**Meeting Description:**  **MCHCCN Steering Council Committee Meeting**

**November 9, 2023**

**United Way of the Lakeshore**

**31 E Clay Ave Muskegon, MI 49442 via Zoom:**

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**Meeting Date: ￼** **November 9, 2023** **Time: 8:30am – 9:30am**

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| --- | --- | --- | --- | --- | --- | --- |
| Representatives | Present | Absent |  | Representatives | Present | Absent |
| Julie Aaron-Shyne, City of Muskegon Heights | X |  |  | Dan Skoglund, Muskegon Rescue Mission, Co-Chair |  | X |
| Hillery Ross, Health Project, Chair, Nominating Committee | X |  |  | Donata Kidd, Department of Health & Human Services | X |  |
| Brandon Baskin, Health West, Chair, Coordinated Entry Committee |  | X |  | Lisa Reinecke, True North Community Services (HARA) |  | X |
| Jamie Hekker, Public Health of Muskegon County, Chair | X |  |  | Sharonda Carson, City of Muskegon |  | X |
| Lashae Simmons representing lived experience | X |  |  | Angela Mayeaux, Muskegon Housing Commission, Chair Review Committee | X |  |
| Christine Robere, United Way of the Lakeshore | X |  |  | Cindy Larsen, Muskegon Lakeshore Chamber of Commerce |  | X |
| Diolinda Sali HMIS Administrator (non-voting) | X |  |  | Madison Butler, Community Encompass | X |  |
| Kesha Sanders, True North | X |  |  | John Peterson, Consultant (non-voting) |  | X |

