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

 **Muskegon, MI 49442**

**Meeting Description:**  **MCHCCN Member Meeting**

United Way of the Lakeshore

 Conference Room

 31 Clay

 Muskegon, MI 49440

**Meeting Date: August 29, 2019 9:00 am**

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| --- | --- | --- | --- | --- | --- | --- |
| Representatives | Present | Absent |  | Representatives | Present | Absent |
| Katie Flaska, Pine Grove Housing Services, Voting member | x |  |  | Marian McDermed, Family Promise, Voting Member | x |  |
| Jamie Hekker, Public Health of Muskegon County, voting member | x |  |  | Emily O'Brien, TSA-ESP, Salvation Army | x |  |
| Tressa Crosby, Health Project, Voting Member | x |  |  | Sara Johnson, Call 211, voting member | x |  |
| Alisha Pennington, MDHHS, Soar Coordinator | x |  |  | Kiara Scott, Community enCompass | c |  |
| Tiyanna William, Community enCompass, Non-Voting Member | x |  |  | John Taylor, Community enCompass | x |  |
| John Peterson, Consultant | x |  |  |  |  |  |

**MINUTES**

I. Call to Order

 The meeting was called to order at 9:01 am.

II. Introductions

 All participants introduced themselves to each other.

III. Approval of the Agenda

A motion was made by Ms. Crosby and seconded by Ms. Johnson to approve the agenda. The motion carried.

IV. Approval of the Minutes of April 25, 2019

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

V. Report on PSH Pilots

Ms. Scott reported that of the 50 vouchers awarded to Health West and Community enCompass only 14 of the vouchers were utilized as there were difficulties in locating the individuals that were on the list provided by the State of Michigan.

VI. Strategic Plan/Network Business Plan (Draft)

Ms. Peterson described the various components of the Network Business Plan and how it fits with HUD's strategic aims. There is also a discussion about the sustainability of the Network and the activities that are needed to sustain it. A motion was made by Mr. Taylor and seconded by Ms. McDermed to support the essence of the Plan and to recommend to the Executive Committee that it approve the Plan. The motion carried.

VII. Governance Charter Revision

Ms. Kell described the proposed changes to the Governance Charter. The changes relate to movement of some of the committees such as the Special Populations Committee (the By-Name List), the Outreach Committee, Data and Discharge Committees coming under the purview of the Coordinated Entry Committee. The revision reflects the organization chart that is part of the Network Business Plan and will allow the activities of the committees to fit within their scope of work. A motion was made by Ms. Crosby and seconded by Ms. Johnson to accept the revision to the Governance Charter. The motion carried.

VIII. Network Organization Chart

Mr. Peterson presented the proposed Network Organization Chart and described how it fits within the Strategic/Business Plan of the Network. A motion was made by Ms. Taylor and Ms. McDermed to recommend to the Executive Committee that it approve the Organization Chart. The motion carried.

IX. Coordinated Entry System Map

Ms. Kell reported that the Coordinated Entry Committee had been working on the flow and processes for the Coordinated Entry System. The Map depicts that workflow in a visual manner. A motion was made by Ms. McDermed and seconded by Ms. Johnson to recommend to the Executive Committee that it approve the Coordinated Entry map so that the Network can see how the referrals are made and the flow of clients. The motion carried.

X. Report on HUD and MSHDA applications.

Ms. Kell reported that the MSHDA application was submitted. There is a small domestic violence bonus for which EWP is going to apply. The HUD application is due in mid-September. The Review Committee met earlier this week and made its recommendations for funding through its prioritization process. The results of the prioritization process have been sent to the Membership and is posted on the MCHCCN website.

XI. Adjournment

 The meeting was adjourned at 10:19 am.

Respectfully Submitted,

Judith Kell, Recorder