overlap with the anticipated CoC application. Staff will communicate plans to select a lead agency to Steering.

Action Items	Person Responsible	Deadline
Communicate plans to select a lead agency to Steering	Courtney/Brianne	

Reallocation and Monitoring Processes

Discussion

The committee discussed how to progress the update of reallocation processes in a timely manner without placing undue burden on staff. Sample reallocation policies from other CoCs can be provided to Executive for review by December for implementation before the next CoC Program Competition followed by determination of how the policy applies to other funding streams.

Action Items	Person Responsible	Deadline
Provide example reallocation policies to committee	Coalition staff	Dec. meeting

August Steering Council Meeting Agenda

Discussion



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Discussion of agenda topics for the upcoming Steering Council meeting including funding allocations, infrastructure, and strategic plan support. Staff will look to provide concise written updates for items to frame discussion and reference the annual Steering calendar to identify upcoming items.

Discussion of agenda items for the August general membership meeting. A Fair Housing presentation is scheduled. Presentation of CoC renewal projects to Funding Review Committee and membership has also been discussed. This will be a standing agenda item at future June membership meetings.

Staff will poll each committee to determine preferences for meeting style (in-person or virtual). In some cases, in-person meetings may be required under state regulations.

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