# MINUTES………………………..………………………… 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: February 8, 2018 Time: 8:30 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 | x |  |
| Tressa Crosby, Health Project | x |  |  | Leslie Slater, Department of Health & Human Services | x |  |
| Linda Draft, Health West | x |  |  | Virginia Taylor, Community enCompass (HARA) | x |  |
| Samantha Ferguson, City of Muskegon | x |  |  | Judy Clark-Ochs, 1st Congregational Church (guest) | x |  |
| Jamie Hekker, Public Health of Muskegon County | x |  |  |  Miranda Broadbent, HMIS Administrator (non-voting) | x |  |
| Thomas Hardy – formerly homeless | x |  |  |  Judy Kell, CoC Coordinator (non-voting | x |  |
| Lt. Chris Karlin, Salvation Army | x |  |  | John Peterson, CSH (guest) | x |  |
| Laura St. Louis, Muskegon-Oceana Community Action Partnership | x |  |  | Angela Mayeaux, Muskegon Housing Commission (guest |  | x |

**MINUTES**

I. Call to Order

 The meeting was called to order at 8:35 am.

II. Approval of Minutes of September 18, 2017

A motion was made by Mr. Hardy and seconded by Ms. Crosby to approve the minutes as submitted. The motion carried.

III. Report of Nominating Committee

Ms. Crosby presented a report from the Nominating Committee. The Nominating Committee presented a slate of candidates for the chair, co-chair, secretary and coordinator as well as for the committee chairpersons. Nominations were also taken from the floor. Voting occurred and the results are as follows:

Jamie Hekker, Chair

Virginia Taylor, Co-Chair

Laura St. Louis, Secretary

Judy Kell, Coordinator

Michael Ramsey, Membership Committee Chair

Oneata Bailey, Review Committee Chair, Leslie Slater, Co-Chair

Tressa Crosby, Case Managers Committee Chair, Leslie Slater, Co-Chair

Michael Ramsey, Coordinated Entry Chair, Laura St. Louis, Co-Chair

Michael Baauw, Nominating Committee, Chair, Jana Rout, Co-Chair

The Emergency Needs Committee is a committee of the United Way of the Lakeshore but also is a bridge to the Homeless Continuum of Care Network. Matt Haley was elected as Chair of that Committee but the MCHCCN would like to recommend that Lt. Chris Karlin be the Co-Chair.

A motion was made by Mr. Hardy and seconded by Ms. Ferguson to accept the results of the vote of the MCHCCN Executive Committee members. The motion carried.

IV. Set Meeting to Amend Governance Charter

There was discussion about the need to make a couple of amendments to the Governance Charter. Any amendments to the Governance Charter need to be posted 30 days prior to the meeting. A motion was made by Ms. Taylor and seconded by Ms. Crosby to hold a Membership Committee meeting on March 15, 2018 at 8:30 am and that one of the items to be discussed will be two amendments to the Governance Charter: 1) to increase the number of open slots on the Executive Committee; and 2) to add the chairpersons of the MCHCCN committees as required slots on the Executive Committee. The amendment discussion will be posted on the MCHCCN website. The motion carried.

V. Development of Job Descriptions

Mr. Peterson discussed the need to have job descriptions for the officers and for the various committees so that potential members could understand their roles and responsibilities. A draft of the job descriptions will be developed over the next two months.

VI. Determination of Future Meeting Dates and Times

Ms. Hekker discussed the need to change the meeting time to allow some of the MCHCCN Executive Committee members attend another standing meeting. It was determined that the Executive Committee would meet on the first Thursday of the month at 9:00 am in the Conference Room at Access Health, 1200 Ransom in Muskegon.

VII. Distribution of Policies

Ms. Kell distributed a notebook containing the various MCHCCN policies, plans, membership roster and other items of interest as an orientation piece.

VIII. Report on use of Community Foundation Funds

 Ms. Taylor reported that no Community Foundation funds were used in January, 2018.

IX. Adjournment

The meeting adjourned at 9:40 am.

Respectfully Submitted,

Judy Kell, CoC Coordinator