**MUSKEGON COUNTY HOMELESS CONTINUUM OF CARE NETWORK**

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**Executive Committee**

***June 19, 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**: Judy Kell, Muskegon Community Health Project – CoC Coordinator, Virginia Taylor, Community, Sarah Rinsema-Sybenga, Community enCompass, Miranda Broadbent, HMIS Administrator, Michael Ramsey, McClees Clinic

**Call to Order**

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

**Agenda Item**

Approval of minutes of May 15, 2017

A motion was made by Ms. Rinsema-Sybenga and seconded by Mr. Ramsey to approve the minutes of

May 15, 2017 as submitted. The motion passed.

**Agenda Item**

ESG Allocation

Ms. Kell reported that EWP will not be using the remainder of the outreach money. She has been in contact with MSHDA and we will be allowed to change the allocation as long as the Executive Committee approves it. Once it is approved, Ms. Kell will contact MSHDA and let them know that the Executive Committee is supporting the re-allocation. We are requesting approval of a re-allocation of those funds to homeless prevention and rapid re-housing so that the funds can be spent by September 30, 2017

$2,100 for Homeless Prevention Leasing Assistance

$5,181 for Rapid Rehousing Leasing Assistance

A motion was made by Mr. Ramsey to approve the re-allocation of the funds and to notify MSHDA of this change. The motion was seconded by Ms. Kell. The motion was approved.

**Agenda Item**

ESG Policy

Ms. Kell reported that the members of the Strategy and Planning Committee had a lengthy and vibrant conversation regarding some of the aspects of the ESG program. Specifically, there was a desire to request that clients, who had the ability to pay a percentage of the rent, would be requested to do so as is the case in many other areas of the State of Michigan. In addition, there was discussion about the need to ensure that there was ESG funds available throughout the year. The Strategy and Planning Committee is recommending the adoption of the ESG policy that was attached to the agenda. Ms. Rinsema-Sybenga moved and Ms. Broadbent supported the motion to adopt the policy effective June 19, 2017. The motion carried.

**Agenda Item**

Gaps Analysis

Ms. Broadbent presented the gaps analysis of the use of our existing beds in the community. It appears that the beds are being used appropriately. We will need to review this on an annual basis so that we can allocate our HUD funds to match the needs.

**Agenda Item**

Presentation on Policies and By-Laws

Mr. Peterson was unable to attend the meeting so this agenda item will be deferred until next month.

**Agenda Item**

Report on Use of Community Foundation Funds

There was no expenditure of Community Foundation funds during the past month.

**Adjournment**

The meeting was adjourned at 10:05 am.

Respectfully Submitted,

Judith Kell

CoC Coordinator