**MUSKEGON COUNTY HOMELESS CONTINUUM OF CARE NETWORK**

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**Executive Committee**

***April 17, 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, Project, Judy Kell, Muskegon Community Health Project – CoC Coordinator, Tressa Crosby, Muskegon Community Health Project, Virginia Taylor, Community enCompass, Lori Rasmussen, EWP, Christine Robere, United Way of the Lakeshore, Jennifer Brennan, HealthWest, Sarah Rinsema-Sybenga

**Call to Order**

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

**Agenda Item**

Approval of minutes of February 21, 2017

A motion was made by Ms. Rinsema-Sybenga and seconded by Ms. Rasmussen to approve the minutes of February 21, 2017 as submitted. The motion passed.

**Agenda Item**

Policy on Performance Measurement

Ms. Kell presented the Policy on Performance Measurement that the Data Committee for which the Data Committee is recommending approval in the absence of the HMIS administrator. Questions were raised about the audit tool as it only referenced one of the items to be audited. A motion was made by Ms. Rinsema-Sybenga and seconded by Ms. Robere that the Policy be approved without the audit tool. The motion was passed.

**Agenda Item**

Status Report on Planning and Coordinated Assessment Strategy

Co-Chair Sawka provided information that he had learned from the Planning Consultant in order to provide direction to the Planning Consultant. After considerable discussion, the Executive Committee indicated that it would like the Planning Consultant to focus on the following in this planning grant – with the understanding the draft document needs to be completed and approve by the end of May 2017.

1. Establishment of Coordinated Entry System
2. Establish performance and monitoring standards (based on HUD guidelines) for the CE system
3. Establish a by name waiting list
4. Establish performance and monitoring standards for turn-around time for assessment, referrals, placement – what are the norm standards for the timeframe
5. Policy development for the establishment, selection, performance and monitoring of the CE system
6. Governance Structure

The Executive Committee felt that a merger or collaborative with another CoC would best be addressed in the next planning grant – don't forget that the bid documents are due in early May for the second planning grant.  There was a feeling that we needed to get our internal house in order before we discuss reaching out to other CoCs for such talks.

**Agenda Item**

Indicators for ESG Funds and Other Data Issues

Ms. Kell distributed ESG indicators for incentive payments and where the Continuum of Care stands in relationship to those indicators. It may be difficult for the Continuum to meet the number of standards in order to obtain the incentive payments. Agencies are working diligently to input their data so that when MSHDA runs the data another time, that the compliance rate will improve. It should be noted that in other states, the incentive payments have been made for those entities meeting the standards and that in later years, the payments became routine payments not incentive payments based upon the community meeting the standards. It is therefore, important that the agencies submitting data into the HMIS system do so and in the deadlines specified by the HMIS Agreement.

**Agenda Item**

HMIS Administrator Report

Ms. Kell distributed the HMIS Administrator's report which provides information related to the activities being undertaken by the HMIS Administrator.

**Agenda Item**

Report on Use of Community Foundation Funds

Ms. Taylor reported that no Community Foundation funds were used in March, 2017.

**Adjournment**

The meeting was adjourned at 10:30 am.

Respectfully Submitted,

Judith Kell

Recorder