**MUSKEGON COUNTY HOMELESS CONTINUUM OF CARE NETWORK**

 **EXECUTIVE COMMITTEE**

**MINUTES**

**December 13, 2016**

**3:30 PM – 4:30 PM**

**Muskegon County Convention and Visitors Bureau**

**Upstairs Conference Room**

**610 W. Western Avenue**

**Muskegon, MI 49440**

**Attending**: Stevi Riel, Co-Chair, Muskegon Community Health Project, Christine Robere-United Way, Judy Kell-Muskegon Community Health Project – CoC Coordinator, Tressa Crosby, Muskegon Community Health Project, Michael Ramsey, McClees Clinic, Kevin Newton, Muskegon Rescue Mission, John Peterson, CSH

# Call to Order and Introductions

Ms. Riel called the meeting to order at 3:35 pm. The attendance sheet was distributed and introductions were made.

**Minutes Approval**

A motion was made by Ms. Crosby and seconded by Mr. Ramsey to approve the minutes of September 21, 2016 as submitted. The motion passed.

**Approval of Agenda**

A motion was made by Ms. Robere and seconded by Ms. Crosby to approve the agenda as submitted. The motion passed.

**New Business**

**New Member**

Mr. Kevin Newton, Executive Director of the Rescue Mission has joined the Executive Committee as a member. He was welcomed by the members of the Committee.

**Veterans Homeless Initiative**

Ms. Kell reported that the October 11, 2016 Roll Call event at the Muskegon County Board of Commissioners meeting was a success. The veteran specific veterans funding from MSHDA has been expended. We will need to house veterans with whatever funds we can utilize through other community stakeholders than the HARA.

**2016 MSHMIS Operating Policies and Procedures**

Ms. Kell presented the 2016 MSHMIS Operating Policies and Procedures and discussed the changes from the prior policies and procedures. These policies and procedures are the basis of the MCHCCN Policies and Procedures for the administration of the HMIS system. A motion was made by Mr. Ramsey and seconded by Ms. Robere to accept the 2016 MSHMIS Policies and Procedures and to update the MCHCCN HMIS Policies and Procedures to be in compliance with these updated policies and procedures. The motion passed.

**Planning Grant**

Mr. John Peterson from CSH, our planning consultant, attended the meeting and discussed the planning process. He asked permission to speak with representatives from HUD and MSHDA to find out what they think of our CoC and if our funding agencies have any recommendations for improvement. He is working on a governance structure document and reviewed a variety of themes that he will be including in the document.

**Covenant Academy**

This item was deferred until the next meeting.

**Endowment Fund at the Community Foundation**

This item was deferred until the next meeting.

**Project Homeless Connect**

Mr. Ramsey reported that the Project Homeless Connect event on October 26, 2016 was very successful. Many agencies were present to serve the homeless population and many veterans were served. The event is already booked at LC Walker arena for the next year.

**Adjourn**

The meeting was adjourned at 4:45 pm.