**MUSKEGON COUNTY HOMELESS CONTINUUM OF CARE NETWORK**

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**Executive Committee**

***January 17, 2017***

***9:00 am – 10:00 am***

**Muskegon Community Health Project**

**Conference Room**

**565 W. Western Avenue**

**Muskegon, Mi 49440**

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**MINUTES**

**Attending**: Dan Sawka, Co-Chair, Muskegon Community Health Project, Christine Robere-United Way, Judy Kell-Muskegon Community Health Project – CoC Coordinator, Tressa Crosby, Muskegon Community Health Project, Virginia Taylor, Community enCompass, Sarah Rinsema-Sybenga, Community enCompass, Miranda Broadbent, HMIS Systems Administrator

**Call to Order**

The meeting was called to order at 9:05 am.

**Agenda Item**

Approval of minutes of December 13, 2016

A motion was made by Ms. Crosby and seconded by Ms. Robere to approve the minutes of December 13, 2016 as submitted. The motion passed.

**Agenda Item**

Veterans Homeless Initiative Update

Ms. Kell reported that the Veterans Committee has started meeting again following the holiday hiatus. Ms. Kell reviewed the number of veterans still seeking housing and the expenditure of the MSHDA veteran's funds. There is still a need to house veterans and VOA has some funds yet available for chronically homeless veterans.

**Agenda Item**

Covenant Academy Housing

There was a discussion about the need to engage Covenant Academy in the Homeless Continuum of Network if they are indeed going to be housing homeless youth. It was reported that Covenant Academy had applied for CHDO funds through the City of Muskegon. Questions were raised as to whether a CHDO application and awarding of funds would necessitate the reporting of their data in the HMIS system. There is some confusion about the nature of the housing as it has been reported that it is a dormitory for students at the Academy. If this is the case, then an application for a CHDO would not be successful. There was discussion related to the type of housing provided by Covenant Academy as outlined in the CHDO application. There was concern that the housing would be listed as transitional housing and HUD is no longer funding transitional housing.

Ms. Kell will contact the City of Muskegon to discuss the CHDO application and how it fits with the Consolidated Plan which in turn is supposed to be consistent with our planning. Ms. Kell expressed concern that the lack of coordination with the cities as well as the housing commissions would result in lower scores by HUD for our application for funding. While we were funded this year, this is an issue that needs to be addressed in order to remain competitive.

It was also determined that Covenant Academy staff and board members be contacted to ask them to become engaged in the Continuum to ensure that services for the homeless are coordinated.

**Agenda Item**

Point in Time Count Update

Ms. Taylor and Ms. Broadbent reported that the Point in Time Count activities are established and ready to be implemented. The Outreach Committee has been in communication with other Continuum of Care entities to determine how they conduct their point in time counts and will likely be recommending some changes for the 2018 count.

**Agenda Item**

Use of Community Foundation Endowment Funds for Prevention of Homelessness

Ms. Kell reported that the ESG funds have been expended and we are without such funds until October 1, 2017 and that there is still significant need for housing funds in our community. Ms. Taylor reported that MSHDA will likely be providing an additional $13,000 in ESG funds but that is not sufficient given the demand for housing funds. There was a discussion about the use of the Community Foundation funds for prevention purposes, such as hotel or motel vouchers. But it was clear that the small amount of money in the Community Foundation account would not be sufficient to address all of the homeless prevention needs in the community.

There was a discussion about making a proposal to MSHDA and other funding agencies about the need in our community for housing funds. The sources of housing funds in the community was listed by the members of the Executive Committee. Ms. Kell was directed to develop a presentation about the housing needs in our community and the funds still needed to meet those needs. Ms. Taylor was asked to send information about the number of people served as well as other data to Ms. Kell so that she can develop the presentation to interested groups so that more funds would be available for the next few months.

There was also a discussion about using the Community Foundation funds for events such as the Tenant Landlord Training to teach tenants how to be good tenants and their tenant rights.

A motion was made by Ms. Robere that a request be made to the Community Foundation to draw down $1,580 for homeless prevention and to send it to Community enCompass as the HARA. The motion was seconded by Ms. Crosby. The motion carried.

Community enCompass will be required to make a monthly report to the Executive Committee as to how the funds were expended.

**Agenda Item**

Data Update

Ms. Broadbent reported that MSHDA has changed the reporting requirements for the ESG funds. She will be using the new format for the first time and will inform the Executive Committee if we are in compliance with the new reporting requirements.

**Agenda Item**

Ms. Kell submitted the HMIS Client Grievance Policy and Procedure as well as the Complaint and Grievance Form for review by the Committee members. The policy and procedure was developed in response to the changes that were outlined in the MSHMIS Policy and Procedure that require compliance by the local continuum of care networks. Ms. Kell reported that other policies and procedures need to be put into place and these will be brought forward in the next few months for review and approval. A motion was made by Mr. Sawka and seconded by Ms. Robere to approve the HMIS Client Grievance Policy and Procedure and Form as submitted. The motion carried.

**Adjourn**

The meeting was adjourned at 10:30 am.

Respectfully Submitted,

Judith Kell

Recorder