# Minutes………………………..………………………… Muskegon County Homeless Continuum of Care Network

 **Muskegon, MI 49442**

**Meeting Description:**  **MCHCCN Review Committee Meeting**

Access Health

 Conference Room

 1200 Ransom

 Muskegon, MI 49442

**Meeting Date: July 9, 2018 Time: 2:00 pm – 3:30 pm**

The Review Committee is one of the standing committees of the Homeless Continuum of Care Network.  The Committee is responsible for the distribution of federal and state funds for housing services

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| --- | --- | --- | --- | --- | --- | --- |
| Representatives | Present | Absent |  | Representatives | Present | Absent |
| Oneata Bailey, Chair, City of Muskegon | x |  |  | Leslie Slater, Co-Chair, DHHS |  | x |
| Michael Poulin, Sheriff |  | x |  |  Judy Kell, CoC Coordinator (non-voting | x |  |
| Tim Burgess, Land Bank Authority of Muskegon County | x |  |  | Miranda Broadbent, HMIS Administrator (non-voting) | x |  |
| Jennifer Haworth, Mission Services, Mercy Health Muskegon |  | x |  | Jana Routt, United Way of the Lakeshore | x |  |
| Michael Baauw, Veterans Center | x |  |  |  |  |  |

**MINUTES**

I. Call to Order

 The meeting was called to order at 2:05 pm.

II. Introductions

Review Committee members introduced themselves to each other. Ms. Kell explained the purpose of the Review Committee, how it relates to the Network and the responsibilities of the Committee.

III. Approval of Minutes of August 25, 2017 – Attachment A (AR)

A motion was made by Mr. Burgess and seconded by Mr. Baauw to approve the minutes of August 25, 2017 as submitted. The motion carried.

IV. Completion of Conflict of Interest Statement – Attachment B (AR)

 Review Committee members completed the Conflict of Interest Statements and gave them to Ms. Kell.

V. Short review of MSHDA Notice of Funding Availability – (FI)

Ms. Kell reviewed the MSHDA Notice of Funding Availability explaining allowed expenses and what was not allowed.

VI. Review of Application for Funding from Community enCompass – Attachment C (AR)

 The members of the Committee reviewed the application from Community encompass. Given that the application

was very similar to that of previous years, there were very few questions. Comments were made that this application was prepared much better than in previous years and that It was much easier to understand where and how the money would be spent.

VII. Evaluation Sheet – Attachment D (FI)

 Members of the Review Committee completed the evaluation sheet and gave them to Ms. Kell.

VIII. Recommendation for Funding – (AR)

A motion was made by Mr. Baauw to recommend approving the Community encompass application for funding to the Executive Committee. The motion was seconded by Ms. Bailey. The motion carried.

IX. Adjournment

 The meeting adjourned at 3:35 pm.

AR – Action Required

FI – For Information