**MUSKEGON COUNTY HOMELESS CONTINUUM OF CARE NETWORK**

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**Coordinated Entry Committee**

**Meeting Minutes**

**January 25**

***10:00 AM – 11:00 AM***

**United Way of the Lakeshore**

**31 E Clay Ave Muskegon, MI**

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| --- | --- | --- | --- | --- | --- | --- |
| **Representatives** | **Present** | **Absent** |  | **Representatives** | **Present** | **Absent** |
| Brandon Baskin Health West, Chairman | x |  |  | Melissa White, EWP |  | x |
| Dan Skoglund, Rescue Mission |  | X |  | Dan Moran, HMIS Administrator |  | x |
| Cherri Swanstra, Mid-Michigan Community Action Agency |  | X |  | Miranda Paggeot, CoC Coordinator | X |  |
| Kristen Turgeon, Mission for Area People |  |  |  | Diana Stubbs, Mission for Area People |  | x |
| John Peterson, Planning Consultant | X |  |  | Angela Mayeaux, Muskegon Housing Commission |  | X |
| Mike Baauw, Veterans Center |  | X |  | Yolanda Hall, Rescue Mission |  | X |
| Madison Butler Community enCompass | X |  |  | Kristy Smith, Family Promise |  | X |
| Cherelle Hughley, Community enCompass | x |  |  |  |  |  |

**Minutes**

1. Call to Order –

Meeting was called to order at 10:05 AM.

2. Approval of November Minutes-

Minutes were tabled as a quorum could not be established.

3. Programs under CE-

Miranda went through the different program components that are required to go through Coordinated Entry. Last week at the By-Name-List Meetings the tab for Rapid Rehousing was added. Previously By-Name-Lists were being utilized for PSH and the Veterans population. Coordinated Entry is required for Rapid Rehousing as well as Homeless Prevention.

Discussions with the HARA staff were made on how they currently prioritize homeless prevention clients. HARA staff will draft up a summary of how they currently handle this process. This will then be evaluated and incorporated into the CES Policy and Procedure.

4. CE Draft Policy

The CE Draft Policy has been revised according to guidance from the HUD Exchange website. Many new elements needed to be added. The Draft has been sent to John for a deeper review. Miranda and John intend to send out the draft policy for review on February 3rd.

5. Reports from Committees

i. Outreach Subcommittee-

Miranda reported that Outreach has been meeting and the PIT event was scheduled for tonight January 25th at Fresh Coast Alliance 8pm. Outreach is currently looking for a nomination for a chair. Miranda also reported that she has had a large number of volunteers sign up but was getting calls of people canceling due to illness. We are hoping for a great turn out and will update what the results are.

ii. Special Populations Sub-Committees (By-Name List)-

Miranda reported in the absence of Dan Moran. By-Name-List committees have been meeting. A template was created to start reporting out on the activity of the BNL. RRH has been added and HP is coming.

7. New Business/Old Business-

Miranda and John talked about how the City of Muskegon is waiting for the CE Policy and Procedure to get finalized. They are needing this document to finish writing out their agreements policies and rules for the homes they purchased with the intentions of using them to house homeless individuals who are working toward self-sustainability.

The HOME APR NOFA was released and posted to the website. The local deadline for submission of applications is Friday January 27th at 3pm. They application is due to MSHDA by February 10th, 2023, 5:00 pm. This funding is for back rental assistance and does not come with funding for case management.

8. Adjournment

Meeting adjourned at 11:20 am