



## EXECUTIVE COMMITTEE MEETING MEETING MINUTES

August 2, 2021

2:00-3:30

Facilitator:	Karen Tjapkes		
Meeting Attendees:	<u>Executive Committee members:</u> Erin Banchoff, Karen Tjapkes, Adrienne Goodstal, Elizabeth Stoddard <u>Staff:</u> Courtney Myers-Keaton, Brianne Czyzio Robach, Wende Randall		
Time Convened:	2:05	Time Adjourned:	3:38

Approval of Agenda		August 2, 2021	
Motion by:	Adrienne Goodstal	Support from:	Erin Banchoff
Discussion			
Amendments	Add: EHV Prioritization (#11)		
Conclusion	All in favor, motion passes		
Approval of Minutes		June 28, 2021	
Motion by:	Erin Banchoff	Support from:	Adrienne Goodstal
Discussion			
Amendments	Under MSHDA ESG, Funding Review is meeting <i>July 21</i> . In the third paragraph, include indication that staff are unsure of the number of units that could be available after expansion/renovation of Degage and Mel Trotter		
Conclusion	All in favor, motion passes		
Approval of Minutes		January 7, 2021	
Motion by:	Adrienne Goodstal	Support from:	Erin Banchoff
Discussion	Conversation around the correct process as these minutes were never approved, and there are now some different members on Executive Committee.		
Amendments			
Conclusion	Given the length of time that has passed, these will remain unofficial.		
Open Steering Council Seats			
Discussion	<p>Courtney shared that Amanda Tarantowski is resigning from network180 and Dr. Heather Bunting has shifted her position so both will likely need to be replaced. Courtney is speaking with Heather this week and will update the group if this changes. In addition, Pilar recently informed Brianne that Victoria Arnold, the new Kent County Social Services Director will be replacing her on Steering Council. Open seats will be filled using the process outlined in the Governance Charter (Executive appointment). Opportunity to increase diversity and the voice of lived experience, as well as to continue the connection with network180 and to engage with those involved with strategic planning and the Housing Stability Alliance. Executive Committee will ask Nominating Committee to develop a few names to bring to September meeting for consideration. Erin noted that the charter states that a majority those holding office constitute quorum, so vacant seats would not be counted towards quorum.</p> <p>Conversation around action board seats. Both held seats are currently open which is concerning. Courtney noted that YAB may have members able to sit on Steering soon but recognized that Steering may not be the most comfortable space for youth. She suggested asking action boards about held</p>		



## EXECUTIVE COMMITTEE MEETING MEETING MINUTES

August 2, 2021

2:00-3:30

seats on Steering Council and whether they would want them as this was not done when held seats were added to the charter. Staff are currently working on the structure for an Advisory Council and anticipate that it will be up and running in the beginning of 2022.

Action Items	Person Responsible	Deadline
Convene Nominating Committee to develop suggestions	Adrienne/Brianne	

### Updating Coordinated Entry Design

#### Discussion

Courtney shared that there has been some confusion with Coordinated Entry (CE) as there is a different process for families right now (which is not unusual for communities). Some CoC members recognized that this could be an opportunity to update the design of the system and a small group was convening to look at opportunities - what the process should look like, what changes the community would want and what would be needed to make these changes.

At the last meeting, Community Rebuilders (CR) unexpectedly presented their vision of a CE process. Courtney found it alarming that this process was not developed collaboratively, and why the CoC and CE lead were not included in conversations. Karen voiced concern as the CoC is the HUD designated body on CE. Vera was clear in her presentation that CR does not want to be CE lead. Members feel that there needs to be understanding and clarification on role of CR if they do not want to be CE lead but plan to host this platform. Courtney will meet with Vera to get a sense of the larger vision and to stress the desire for continued engagement in this exploratory phase that is collaborative and strategic.

Courtney noted that this likely also ties into background conversations around the role of CE lead agency. The current lead (Salvation Army) has strong staff but may not be perceived as a strong leader at CoC or systems level recently, likely due to several staffing changes over the last 3 years.

Action Items	Person Responsible	Deadline
Meet with Vera re: vision of Coordinated Entry System	Courtney	

### Strategic Plan Debrief

#### Discussion

This group has not met since plan has rolled out, so this is on the agenda as space to debrief. CoC staff continue to meet with Mission Matters regularly and are looking to put together a small group that will meet regularly around quarterly action items. Erin asked about the status of updates to the plan, specifically the requested language changes. It was being sent to designer, and MM indicated that a final draft will be available in the coming weeks. Staff will follow up with MM regarding status of requested changes.

There are not any asks being made to funders at this point. Courtney will be meeting with funders to share overview of different initiatives and the strategic plan. Identifying who to approach and clarifying the ask will be added to September Executive agenda.

