**MUSKEGON COUNTY HOMELESS CONTINUUM OF CARE NETWORK**

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**EXECUTIVE COMMITTEE**

**February 2020**

**9:00 – 10:00 am**

**Access Health**

**Conference Room**

**1200 Ransom Avenue**

**Muskegon, MI 49442**

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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 |
| Shelly Evans, Health West | x |  |  | John Taylor, Community en  Compass (HARA) | x |  |
| Samantha Ferguson, Community Foundation for Muskegon County |  | x |  | Oneata Bailey, City of Muskegon |  | x |
| Jamie Hekker, Public Health of Muskegon County | x |  |  | Angela Mayeaux, Muskegon Housing Commission | x |  |
| LaShae Simmons representing lived experience | x |  |  | Judy Kell, CoC Coordinator (non-voting) | x |  |
| Irma Lopez, McKinney Vento |  | x |  | Miranda Broadbent, HMIS Administrator (non-voting) | x |  |
| Jana Routt, United Way of the Lakeshore |  | x |  | John Peterson, Planning Consultant | x |  |
| Brandon Baskin, Health West | x |  |  |  |  |  |

**MINUTES**

1. **Call to Order**

The meeting was called to order at 9:02 AM.

1. **Approval of Minutes of January 9th**

A motion was made by Mrs. Evans and second by Mrs. Crosby to approve the minutes of January 9, 2020. The motion carried.

1. **Report on Point In Time**

Ms. Broadbent provided an overview of Point in Time. The number of volunteers for event was low. Supplies were offered to individuals identified during the count. Blankets, gloves, hats, snacks, gift card to McDonalds and bus passes were available for distribution. Eight individuals had been surveyed for PIT either on street count or service based. The point in time report is due to HUD in April and more information will be available then.

Mr. Taylor reported that he still has a survey sheet to turn in, and will email it to the system admin.

1. **Coordinated Entry Report**
2. Issues related to by-name-list meetings

Ms. Broadbent reported that low attendance has been noticed in the recent meetings. Coming up with a clear process for PSH pull has been a challenge. New efforts are being sought to capture individuals who may qualify for this program. A new monthly report was created to reflect the movement within the PSH BNL.

1. Issues related to agencies not completing VI-SPDAT

Ms. Broadbent raised concerns with the workflow of agencies and completing the VISPDAT. MSHDA bonus funds were closely attached to a performance outcome that 90% of individuals have a VI-SPDAT when entering ES or RRH. Training was provided to the men’s mission to alleviate the burden on one case manager. Ms. Broadbent will email Mr. Skoglund so he can follow up with his team to see if this issue has been resolved.

1. **Report on Veterans Outreach Event**

Ms. Broadbent reported that the Veterans Stand-Down/Project Homeless Connect event would not be moving forward with the Veterans Job Fair event.

Ms. Osborn, the chair of the Outreach Committee new in her role, is trying to be acquainted with budgets, and past relationships for this event.

Mrs. Hecker has suggested an AD-HOC meeting with Ms. Osborn to make sure this process is on track. Possible future partnerships with Recon event or other community collaborates event will be ventured for 2021.

1. **HUD Awards**

Mrs. Kell reported that all agencies including the planning grant was funded through the NOFA process. Every Woman’s place did not receive the DV bonus funding.

Mrs. Kell and Ms. Broadbent will send out information for the preparation of the next year's DV bonus funding.

Mrs. Kell reported that discussions of reallocations of awards should be made. Next month’s agenda will have this item requesting information from agencies who request this by April. Reallocation policy will be sent out.

1. **RFP Planning Consultant to be Issued**

Mr. Peterson dismissed himself from the meeting at this agenda item, as he is the current planning consultant.

Mrs. Kell reported that the RFP is due in March. Focus is on sustainability of CoC and finishing the coordinated entry process.

Mrs. Kell reported that the RFP will be posted on MSHDA website and sent to all HUD approved consultants in addition to the CoC website. Muskegon has limited funding for this position and it has posed barriers to getting applicants. Additional funding ventures will also be included in April’s agenda.

1. **Livability Lab**

Mrs. Crosby reported that recently they had the 100-day celebration. The launch of Livability Lab 2.0 is planned for September 2020. This will focus on planning, distribution, and use of reports.

Mrs. Mayeaux stated that township and council meetings along with planning commissions is where systemic stainability starts. Recently there has been a push for more affordable housing for low-income individuals aged 18-54. Currently in Muskegon, there is an 85% low-income housing stock for elderly.

Mr. Taylor reported that his team 18 as part of the Livability Lab was heading up a discharge plan, this included creating a chart for individuals to refer to when presented with a discharge of a homeless individual. Discharge planning included hospitals and jails.

Mr. Skoglund addressed and issue on how they can better serve individuals who really need foster living assistance. Often they have had people come to the shelter who they are not equipped to serve.

**IX. Adjournment**

The meeting was adjourned at 10:04 AM.

Respectfully Submitted,

Miranda Broadbent

Recorder