**MCHCCN Executive Committee Meeting Minutes**

**October 8, 2020**

**Time: 9:00 am – 10:00 am**

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| **Representatives** | **Present** | **Absent** |  | **Representatives** | **Present** | **Absent** |
| Julie Aaron-Shyne, City of Muskegon Heights | x |  |  | Dan Skoglund, Muskegon Rescue Mission, Co-Chair | x |  |
| Tressa Crosby, Health Project, Chair, Nominating Committee | x |  |  | Leslie Slater, Department of Health & Human Services  | x |  |
| Nicole Schalow, MSHDA |  |  |  | Michael Ramsey, Community enCompass (HARA) | x |  |
| Samantha Ferguson, Community Foundation for Muskegon County |  |  |  | Oneata Bailey, City of Muskegon, Chair Review Committee |  |  |
| Jamie Hekker, Public Health of Muskegon County, Chair | x |  |  |  Angela Mayeaux, Muskegon Housing Commission, Secretary | x |  |
| LaShae Simmons representing lived experience | x |  |  |  Judy Kell, CoC Coordinator (non-voting) |  |  |
| Irma Lopez, McKinney Vento | x |  |  | Dan Moran, HMIS Administrator (non-voting) | x |  |
| Jana Routt, United Way of the Lakeshore  | x |  |  | Brandon Baskin, Health West, Chair, Coordinated Entry Committee | x |  |
| John Peterson, Consultant | x |  |  |  |  |  |
| Alicia Cox, Coordinated Entry Coordinator | x |  |  |  |  |  |

**AGENDA**

1. Call to Order

The meeting was called to order by Ms. Jamie Hekker at 9:04 AM.

II. Approval of Agenda

Mr. Brandon Baskin informed the group of the retirement of Ms. Shelly Evans. The change was noted for the next agenda, as Mr. Baskin will be taking over the HUD role. Ms. Angie Mayeaux motioned to approve the agenda. Ms. Irma Lopez supported, and the motion passed.

III. Approval of Minutes of Executive Committee – September 10, 2020

Mr. Angie Maywaux motioned to approve, and Ms. Irma Lopez Supported. The motion passed.

IV. Consolidated Plan Feedback – Cities of Muskegon, Muskegon Heights and Norton Shores – Judy Kell and Oneata Bailey

Ms. Judy Kell and Ms. Oneata Bailey presented the survey for a Five-Year Plan for the CBG money for Muskegon Heights, Norton Shores, and Muskegon. These surveys are being sent out to representatives in area agencies to get feedback to serve our community. The deadline is currently within the next month. Ms. Jamie Hekker will send the survey to the group electronically with the e-mail and fax number to submit.

V. HMIS Administrator Report

Mr. Dan Moran reported completing the provider page for the COVID-19 funded projects in the COC. The provider page was reviewed and approved by MCAH. Currently, work is continuing on data correction and other system report measures for HUD. The deadline for this is October 30th. In other news, HUD has announced efforts on a process that would allow VA data to be uploaded into HMIS. The tool will be available in November, and agencies could be using this by the beginning of the year. Mr. Dan Moran concluded the report stating endeavors are on track with goals and deadlines as he continuities to learn and get acclimated with the role.

VI. Coordinated Entry Coordinator Report

Ms. Alicia Cox reported that she officially started the role of Coordinated Entry Coordinator on October 1st. The method in which Coordinated Entry data will be reported is still in development. In the meantime, she is completing the HMIS training and putting together a survey to increase participation with the Special Population's meetings. MOUs are being looked into to create a scope of work for each agency participating in Coordinated Entry, as well as working on the unified application process with Ms. Jana Routt and Mr. Michael Ramsey.

VII. Sustainability Committee Report

Ms. Jamie Hakker reports not meeting in the last month. There is still a need for volunteers on this committee. Currently, Tressa, Alicia, Gena Dalton, Ms. Dwana Thompson, Sara Johnson, and Ms. Jamie Hekker are on this committee. The group is looking to explore the options presented on the COCs sustainability (options given by Tressa during her presentation this Summer). Ms. Angie Mayeaux and Mr. Michael Ramsey volunteered for the group. Mr. John Peterson reported that this group would be discussing COC structures, including if the COC will remain independent and look at options for funding, join another COC, or the balance of the state.

VIII. Update on Eviction Diversion Workgroup/Outcomes –

Mr. Michael Ramsey reported the Eviction Diversion program is doing well. They have been able to assist, on average, 25-30 households a week and spent $200,000 last month. The experience with the Eviction Prevention Program has facilitated the success of Eviction Diversion. Community EnCompass is looking to partner with the Landlord Association of Muskegon to reduce confusion about EDP. Work is being done with the City of Muskegon and the Community Foundation to assist further those with unpaid water and sewer balances, a portion of funding that EDP will not cover. The bucket of money is about $5,000 and should assist around 100-135 families. DTE, Consumers Energy, United Way, and Community Neighborhood services will be partnering with Community EnCompass for the Warm-up to Winter event. The event will be held in the Community EnCompass parking lot on October 27th. This event will educate participants on how to access resources for their utility needs. The event will have a food truck provided by the United Way and Women’s Division. Reach out to Michael if you would like to volunteer for this event.

IX. Establish Housing Opportunities Workgroup

Mr. John Peterson reported looking at the data on the homeless population and the types of services needed to address homelessness in Muskegon County over some time (5 years). Looking at three aspects- housing, which is the creation of new or existing, affordability of housing, and the utilization of PSH and rapid rehousing. In the past, HMIS data has been valuable in this work. The workgroup is currently looking for volunteers to join. If there is a scope of work developed over the winter, action could begin in Spring and continue to be an ongoing effort. Ms. Jamie Hekker volunteered with the recommendation Michael Ramsey join as well

IX. Adjournment

Ms. Jana Routt motioned to adjourn. Ms. Tressa Crosby supported the motion. The motion passed.

Respectfully Submitted,

Alicia Cox