**MUSKEGON COUNTY HOMELESS CONTINUUM OF CARE NETWORK**

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**Executive Committee**

***May 15, 2017***

***8:30 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, Salvation Army, Project, Judy Kell, Muskegon Community Health Project – CoC Coordinator, Virginia Taylor, Community, Sarah Rinsema-Sybenga, Community enCompass, Miranda Broadbent, HMIS Administrator, Kevin Newton, Muskegon Rescue Mission

**Call to Order**

The meeting was called to order at 8:35 am.

**Agenda Item**

Approval of minutes of April 17, 2017

A motion was made by Ms. Broadbent and seconded by Ms. Taylor to approve the minutes of

April 17, 2017 as submitted. The motion passed.

**Agenda Item**

Policy on By-Name List

Ms. Kell presented the Policy on the By-Name List recommended by the Veterans Sub-Committee. A motion was made by Ms. Taylor and seconded by Mr. Newton that the Policy be approved without the audit tool. The motion was passed.

**Agenda Item**

Status Report on Planning and Coordinated Assessment Strategy

Mr. Peterson, the planning consultant, was able to join the group via conference call. Mr. Peterson indicated that the existing By-Laws are in fairly good shape but need some tweaking. There are other policies that are required by both HUD and MSHDA related to coordinated entry, housing first, etc. that need to be developed to be in compliance with the funding requirements. More work is being done on the By-Laws as well as the policies and procedures so that they can be submitted with the funding applications.

**Agenda Item**

Acceptance of Proposal for Second Year Planning Grant

Ms. Kell reported that there was only one response to the Request for Proposals sent to a variety of planning groups to continue the planning work which will:

1. Develop a business plan for the Continuum of Care.
2. Update the Plan to End Homelessness.
3. Develop Action Plan for target populations.
4. Review, monitor and revise the Coordinated Entry Process.
5. Build off the work of the first planning grant.

CSH was the sole bidder for the dollar amount set forth in the grant approved by HUD. A motion was made by Mr. Sawka and seconded by Mr. Newton to accept the proposal as submitted. The motion carried.

**Agenda Item**

HMIS Audit Report

Ms. Broadbent reported that she is working on the audits and will have a report on the outcomes at the next Executive Committee meeting.

**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 10:00 am.

Respectfully Submitted,

Judith Kell

Recorder