**Meeting Minutes**

1. Call to Order – 8:37am
2. Approval of Agenda – (AR) - Motion to approve agenda by Julie Aaron, seconded by Lashae Simmons. Motion passed
3. Approval of Minutes of Steering Council (AR) -October 12, 2023 – Donata Kidd mentioned that MDHS had an extra ‘H’ listed in the name of MDHHS, this will be amended. Motion to approved by Angela Mayeaux, second by Hillery Ross. Motion passed
4. HARA Update – Kesha Sanders is a case manager for True North Services in Muskegon County. Kesha shared that True North has successfully housed two Rapid-Rehousing clients and two more are currently working towards being housed soon. She also shared that True North is working on their Outreach for National Homelessness Awareness Month, Wear Purple Wednesdays is in its second week. Anyone participating wearing purple should post on social media with the hashtag #endmihomelessness or #wearpurplewednesday. Kesha also shared that the amount of phone calls that True North was receiving has recently minimized thanks to 211 being able to screen applicants as they call in looking for services. By using this technique of screening calls, it will be able to produce data on how many individuals have unmet needs in the community. It will assist the community in knowing where there is a need for more resources or funding.
5. Veteran’s PSH (Permanent Supportive Housing) Program Transfer – Madison Butler shared with the group that Community Encompass is in the process of currently dissolving as an organization. They are currently closing Grants and have recently met with their HUD (Housing and Urban Development) representatives to go through the processes. Angela Mayeaux asked how long this process would take. The plan is to have the Veteran PSH program ready to be transferred, but it could take until next April for the process to be completed. HealthWest has not officially confirmed if they would be taking on the additional program. There has been continued work with HUD and Community Encompass to ensure that the individuals who are currently enrolled in the PSH program will continue to receive their assistance regardless of where the program gets moved to. Jamie Hekker suggests that Kimberly Leavell, the Executive Director of Community Encompass, write a letter to the agencies and vote for relinquishing the grant for the Veteran PSH program to make it an official offer to all agencies in the community.
   * 1. Madison shared that Kimberly has officially sent out an email to the community-based agencies officially stating that the agency is dissolving and for agencies to reach out if they would like to support them in taking over their other programs. For example, Sacred Suds, and McLaughlin Grows Urban Farm. There are also homes in the Muskegon area that were rehabbed and rented to individuals at an affordable cost. The plan is to also get theses residences under the supervision of an agency and not just sold to a landlord. The main concern is keeping those clients in housing that is affordable. With the help of MSHDA (Michigan State Housing Development Authority), they are working diligently to close what remains of their RRH (Rapid Re Housing) and HP (Homeless Prevention) grants. Due to technicality, they were not able to spend the remaining funds but hoped to get that money transferred to True North Community Services.
     2. Hillery Ross asked if Madison knew whether Sacred Suds was currently open or not. Madison explained that she is unsure at this moment if that location is open. And that all questions should be directed to Kimberly Leavell now. Chrisstine Robere asked if there was another location that offered Showers to those in need. No other agency now offers these services to the public.
6. Committee Updates -
   1. Data - Angela Mayeaux shared that Diolinda Sali has been reworking the CE (Coordinated Entry) monthly report that is usually presented to the Data and Coordinated Entry Committees. In the past this report has been confusing to understand and often the numbers were not 100% accurate because the data was being taken from the BNL and it is hard to confirm how accurate that list is when not every agency is fully participating in adding names to the list. The new report has the data coming from the Coordinated Entry APR (Annual Performance Report) which will have more accurate numbers coming from HMIS. It was recommended by Christine Robere to share a progress report on how the data clean-up is going for the next Steering Council meeting. It was also suggested that the financial reports presented every quarter to the Data Committee be shown to the Steering Committee.
   2. Coordinated Entry – Report cards for 10.1.22-9.30.23 were given to all the agencies involved in using the coordinated entry system. These reports were given out as part of the Data Clean up needed to prepare for LSA (Longitudinal Systems Analysis) reports. These reports are presented to the AHAR, and then will be accessed by the Federal government to review how homelessness has changed over the years across the country. Diolinda Sali also said she planned to do One-on-One training with the Rescue Mission to work together to clean up their data and share best practices for future data entry. This training is scheduled for next week.
   3. Outreach – True North has Hygiene boxes set up to start collecting items to share with the community I recognition of Homelessness Awareness Month.
   4. Nominating- Jamie Hekker shared that there are open positions starting 2024 for the CoC.
      1. At larger: 2 partial one-year terms.
      2. 4 2-year terms
      3. 1 term for a person with lived experience
   5. Also, the CoC hopes for more representation from other organizations in the community who are not represented. Salvation Army, Every Woman’s Place, MAISD, Community Foundation, Law Enforcement, Step-Up, Hope Project, and Family Promise all should have a place on the Steering Council Committee. Jamie plans to begin reaching out to who she can but suggests that if anyone has connections already at any of these organizations, that they also attempt to reach out. Angela Mayeaux states that she does know someone with lived experience who may be interested in attending or applying for membership.
   6. Julie Aaron asked about the Youth Action Board. Jamie Hekker explained that when COVID became prevalent in the area and meetings were moved to Zoom, it became difficult for attendees to continue and eventually the board dissolved due to lack of attendees. Recently, Jamie Hekker and Diolinda Sali met with a representative from Arbor Circle who wanted to get involved more in the Muskegon Area. Monique Carter from Arbor Circle gave useful information on what it is like to run a successfully Youth Action Board and how to best tackle the process of putting one together. Without funding for this project currently, it will be a slow process to get this board back up and running.
   7. Hillery Ross shared that by the end of November she will have information sent out to the Membership of the CoC pertaining to elections for slots available. Renewal applications will be sent out in December and the election in January. It was also brought to the attention of the CoC that there should be more Membership meetings scheduled in 2024 to keep those involved more informed and hopefully it will create more participation in the CoC. A new meeting schedule should be ready to be sent out by the end of December.
7. Coordinator Update – Christine/Jamie - Madison Butler’s first day as the CoC (Continuum of Care) Coordinator will be November 27th.
8. Other Business/Announcements- Donata Kidd shared that MDHS has a new management system being implemented for case workers. This new system, Universal Caseload, will make it easier for case workers to manage the inflow of clients. This system allows a pool of caseworkers to handle a pool of clients versus being assigned a client and then attempting to reach out to that client and often having to leave a voicemail. This will provide more reliable services in a more efficient manner while also providing more visibility with a shared system to oversee the interactions with a client. Clients seeking services should reach out to the hotline, 1-844-464-3447. Additionally, Angela Mayeaux was curious about updates to Holiday events happening in Muskegon County. Christine Robere shared that United Way of the Lakeshore will be doing their Adopt-a-Family Program again this holiday season to help families who are struggling during the holidays. More information on the Adopt-a-Family program can be found on the United Way website. The Muskegon Rescue Mission has two different events happening for Thanksgiving this year; a Turkey Drop on November 15th, then a thanksgiving basket give away on November 20-21st and both events will be happening at the Community Resource Center. Mission for Area People has a Teen Town Christmas program and will have a Barbecue on November 8th.
9. Adjourned- 9:37am