**MUSKEGON COUNTY HOMELESS CONTINUUM OF CARE NETWORK**

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**EXECUTIVE COMMITTEE**

**March 12, 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 |  |  |  | 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 9:07 AM.

1. **Approval of Minutes of February 13th**

A motion was made by Mr. Baskin and second by Mrs. Aaron-Shyne to approve the minutes of February 13, 2020. The motion carried.

1. **Agenda Amendment**

Mrs. Hekker asked that an additional agenda item be included. The agenda item to be added is Full Committee in April.

1. **Distribution of Notebooks**

Ms. Broadbent brought three-ring binders of the CoC documents for distribution. Please continue to add to the binders as new policies evolve.

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

Ms. Broadbent reported that the by-name list meetings are still occurring on a bi-weekly basis. Attendance has been low. There have been some recent staff changes and it is hopeful the new VOA case manager will be hired soon.

1. MOU’s to be Signed

Mr. Peterson distributed two documents; a brief description was made about the summary of the requirements of coordinated entry. Intensions are to take the system in place but make it compliant with HUD and Funder requirements. This work has developed over time. Looking at each of the elements access, assessment, prioritize and referral. Access agencies are not required but are encouraged to participate in HMIS.

Mr. Peterson reported that the referral process is what made the MOU's signing delayed. The special population's committee pushed through identifying issues and have come to a functional place in the process. This process is functioning and policies are being developed to follow.

Mr. Peterson reviewed the MOU and tracked the changes in red. Major changes were reflected in the referral agency responsibilities section. MOU’s will be distributed to Coordinated Entry. Mr. Peterson has made himself available to meet with any agency for further discussion. Agencies should contact the Chair and Coordinator if interested in Signing the MOU.

A motion was made by Mr. Baskin to approve the changes on the MOU, Mr. Taylor second. The motion carried.

A motion was made by Mr. Baskin for a deadline of Friday, April 3, 2020, to have MOU's returned to the Executive Chair and Coordinator, Mr. Taylor second. The motion carried.

Mrs. He

1. **RFP For Planning Consultant Issued**

Ms. Broadbent reported that the RFP has been posted to the website as well as sent out to Cloudburst Consulting, CSH, TDA Consulting, and Home Base Consulting. The RFP has a deadline of April 2, 2020, by 4:00 pm EST.

1. **Data Committee Report**

Ms. Broadbent reported that the Data Committee met on March 5, 2020. They have developed a policy for the by-name list process.

Ms. Broadbent reported that the Housing Inventory and Point In Time report are due at the end of April. Currently, the HMIS audit is being scheduled, to ensure accuracy on provider pages for the reports due to HUD.

1. **Full Committee April**

Ms. Hekker reported that the next Full Committee meeting is scheduled in April. In light of the Coronavirus outbreak, this meeting should be kept on radar.

**IX. Other Business**

Shelia Morris from Samaritans, (formerly known as Lutheran Social Services) has come to the table and wants to be involved with the CoC. Currently, they are venturing affordable housing projects in Muskegon.

Ms. Broadbent reported that the Chair of the Outreach Committee was no longer with the CoC. A new chair for Outreach should be appointed so the efforts of Veterans StandDown and Project Homeless Connect, as well as PIT, do not get disturbed.

The Executive Committee nominated Mr. Taylor to chair the Outreach Committee. Mr. Taylor accepted the nomination.

**X. Adjournment**

The meeting was adjourned at 10:01 AM.

Respectfully Submitted,

Miranda Broadbent

Recorder