**MUSKEGON COUNTY HOMELESS CONTINUUM OF CARE NETWORK**

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**Executive Committee**

***February 21, 2017***

***9:00 am – 10:00 am***

**Muskegon County Convention and Visitors Bureau**

**Upstairs Conference Room**

**610 W. Western Avenue**

**Muskegon, MI 49440**

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**MINUTES**

**Attending**: Dan Sawka, Co-Chair, Salvation Army, Stevi Riel, Co-Chair, Muskegon Community Health Project, Judy Kell-Muskegon Community Health Project – CoC Coordinator, Tressa Crosby, Muskegon Community Health Project, Virginia Taylor, Community enCompass, Miranda Broadbent, HMIS Systems Administrator, Lori Rasmussen, EWP, Michael Ramsey, McClees Clinic, Kevin Newton, Muskegon Rescue Mission

**Call to Order**

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

**Agenda Item**

Approval of minutes of January 17, 2017

A motion was made by Ms. Broadbent and seconded by Mr. Newton to approve the minutes of January 17, 2017 as submitted. The motion passed.

**Agenda Item**

HMIS Audit Policy and Procedure

Ms. Broadbent reported that the Data Committee reviewed and is recommending approval of the HMIS Audit Policy and Procedure by the Executive Committee. This policy will align our Continuum of Care with state and national practices. A motion was made by Mr. Ramsey to approve the HMIS Audit Policy and Procedure. The motion was seconded by Ms. Taylor. The motion passed. The HMIS Audit Policy and Procedure will be placed on the CoC website.

**Agenda Item**

Covenant Academy Housing

Ms. Kell reported that she contacted the City of Muskegon to discuss a potential CHDO application for Covenant Academy Housing. At this time, no CHDO application has been submitted. The City of Muskegon believes that the housing being offered at the Covenant Academy site is for their students only. No plans have been shared with the City of Muskegon to open up the housing for other homeless youth. The Covenant Academy staff was invited to the Strategy and Planning meeting to discuss their project but the meeting was cancelled due to inclement weather. It was suggested that we continue to try to engage with Covenant Academy and offer any assistance that they may need as they go forward with their plans.

**Agenda Item**

Tenant Training

Ms. Kell reported that the tenant training was cancelled due to very few registrations. The Permanent Supportive Housing Committee will be reviewing the length of the training as well as the frequency to see if we can develop a program that better meets the needs of our audience.

**Agenda Item**

Continuum of Care Review of Response to NOFA

Ms. Kell presented a variety of documents related to HUD's review of the CoC's response to the NOFA including the scoring sheet, the crosswalk, the performance standards and the coordinated assessment system requirements. The Continuum of Care lost $7,000 of its funding this year because we did not meet the minimum requirements and will therefore, be starting $7,000 short for the next year.

Issues that need to be resolved include: a greater recognition of homeless issues in the entitlement communities' Consolidated Plan; a closer relationship with the housing commissions and inclusion of a homeless preference in their plans to HUD, a revision to the Rapid Rehousing Policy and implementation of performance standards consistent with HUD's standards and the use of such standards in the Review Process of funding proposals.

Ms. Broadbent will be meeting with the Data Committee and will develop performance standards that are consistent with HUD, MSHDA standards and high performing Continuum of Care standards. Once the Committee approves such standards and a policy and procedure for meeting them, it will be referred to the Executive Committee for its approval. A monthly dashboard will be put into place so we can see how we are doing. We will also incorporate these standards in the review process so that we can illustrate to HUD that we are starting to improve our processes and be compliant with their requirements. We may not get to the High Performing CoC Standards this year but at least we should be able to get some credit for what we are doing so we can keep all of our funding. It should be noted that we wish to maintain our local responses to homelessness as they often best meet our needs. We therefore, need to be cognizant of the local issues before we implement all national standards.

Ms. Broadbent and Ms. Kell will develop boiler plate language for the grantees to use in some of their sections so that we are consistent across all applications.

Ms. Kell will work with the entitlement communities and the housing commissions to get the correct language in all of their plans.

Ms. Taylor volunteered to revise the Repaid Rehousing Policy to meet the HUD requirements. The narrative in the grant reflected HUD's requirements but the Policy did not include some of the requirements and both the Policy and the narrative must match in order to obtain the points.

HUD will be holding webinars on the Coordinated Assessment System in the next 60 days to prepare for the implementation of such a system. It should be noted that the Coordinated Assessment System appears to be addressing the ESG funds for initial implementation. If that is the case, this will be a relatively easy system to implement as only the HARA has the ESG funds and can act as the coordinated assessment system for such funds. This will allow the CoC to address a Coordinated Assessment System for all funds in its next planning grant.

**Agenda Item**

Project Homeless Connect Update

Mr. Ramsey reported that the Outreach Committee is developing the plans for the next event which will be held in September 2017 at the LC Walker Arena. The Committee is also implementing an Outreach Response Team to ensure the safety of the volunteers as they search the various areas for homeless individuals and families. EWP has some ESG funding for outreach and will work with the Salvation Army to hire a contract person to be part of the Outreach Response Team. Ms. Riel indicated that Lee Curtis, an outreach worker from the Health Project can also be part of this team.

**Agenda Item**

Mr. Newton reported that Representative Hughes and Senator Hansen will be meeting with the staff of the Rescue Mission and other entities to discuss veterans' homelessness on March 2, 2017. Ms. Kell will attend to discuss potential issues such as fair market rental changes that have made rental housing less affordable and funding needs. Ms. Kell thanked Mr. Newton for the invitation as it is important for the CoC to be in attendance at such meetings.

**Adjournment**

The meeting was adjourned at 10:10 am.

Respectfully Submitted,

Judith Kell

Recorder