Action Items	Person Responsible	Deadline
Add funding request discussion to September agenda	Brianne	

### Membership Application



## EXECUTIVE COMMITTEE MEETING MEETING MINUTES

August 2, 2021

2:00-3:30

<b>Discussion</b>		
Courtney asked the group to consider whether we should include the CoC's core beliefs and values on the membership application to ensure new members are ascribing to these beliefs and values.		
Adrienne suggested indicating that Housing First is one option for housing as otherwise this may turn some organizations away. Agreement to focus on mission and vision as well as values as they normalize the behaviors that we expect to see. All are included on the compass which can be easily linked in the application. It seems that this has been a staff function in the past. Staff will confirm with the charter and then make the changes.		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Update CoC application to include link to compass.	Brianne	
<b>Public Announcement of CoC Initiatives</b>		
<b>Discussion</b>		
There are no updates as of yet, but those interested in helping with planning should connect with Courtney. Once a date is finalized a calendar hold will be sent.		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
<b>Reschedule September Meeting</b>		
<b>Discussion</b>		
Staff to send Doodle poll to reschedule this meeting as it is currently scheduled for Labor Day.		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Send poll to reschedule meeting	Brianne	
<b>August Steering Council Meeting Agenda</b>		
<b>Discussion</b>		
Woda Cooper did not receive LIHTC funding in the last round but are re-applying and have asked to present. They did not indicate whether there would be any changes to the project in their email. Given that there are now new Steering Council members and the CoC has a new strategic plan, agreement that Woda Cooper should present again, even if there are no changes. Staff will provide a list of items to incorporate in the presentation.		
<u><b>ENTF and CoC Relationship</b></u>		
Defining the relationship between ENTf and the CoC was called out in the strategic plan. Wende and Courtney will be drafting a communication recommending that both entities are separate. Staff coverage in case of a vacancy is a function of HWMUW as the fiduciary. Wende will remain Courtney's direct supervisor as appointed by Michelle as President of HWMUW. The internal decision was made to separate the budgets and for Wende's time to decrease, but it is up to governing bodies of both entities to make the decision to separate.		
In ENTf's strategic plan from last year, an item was listed to clarify their role in housing. ENTf's current MOU continues to identify the CoC as the housing subcommittee, but conversation at ENTf's Governance Committee acknowledged that a transition is likely taking place and both directors are working to document how strong communication and alignment will continue. The ENTf Leadership		



## EXECUTIVE COMMITTEE MEETING MEETING MINUTES

August 2, 2021

2:00-3:30

group is discussing a vision for ENTF's role in housing which would likely shift focus to providing leadership and support around advocacy issues as well as providing opportunities for connecting to better understand housing system. Wendie indicated that ENTF goal is not to step away from the housing system, but to provide clarity of the decision-making with ENTF and CoC. Courtney envisions that CoC would be seen as a partner in the ENTF housing space. ENTF was not selected as the Housing Stability Alliance lead last year, but conversations continue around how the HSA will function.

Action Items	Person Responsible	Deadline

### August Full CoC Meeting

#### Discussion

Will be discussed via email later.

Erin asked if this meeting could include more information about hotels and the status of family units. Recent communication seemed to indicate that there was the potential to be enough units to cover the need. Adrienne indicated that Family Promise plans to bring their Interfaith Hospitality Network (IHN) back online in October, with an increased number of partnerships. Longer term, Mel Trotter (MTM) is building an additional 6 rooms on fourth floor. There is an opportunity to partner with Degage so all single women stay at Degage, starting in fall of 2022, which would open up portion of the building for about 20 additional family units. Adrienne indicated that a pilot is in progress and this is not a definite. If implemented, this would not be until fall/winter of 2022. At that point, ICCF, IHN, and MTM would provide sufficient coverage (85-90 units based on current data), with a continued relationship with hotels for any spikes. Adrienne noted that this based off past numbers, which may be impacted as the eviction moratorium expires.

Action Items	Person Responsible	Deadline

### EHV Prioritization

#### Discussion

Erin noted that there had been a communication expressing concerns around EHV prioritization. Courtney explained that this email was incorrect in its assumptions as the unsheltered/chronic population was given first prioritization. The prioritization process is abiding by all CoC policies and is following best practices as put out by NAEH.

Adrienne voiced concern around how geographically targeted outreach projects are operating outside of CE. She is concerned that folks in specific location are being prioritized regardless of length of time and are placed in shared housing, potentially without receiving support services. Erin noted that Community Rebuilder previously presented to the CE Committee. Courtney indicated that it is on her radar to discuss concerns that geographically targeted projects are not brought to CoC/CE Committee until they are underway.

Action Items	Person Responsible	Deadline

### Adjourn

Motion by:	Adrienne Goodstal	Support from:	Erin Banchoff
------------	-------------------	---------------	---------------



## **EXECUTIVE COMMITTEE MEETING MEETING MINUTES**

August 2, 2021

2:00-3:30