



MUSKEGON COUNTY HOMELESS CONTINUUM OF CARE NETWORK

EXECUTIVE COMMITTEE

SEPTEMBER 18, 2017

9:00 AM – 10:00 AM

Muskegon Community Health Project

565 W. Western Avenue

Muskegon, MI 49440

MINUTES

Attending: Judy Kell, Muskegon Community Health Project – CoC Coordinator, Sarah Rinsema-Sybenga, Community enCompass, Miranda Broadbent, HMIS Administrator, Kevin Newton, Muskegon Rescue Mission, Virginia Taylor, Community enCompass, Tressa Crosby, Muskegon Community Health Project, John Peterson, CSH Planning Consultant

Call to Order

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

Approval of Minutes of August 21, 2017

A motion was made by Ms. Crosby and seconded by Mr. Newton to approve the minutes as submitted. The motion carried.

Acceptance of Resignation of Lori Rasmussen

Ms. Kell reported that Ms. Rasmussen had resigned from the MCHCCN Executive Committee and as Co-Chair of the Strategy and Planning Committee. A motion was made by Ms. Rinsema-Sybenga and seconded by Ms. Crosby to thank Ms. Rasmussen for her service.

Appointment of Nominating Committee

Mr. Peterson reviewed the need and responsibilities of the Nominating Committee as well as those of the Membership Committee, which Ms. Crosby chairs. There was discussion about changing the name of the Membership Committee to the Recruitment Committee to avoid future confusion between those efforts and the Membership Committee which will be meeting in January, 2018 which was known as the Strategy and Planning Committee. There was also a discussion about developing a process to be approved by the Membership Committee in January, 2018 that would limit the number of times that a membership application would need to be completed. The new process would have the agency submit a membership application with the names of the voting member and the alternate and only submit a new application when the voting member or alternate member changed rather than doing so on an annual basis. It was recommended that Jana Rout, Mike Baauw, Tamara Ivy and Sara Johnson be contacted to determine if they would be interested in serving on the Nominating Committee.

Approval of Non-Discrimination Policy

The Committee reviewed the Non-Discrimination Policy. A motion was made by Ms. Broadbent and seconded by Ms. Rinsema-Sybenga to approve the policy as submitted. The motion passed.

Approval of Non-Discrimination Policy for the Coordinated Entry Process

The Committee reviewed the Non-Discrimination Policy for the Coordinated Entry Process. A motion was made by Ms. Crosby and seconded by Ms. Rinsema-Sybenga to approve the policy as submitted. The motion passed.

Report on Coordinated Entry Policies and Procedures

Mr. Peterson reported that we had submitted a draft of the Coordinated Entry Policies and Procedures. More work will be done following the meeting established by MSHDA to provide guidance on the Policies and Procedures.

Report on HUD NOFA

Ms. Kell reported that progress is being made on the HUD NOFA application. The County Board of Commissioners will be voting on September 19, 2017 to sign the Certificates of Consistency, there have been a variety of issues that needed to be addressed through the process and the continuous changes have made this application process challenging this time.

Report on Use of Community Foundation Funds

No Community Foundation Funds were used this past month.

Next Meeting:

October 16, 2017

9 am – 10 am

Muskegon County Convention and Visitors Bureau

Upstairs Conference Room

610 W. Western Avenue

Muskegon, MI 49440