# Agenda………………………..………………………… Muskegon County Homeless Continuum of Care Network

**Muskegon, MI 49442**

**Meeting Description:**  **MCHCCN Executive Committee Meeting**

Access Health

Conference Room

1200 Ransom

Muskegon, MI 49442

**Meeting Date: May 10, 2018 Time: 9:00 am – 10:00 am**

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| --- | --- | --- | --- | --- | --- | --- |
| Representatives | Present | Absent |  | Representatives | Present | Absent |
| Julie Aaron-Shyne, City of Muskegon Heights | X |  |  | Dan Skoglund, Muskegon Rescue Mission | X |  |
| Tressa Crosby, Health Project | X |  |  | Leslie Slater, Department of Health & Human Services |  | X |
| Linda Draft, Health West | X |  |  | Virginia Taylor, Community en  Compass (HARA) | X |  |
| Samantha Ferguson, City of Muskegon | X |  |  | Judy Clark Ochs, 1st Congregational Church |  | X |
| Jamie Hekker, Public Health of Muskegon County | X |  |  | Angela Mayeaux, Muskegon Housing Commission |  | X |
| Thomas Hardy – formerly homeless | X |  |  | Judy Kell, CoC Coordinator (non-voting | X |  |
| Lt. Chris Karlin, Salvation Army |  | X |  | Miranda Broadbent, HMIS Administrator (non-voting) | X |  |
| Laura St. Louis, Muskegon-Oceana Community Action Partnership | X |  |  | John Peterson, CSH |  | X |
| Michael Baauw, Chair, Nominating Committee |  | X |  | Michael Ramsey, Chair, Coordinated Entry Committee | X |  |
| Oneata Bailey, Chair, Review Committee |  | X |  |  |  |  |

**AGENDA**

I. Call to Order

The meeting was called to order at 9:03am

II. Approval of Minutes of April 12, 2018 – Attachment A (AR)

The motion was made by Mr. Hardy and seconded by Mr. Ramsey to approve the minutes as submitted. The

motion was carried.

III. Report from Ad Hoc Committee – (AR)

* Media Contact

All media contacts will be coordinated and approved by the Chair of the Network to ensure that

responses reflect the mission of the Network and to provide accurate information to the media regarding the Network's activities as well as responses for technical information such as the number of homeless, use of funds, etc. The Chair of the Network will review the requests and refer the media to the appropriate person to respond.

Motion: All media requests to members of the Network are to be directed to Jamie Hekker at: [hekkerja@co.muskegon.mi.us](mailto:hekkerja@co.muskegon.mi.us).

An additional comment was made by Ms. Kell that this motion only applied to COC business not individual agency business. The motion was made by Mrs. St. Louis and seconded by Mr. Hardy as written. The motion was carried*.*

* Review of Grant Applications, letter of support, etc.

In order to ensure that the Network is aware of funding applications or other projects needing letters of endorsement and that the projects are consistent with the mission of the Network, we are requesting that such requests are submitted to the Executive Committee in a timely manner for their review and approval. Standards and guidelines for such approvals will be forthcoming.

Motion: Any funding application or letter of support for funding requiring Network endorsement must be submitted to the Executive Committee for its review and approval. This would include applications for assistance for projects sponsored by Network Committees. The material must be submitted a week prior to the Executive Committee meeting to the CoC Coordinator.

The motion was made by Mr. Ramsey and seconded by Ms. Draft. The motion was carried*.*

* Minutes of Committee and Sub-Committee meetings

Motion: In order to maintain an accurate record of Committee and Sub-Committee meetings, the minutes of such meetings must be submitted to the next Executive Committee meeting through the agenda packet process – submission to the CoC Coordinator one week prior to the meeting (the first Thursday of the month.

An additional comment was made by Mr. Ramsey that all committees and sub-committees should have

the same standardized note taking system which was supported by the group. The motion was made by Mr. Hardy and seconded by Mrs. Crosby. The motion was carried.

* Performance reports and Financial Reports

HUD and ESG grantees are required to submit a variety of reports for review by the Network pursuant to the guidance of HUD and MSHDA. The HMIS Administrator will contact each grantee and provide a list of reports that are needed and due dates for the same. The Data Committee will review the reports and will inform the Executive Committee on the status of compliance by each grantee for further action, if necessary.

Motion: The Data Committee will review and provide comments to the Executive Committee on the performance of the HUD and ESG grantees related to program as well as finance on a quarterly basis or as determined by the funding agencies.

