Good Afternoon,

As you may remember, we have been going through a planning process with our consultant, John Peterson, to bring the various component pieces and structure of the Muskegon County Homeless Continuum of Care Network in compliance with the Hearth Act, MSDHA requirements and other HUD requirements.

One of the first items that we had to address was the HUD required Governance Charter.  The MCHCCN has been operating under a By-Law structure since 2004.  We had to develop a Governance Charter to be in compliance with HUD requirements.  As a result, the existing By-Laws are being amended and rolled into a new Governance Charter.

We are required to have a current Governance Charter in place for both our MSHDA and HUD funds.  The Exhibit One application for MSHDA must be completed by August 11, 2017 and the HUD application is due in September so we have to approve the Charter in a timely manner.  We lost points on our HUD application last year due to a variety of issues including the lack of an updated Governance Charter and as a result $7,000 in funding was lost to the community.  We do not want to lose any money this year.

We will be taking action on the revised Governance Charter at the Strategy and Planning meeting **on August 10, 2017 at 8:30 am** at the United Way of the Lakeshore.  Since there are so many changes, we are going to hold a meeting to review those changes with our consultant on **August 3, 2017 at 10:00 am.** The meeting will be held in the Board Room of Family Promise, at 2160 Crozier Ave in Muskegon, MI.

In order to take action on the Governance Charter on August 10, 2017, we need to have identified, voting members of the Network.  Attached please find an application for membership for the Network.  In order to vote, your Agency will need to designate a voting member.  Agencies may have as many members attend the meetings, but only one person per Agency can vote.

Please complete the application as soon as possible.  Scan and return it to [Judith.kell@mercyhealth.com](mailto:Judith.kell@mercyhealth.com) or Tressa Crosby at crosbytk@mercyhealth.com via email as soon as possible.  That way we will know who can vote on the Governance Charter on August 10, 2017.

John Peterson and I will be at the informational meeting on August 3, 2017 at 10 am at Family Promise, 2160 Crozier Avenue in Muskegon to answer any questions that you may have prior to the meeting on August 10, 2017.  You may also bring your completed membership applications to the August 3, 2017 informational meeting.  We need the applications prior to the August 10, 2017 meeting so the Membership Committee can designate who may vote.

Thank you for your time and consideration of this matter.