# Agenda………………………..………………………… Muskegon County Homeless Continuum of Care Network

**Muskegon, MI 49442**

**Meeting Description:**  **MCHCCN Executive Committee Meeting**

Access Health

Conference Room

1200 Ransom

Muskegon, MI 49442

**Meeting Date: May 10, 2018 Time: 9:00 am – 10:00 am**

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| --- | --- | --- | --- | --- | --- | --- |
| Representatives | Present | Absent |  | Representatives | Present | Absent |
| Julie Aaron-Shyne, City of Muskegon Heights |  |  |  | Dan Skoglund, Muskegon Rescue Mission |  |  |
| Tressa Crosby, Health Project |  |  |  | Leslie Slater, Department of Health & Human Services |  |  |
| Linda Draft, Health West |  |  |  | Virginia Taylor, Community en  Compass (HARA) |  |  |
| Samantha Ferguson, City of Muskegon |  |  |  | Judy Clark Ochs, 1st Congregational Church |  |  |
| Jamie Hekker, Public Health of Muskegon County |  |  |  | Angela Mayeaux, Muskegon Housing Commission |  |  |
| Thomas Hardy – formerly homeless |  |  |  | Judy Kell, CoC Coordinator (non-voting |  |  |
| Lt. Chris Karlin, Salvation Army |  |  |  | Miranda Broadbent, HMIS Administrator (non-voting) |  |  |
| Laura St. Louis, Muskegon-Oceana Community Action Partnership |  |  |  | John Peterson, CSH |  |  |
| Michael Baauw, Chair, Nominating Committee |  |  |  | Michael Ramsey, Chair, Coordinated Entry Committee |  |  |
| Oneata Bailey, Chair, Review Committee |  |  |  |  |  |  |

**AGENDA**

I. Call to Order

II. Approval of Minutes of April 12, 2018 – Attachment A (AR)

III. Report from Ad Hoc Committee – (AR)

* Media Contact

All media contacts will be coordinated and approved by the Chair of the Network to ensure that

responses reflect the mission of the Network and to provide accurate information to the media regarding the Network's activities as well as responses for technical information such as the number of homeless, use of funds, etc. The Chair of the Network will review the requests and refer the media to the appropriate person to respond.

Motion: All media requests to members of the Network are to be directed to Jamie Hekker at: [hekkerja@co.muskegon.mi.us](mailto:hekkerja@co.muskegon.mi.us).

* Review of Grant Applications, letter of support, etc.

In order to ensure that the Network is aware of funding applications or other projects needing letters of endorsement and that the projects are consistent with the mission of the Network, we are requesting that such requests are submitted to the Executive Committee in a timely manner for their review and approval. Standards and guidelines for such approvals will be forthcoming.

Motion: Any funding application or letter of support for funding requiring Network endorsement must be submitted to the Executive Committee for its review and approval. This would include applications for assistance for projects sponsored by Network Committees. The material must be submitted a week prior to the Executive Committee meeting to the CoC Coordinator.

* Minutes of Committee and Sub-Committee meetings

Motion: In order to maintain an accurate record of Committee and Sub-Committee meetings, the minutes of such meetings must be submitted to the next Executive Committee meeting through the agenda packet process – submission to the CoC Coordinator one week prior to the meeting (the first Thursday of the month.

* Performance reports and Financial Reports

HUD and ESG grantees are required to submit a variety of reports for review by the Network pursuant to the guidance of HUD and MSHDA. The HMIS Administrator will contact each grantee and provide a list of reports that are needed and due dates for the same. The Data Committee will review the reports and will inform the Executive Committee on the status of compliance by each grantee for further action, if necessary.

Motion: The Data Committee will review and provide comments to the Executive Committee on the performance of the HUD and ESG grantees related to program as well as finance on a quarterly basis or as determined by the funding agencies.

* Appointment of Review and Nominating Committee members

Members of the Review and Nominating Committees will be appointed by the Executive Committee of the Network as these are standing committees with specific tasks to complete in a time limited manner.

Motion: To appoint the following individuals to the Review Committee:

Oneata Bailey, Chair (already appointed by the Executive Committee)

Leslie Slater, Vice-Chair (already appointed by the Executive Committee)

Christine Robere, United Way of the Lakeshore

Stevi Riel, Health Project

Mike Poulin, Sheriff

Tim Burgess, Land Bank

Mike Baauw, Veterans Center

* RFP and Award

HUD has awarded funds for a planning consultant to assist the Network in developing the infrastructure of the Network,, a Coordinated Entry System and a variety of other planning tasks. A Request for Proposal was issued. Only one response was received. The RFP and the RFP response is attached.

Motion: To award the planning grant contract to John Peterson, LLC.

* Status of ESG Funds

The Network adopted a policy in June, 2017 to help ensure the efficient and effective use of ESG funds. We requested a report from the HARA as to the implementation of the Policy which is attached.

IV. NOFA for ESG Funding – Released – (FI)

A notice was sent to the Network regarding the timeline and requirements for the funding. It was

also posted on the Network website.

V. Report on use of ESG funds pursuant to the Network policy – Virginia Taylor (FI)

VI. Eviction Court – (FI)

VII. Report on use of Community Foundation funds – Virginia Taylor – (FI)

VIII. Community Health Needs Assessment – (FI)

<https://www.getfeedback.com/r/bJaI1jCu>

IX. Other Business

X. Adjournment