The motion was made by Mrs. St. Louis and seconded by Mr. Skoglund. The motion was carried*.*

* Appointment of Review and Nominating Committee members

Members of the Review and Nominating Committees will be appointed by the Executive Committee of the Network as these are standing committees with specific tasks to complete in a time limited manner.

Since the Health Project is a recipient of the funds, Stevi Riel cannot be on the Review and Nominating Committee. Mr. Ramsey said that health care needs to be represented. Even though Stevi Riel will not be on the committee, Ms. Hekker will work on having someone in the health care field appointed to the committee before the next Executive Committee Meeting.

Motion: To appoint the following individuals to the Review Committee:

An amended motion was made to approve all but Stevi Riel.

Oneata Bailey, Chair (already appointed by the Executive Committee)

Leslie Slater, Vice-Chair (already appointed by the Executive Committee)

Christine Robere, United Way of the Lakeshore

Stevi Riel, Health Project

Mike Poulin, Sheriff

Tim Burgess, Land Bank

Mike Baauw, Veterans Center

The Amended motion was made by Mr. Ramsey and seconded by Ms. Aaron-Shyne. The motion was

carried.

* RFP and Award

HUD has awarded funds for a planning consultant to assist the Network in developing the infrastructure of the Network, a Coordinated Entry System and a variety of other planning tasks. A Request for Proposal was issued. Only one response was received. The RFP and the RFP response is attached.

Motion: To award the planning grant contract to John Peterson, LLC.

The motion was made by Mr. Ramsey and seconded by Mr. Hardy. The motion was carried.

* Status of ESG Funds

The Network adopted a policy in June, 2017 to help ensure the efficient and effective use of ESG funds. We requested a report from the HARA as to the implementation of the Policy which is attached.

IV. NOFA for ESG Funding – Released – (FI)

A notice was sent to the Network regarding the timeline and requirements for the funding. It was

also posted on the Network website.

V. Report on use of ESG funds pursuant to the Network policy – Virginia Taylor (FI)

Mrs. Taylor provided us with a report on fund usage and commitments to date (see attached). The HARA has only spent about 61% of the 70% she was allowed by the end of the second quarter. While all remaining funds have been committed, some of those with commitments may not use it which will allow for the freeing of those funds. Mrs. Taylor also said the HARA received an additional grant to pay her salary freeing an additional $25,000 to be reallocated to service delivery*.*

VI. Eviction Court – (FI)

Mrs. Taylor said good things are happening on this front.

Judge Hoops is on board. Landlords are getting on board as well knowing that if the tenant doesn’t get rent paid within 21 days then the landlord can get a writ and judgment the same day instead of having to wait. Funding is needed to pay the courts for the extra staff needed to pay for this service. All eviction cases will be seen on the same day. Roll-out is expected in September*.*

VII. Report on use of Community Foundation funds – Virginia Taylor – (FI)

Mrs. Taylor said that she spent $247.06 on the Rent the Right Way workshop. There will be work done to get more food and prize donations. A draw down of the funds has not happened yet because the Community Foundation has not told Mrs. Taylor how much is available. While it was discussed at the last meeting, Mrs. Taylor was unaware she needed committee approval to spend the money. Ms. Kell reminded the Committee that documentation needs to be sent to the Community Foundation regarding the expenditure of the funds.

Motion: The money from the Community Foundation will be used for the April Rent the Right Way Class in the amount of $247.06.

The motion was made by Mr. Skoglund and seconded by Mr. Hardy. The motion was carried.

VIII. Community Health Needs Assessment – (FI)

<https://www.getfeedback.com/r/bJaI1jCu>

Mr. Ramsey distributed business cards about the Community Needs Health Assessment. He stated that the majority of the information will be collected electronically. He also said he is hoping to get at least 5,000 respondents. Paper copies were an option, but not the preferred source of receiving the information.

IX. Other Business

* Judy Ochs-Clark resigned from the Executive Committee effective immediately due to scheduling conflicts.
* It was requested that the note taking template that Mrs. St. Louis developed by finalized and uploaded to the website. Ms. Kell said she would assist in getting that done.
* There is a public comment period for the community plan for the City of Muskegon, City of Muskegon Heights, and the City of Norton Shores.

X. Adjournment

A motion was made by Mr. Ramsey and seconded by Mrs. Hekker to adjourn the meeting at 10:13 am*.*

Respectfully Submitted,

Laura St. Louis

Secretary