



## EXECUTIVE COMMITTEE MEETING MEETING MINUTES

September 11, 2023

1:30-3:00

Facilitator:	Casey Gordon		
Meeting Attendees:	Adrienne Goodstal, Lauren VanKeulen, Casey Gordon, Ryan Kilpatrick, Elizabeth Stoddard Staff: Courtney Myers-Keaton, Brianne Robach, Ronan Parmenter, Evan Hile, Alyssa Anten		
Time Convened:	1:36 pm	Time Adjourned:	3:03 pm

<b>Approval of Agenda</b>			
Motion by:	Adrienne	Support from:	Lauren
Discussion	Changing Community Engagement to CHC 2.0; Item C: Consumer Grievance; 6a: Timing and location of meetings		
Amendments			
Conclusion	All in favor, motion passes.		
<b>Approval of Minutes</b>		<b>August 7, 2023</b>	
Motion by:	Adrienne	Support from:	Lauren
Discussion			
Amendments	None		
Conclusion	Ryan abstains due to absence at last meeting; all else in favor, motion passes.		
<b>Director's Report</b>			
Discussion			
Courtney noted that there is no implementation timeline for CHC 2.0 available yet. There was further discussion about a contract, conflicts of interest, and maintenance costs. This committee reviewed the FAQs, it was noted that some language was not consistent with the motion as approved by this committee. There was discussion around a communications campaign and trust building.			
Action Items		Person Responsible	Deadline
Meet with HUD TA around contract, language of CHC 2.0		Courtney	
Follow up with Ryan Kilpatrick and Housing Kent around communication campaign and trust building		Courtney	
<b>Staff Update</b>			
Discussion			
Courtney shared that the CoC is still hiring for a CE Program Manager. Justin Brownlee started as the Youth Homelessness Coordinator.			
Action Items		Person Responsible	Deadline
<b>Consumer Grievance</b>			
Discussion			
Courtney reviewed the Consumer Grievance and the follow-up that has occurred since this committee last met. This committee discussed the importance of following the process as outlined in the CE Policy, and of Steering members being familiar with the policy.			



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Action Items	Person Responsible	Deadline
Send email to Steering Council re: public comment standards, CE Grievance process	CoC Staff	
<b>CoC Program Competition Update</b>		
Discussion		
<p>Brianne reviewed the current progress of the CoC Program Competition. An e-vote will be sent to Steering to approve the Project Priority Listing. Courtney discussed project scoring and doesn't anticipate receiving appeals.</p>		
Action Items	Person Responsible	Deadline
<b>HMIS Access and QSOBAA Access Policies</b>		
Discussion		
<p>Alyssa gave an overview of changes to the policies, which this committee discussed further. Courtney recommended edits based on this conversation. There was additional discussion around Housing First principles, and Courtney recommended including these principles in orientation and training for Steering Council members.</p>		
Action Items	Person Responsible	Deadline
<b>September Steering Meeting Location and Time</b>		
Discussion		
<p>There was discussion around the overlap of the September Steering Meeting with an HSA meeting. This committee determined to change the start and end times of the Steering Meeting to accommodate the other, and to change the location to virtual.</p>		
Action Items	Person Responsible	Deadline
Adjust timing and location for September Steering Meeting	Ronan	
<b>Adjourn</b>		
Motion by:	Lauren	Support from: Elizabeth