



EXECUTIVE COMMITTEE MEETING MEETING MINUTES

September 8, 2021

2:00-3:30

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

Approval of Agenda		September 8, 2021	
Motion by:	Adrienne Goodstal	Support from:	Elizabeth Stoddard
Discussion			
Amendments			
Conclusion	All in favor, motion passes		
Approval of Minutes		August 2, 2021	
Motion by:	Elizabeth Stoddard	Support from:	Adrienne Goodstal
Discussion			
Amendments	Page 2 - add an action item for Courtney to meet with Vera around the larger vision/plan with Coordinated Entry		
Conclusion	All in favor, motion passes		
CoC Program Competition Update			
Discussion			
<p>The timeline has been shared with the CoC membership and community. Staff are working to update the local applications and scorecards. Erin asked if there is a plan in place for increasing the CoC Application score as this is one of the strategic plan goals. Courtney has not yet reviewed the application scoring for this round. She assumes that it will focus on improving system performance measures which are another area of focus in the strategic plan.</p> <p>There have been conversations around reallocation. Courtney will be trying to bring structure to the discussions with a focus on performance, HUD priorities, and local priorities to identify gaps. She has not heard from any projects looking to voluntarily reallocate, aside from the YWCA who wants to shift their TH project to TH-RRH. They are not sure if they need to go through reallocation to make this conversion.</p>			
Action Items		Person Responsible	Deadline
Update on Meeting with Funders			
Discussion			
<p>Courtney recently attended a funders group meeting and presented on the different initiatives underway at the CoC along with the vision for the next few years. In addition, CE redesign conversations have included identifying how funders could be involved. Opportunities including supporting case management and diversion. Given the strong conversations, Courtney feels that the CoC is in a good position to put forwarding an ask for funding. Lee Nelson Weber has suggested sending a letter to the funders thanking them for their time and asking for funding to support staff capacity to implement our strategic plan. Staff are exploring this option. Members agreed that it would be important to have a specific ask identified before approaching funders.</p>			



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Action Items	Person Responsible	Deadline
Staffing Plan and Capacity		
Discussion		
<p>Courtney shared that staff capacity is extremely limited right now given many different responsibilities. She would like to discuss increasing staffing over the upcoming months. Currently, much of Courtney’s time is spent with grant reporting and management, especially as MSHDA ESG funding has become more complex and the CoC Program Competition requires a large amount of time each year. This is less time that Courtney can spend providing leadership around the state of homelessness in our community and at the state level. Members agreed that involvement in these are conversations would be important and beneficial. There are also several ongoing community initiatives bring led by CoC staff as they require system and partner coordination. Moving forward, FUSE will no longer be housed at Dwelling Place and the CoC has if staff can take on leadership because of its similarity to other initiatives.</p> <p>Shaun from Mission Matters has been pulling together an ideal staffing chart. This will be brought back to the Implementation Team, followed by Executive and Steering. A Data Analyst and Grant Manager would likely be two high priorities followed by community initiative coordination/ facilitator. Courtney noted that there may be an opportunity to look at admin funding that HWMUW receives through grants to support a grant management position or to explore if position could be held jointly by HWMUW. AYA has had success with contracting out grant writing and management which could be explored. With a Data Analyst on staff, HMIS Administration may be able to be moved in house, as Daniel currently provides administration on in less than 20 hours a week. Daniel could be retained for support during the transition. Conversations around continuing HMIS TA and support on a contract basis. Staff will gather feedback from providers to gauge the quality of the support.</p> <p>Erin noted that advocacy is one staffing piece mentioned in the strategic plan and hopes it could be covered in a staffing plan. With additional position, Courtney would continue leading and guiding the work as well as engaging with state and local leadership.</p> <p>Conversation around the best way to make this ask. A clear plan with manageable growth is important. Staff will have to consider sustainability of funding as well as how much funding to request. Lauren noted that competitive salaries will be important in this market to attract and retain staff.</p>		
Action Items	Person Responsible	Deadline
Survey providers re: satisfaction with HMIS TA	Brianne	
MSHDA ESG		
Discussion		
<p>Staff have not received a response from MSHDA leadership and Courtney is planning to follow-up. However, she thinks we will need to re-write the application to shift emergency shelter spending away from motels and then follow-up with MSHDA as a community. Members find it concerning and</p>		



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disappointing that MSHDA leadership has not respond to multiple requests, especially when motels were not included as an ineligible expense in the NOFA.

Conversation around developing a long-term plan for shelter. Discussions are preliminary and include potentially using HOME-ARP funds allocated to the City of Grand Rapids or Kent County. HUD guidance for these funds has not been released. HUD guidance not yet released. Adrienne shared that Mel Trotter was asked to partner with other shelter providers to develop a long-term master plan for emergency shelter throughout the community. They are considering shifting women's shelter and programming to Degage which would open additional space for family units. With this shift, around 80-85 units could be available by fall of next year.

Staff will explore how to create a vision and plan for long-term emergency shelter operations with input from all shelter providers that could be available to funders and leveraged to help meet the need.

Action Items	Person Responsible	Deadline
Explore creating a vision and plan for emergency shelter operations with input from all shelter providers	Courtney	
Public Announcement of CoC Initiatives		
Discussion		
This level of detail feels unnecessary for Executive members to approve. Members will provide any feedback directly to staff who will finalize the application and share it.		
Action Items	Person Responsible	Deadline
Strategic Plan Update		
Discussion		
Staff and Mission Matters are using Trello to help facilitate meetings and keep work moving forward. The Implementation Team (IT) has been discussing a template for communicating the strategic plan to the broader community, increasing funding and staffing, developing an advisory council (may roll into Q4), and CE redesign. The redesign workgroup will be going to the Coordinated Entry Committee next week with a recommendation to commit to system redesign with the use of Community Housing Connect, where appropriate. The final strategic plan narrative will be shared in the next week or two.		
Action Items	Person Responsible	Deadline
Steering Council Meeting Schedule/Rhythm		
Discussion		
Staff recently discussed the rhythm for reviewing and creating quarterly rocks. If Steering were to be the body to affirm the new rocks, this would not happen until halfway through the month with the current schedule. Members recommend waiting until new Steering Council members are on board in January to look at changing the schedule if needed. Members suggest that staff and IT use the last meeting of the quarter to develop new rocks which Executive can finalize early in the month. Steering would then be informed of the new quarterly rocks about halfway through the first month of the quarter.		



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September Steering Council Meeting Agenda		
Discussion		
<ul style="list-style-type: none"> - CE Redesign Presentation - 30 minutes - Courtney can present, likely Tom can support <ul style="list-style-type: none"> o Presentation recognizes distributing responsibilities of CE and need for additional funding to support the vision o Presentation does not have a concrete timeline for system-wide implementation given all the iterations, CE Committee can discuss further. 18 months may be possible with necessary funding - Strategic Plan Document - share as a presentation and share progress on quarterly rocks - MSHDA ESG Reallocation - Steering approved original RFQ and Funding Review's recommendation. Members feel that a vote on reallocation should go through Steering. - Funding Review Members - Built for Zero - update/overview the process, discuss capacity 		
Action Items	Person Responsible	Deadline
Adjourn		
Motion by:	Erin Banchoff	Support from: Elizabeth Stoddard